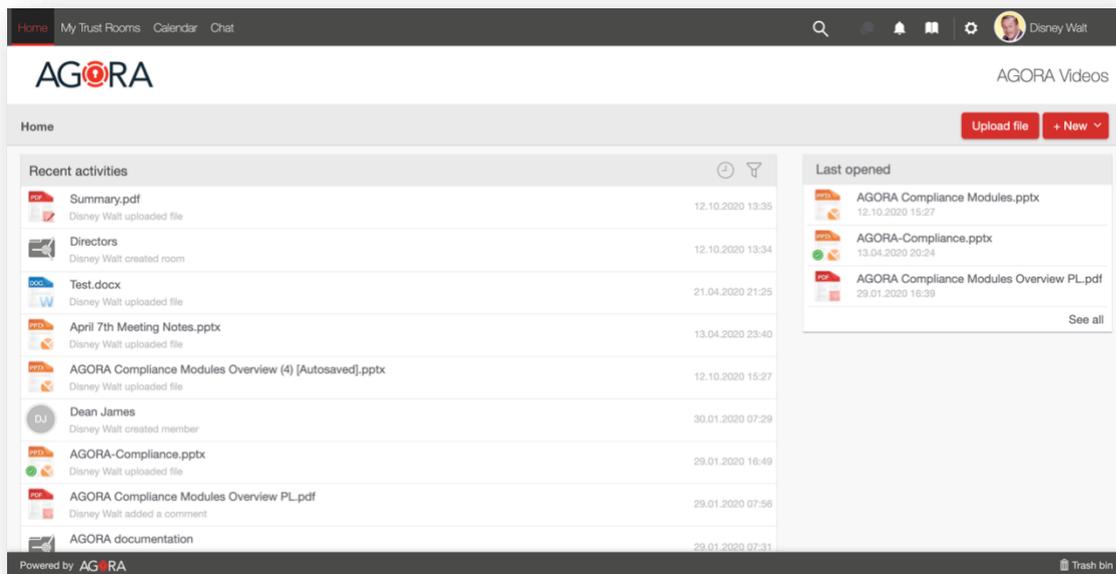


Dear customers,

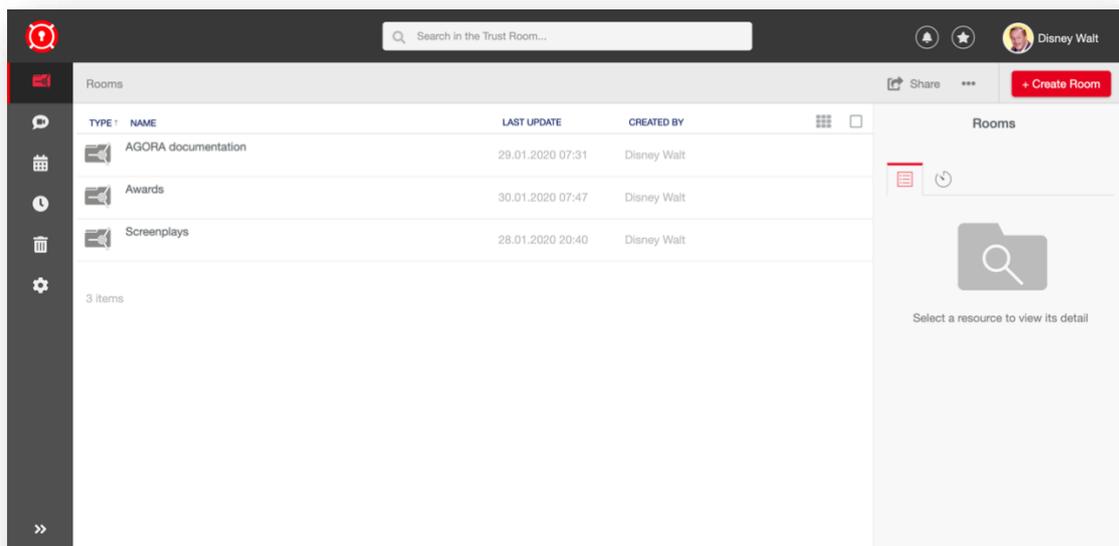
In the past several months, we spent some time rethinking our platform’s user interface and experience, with the goal of making it more intuitive and easier to use. We focused on this with the intent of helping you increase your productivity and reduce the learning curve for new users. So as a special Christmas gift, we would like to present you with a better interface!

