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SQURE.IO Messenger

Getting Started Step by Step

Welcome to SQURE!

With SQURE Messenger, you communicate with encryption, keep your team centrally in view and stay GDPR-compliant at the same time. You can use it on your phone, on the desktop or directly in the browser – there without any installation. Through the administration area you manage your team members, and with the broadcast channel you reach many people with a single message.

With the package **SQURE Free** you can start right away: 10 users, free forever. As your team grows, you will find the right package with **Cloud Standard** and **Cloud Plus**. Both can be tested free of charge and without obligation for 90 days, for up to 90 users. If you want full control over your own infrastructure, choose the **On-Premise Edition**.

Step by Step

Step 1: Choose a package

On the package overview, click **Register**. For Cloud Standard and Cloud Plus the button is called “Try for free”, for the On-Premise Edition “Get in touch”.

Step 2: Register

Enter your **first name**, **last name** and your **email address** and click **Register**.

Step 3: Wait a moment

We are setting up your package. Please wait a moment until the process is complete. As soon as your package is set up, you can continue with inviting your team.

Step 4: Invite your team

On the “Invite your team” page you invite additional team members. You do not need to enter yourself here, as you will receive your own login details separately (Step 5).

Enter the **first name**, **last name** and **email** of the people you want to invite. Use **+ Add another user** to add more people. Use **Send invitations** to send the invitations.

After the invitation is sent, each invited person receives an email at the address entered. It contains the username, which is the email address, and the “Set Password” link, which the person uses to set their password. The password is case-sensitive.

Prefer to invite people later? Choose **Skip for now**. You then create your users directly in the portal. When users are created in the portal, each person also receives an email to set their password.

Step 5: Set up your two accounts

You receive two emails at the address you registered with. Both contain your username and a link to set your password.

- **Portal admin:** The email “SQURE Account Information” confirms your package and gives the address https://portal.squre.io. This is where you administer your users. Use the link in the email to set your admin password.
- **User account:** The second email contains your SQURE.IO login details for using it as an end user. Use the “Set Password” link to set your password for the user account.

Both passwords are case-sensitive. After setting a password, “Password set successfully” appears, and with **Click here to log in** you can continue straight away.

Step 6: Use SQURE.IO on your device

You can find all download options at https://squre.io/downloads/. You have three options:

- **SQURE.IO Mobile App:** for mobile devices, available in the **App Store** and on **Google Play**. This way you stay connected with your team on the go.
- **SQURE.IO Desktop App:** the desktop version for your computer, available for **macOS** and **Windows**. It complements mobile use with a comfortable working environment.
- **SQURE.IO Web Chat:** runs directly in the browser, with no installation or download. Use **Open Web Client** to start right away.

Step 7: Log in

Open SQURE.IO via the app or the web chat and enter your **username** and your **password**. **Stay logged in** is an optional setting for the login. Then, in the “Confirm privacy policy” dialog, confirm with **Yes**.

If you have forgotten your password, use **Forgot password?** below the login button. You will need your username for this.