First of all, this is how it will look when you log in.

Before:



Now:



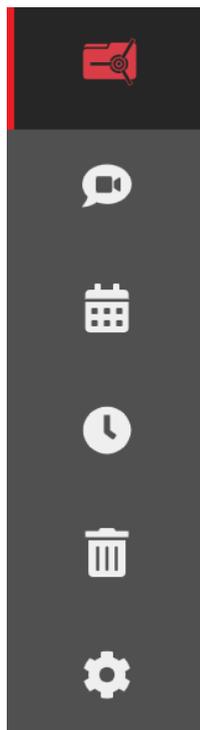
You will immediately spot some big changes: The navigation has moved to the left side, a narrower header and a different home page (no more a dashboard with the recent activities - but instead directly your Trust Rooms listing). Nice and streamlined!

Let's walk through some of the primary (more noticeable) changes we've introduced.

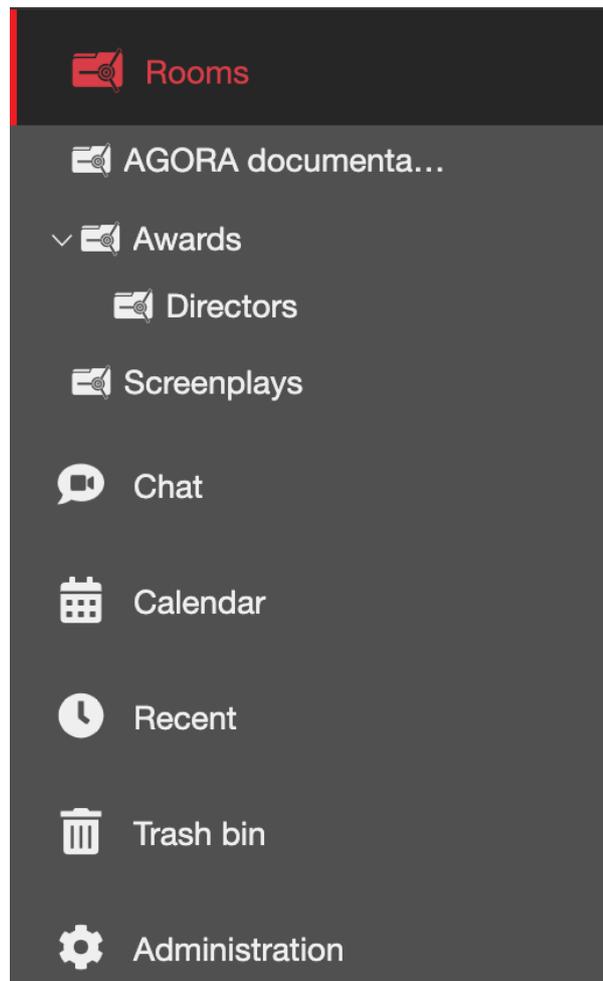
### New navigation

The navigation has been moved to the LEFT. Usually it is displayed collapsed, but you can easily expand it (including roll-overs, to help you along). This feature also gives you a better visibility into your Trust Room structure.

**Navigation collapsed**



**Navigation expanded**

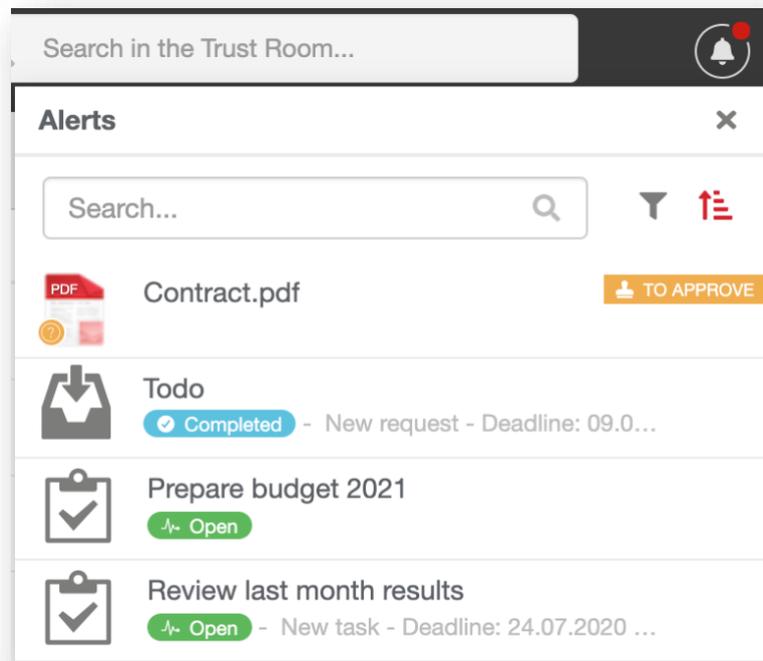


### New home page

The Rooms listing, is now displayed as the new home page, since this is the de-facto heart and main section of the platform.

In order to see the recent activities in your Trust Room, you can open the **Recent** page from the left navigation. There you will also have access to the list of files you last opened.

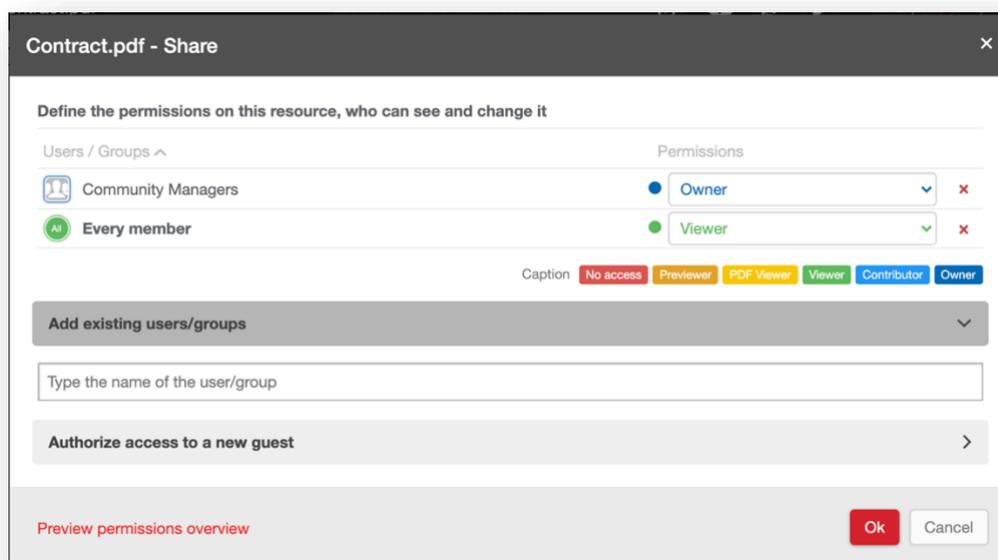
The list of what you have to do (Files to approve or sign, tasks, file requests, etc.) can now be viewed from any page, by clicking on the **Alerts** (bell) icon on the top.



### Share

Sharing a resource (File, Folder, Trust Room, etc.) is a principal purpose of the platform. This share functionality is for both Internal Users being granted access, as well as occasional external trusted guests or third parties. Until now, this function was split into two different actions: you had to use “Set permissions” for defining the permissions among defined users and groups, and “Grant guest access” for granting ad-hoc access to external guests.

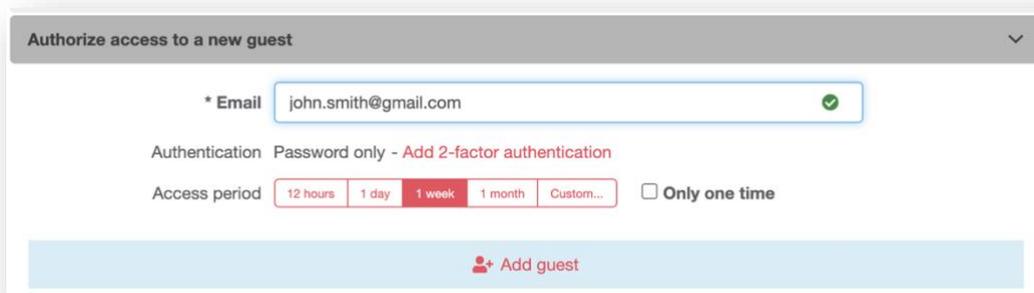
We have simplified and merged these actions into one single “**Share**” function, which will give you the possibility to perform both sharing to either internal users or external guests.



By using “**Add existing users/groups**” you can select the users/groups already defined in your Trust Room that you would like to authorize access to the resource. Users/Groups which have already access to the hierarchy of this resource (for example, whom can see the Room where this file is saved) are written in black. In grey are instead displayed Users/Groups without this access.



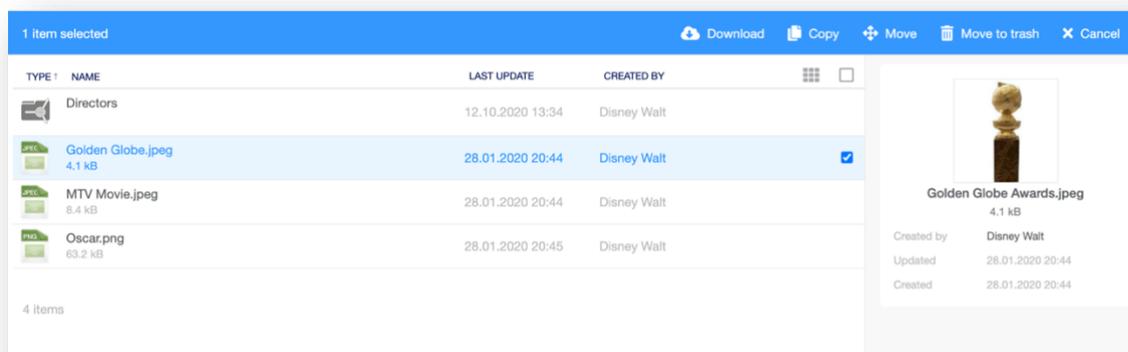
In the “**Authorize access to a new guest**” section, you can grant access to your resource for an external person (guest). To accomplish this, simply enter their email address, and optionally setup a 2-factor authentication and the desired access period. Once the guest account is added you will have to assign him/her the desired permission level on the resource.



### List selection / Item preview

The handling of lists is now easier. You can select an element with just a click and see, in the right lateral bar, its detail (including the preview for files).

More items can be selected holding Ctrl+Click (or Cmd+Click on Mac) and ranges with Shift+Click.



## Permissions on users / Groups

Until now, when you created a new user or a new group you had to specify the permissions over this account: who should have been able to administer resp. to see this account. Often these permissions were misunderstood and thought they were the permissions owned by this new user / group (what this one could do) and this led to possible confusion or user error.

If we analyze the use of the platform, we can say that these permissions can be “easily” computed: users/groups should be visible to everyone with whom they share the access to at least a resource. So, if I have the access on a file, I should be able to see all the other users/groups with access on the same file.

**We have improved this process, and this is exactly what AGORA does for you now!** You no longer need to specify permissions on users/groups. These ones are automatically computed and continuously updated by the system, based on the permissions defined on the resources shared in your Trust Room.

## “My name is Bond, James Bond...”

We made AGORA a bit less formal. You will no longer be greeted with “Welcome Bond James” but instead with “Welcome James Bond” and the file will not be uploaded by Bond James but by James Bond...

We know that there will be cases where also this format won't be the perfect one, for such cases, we suggest recording your users entering the full name in the desired form in the “Last name” field leaving the “First name” empty.

## One last thing: Group image

Similar to the creation of Users, you have now the ability to add an image to your Groups. This way, it can be easier for you to immediately recognize them on the various/different pages as you navigate (for example in the permissions overview).

Enjoy secure collaboration on our platform.

Best regards,

**AGORA SecureWare**

info@agora-secureware.ch

December 14th 2020