



# FIRST STEPS: QUICK START GUIDE

Desktop, Web, iOS and Android



Made in Germany 

[www.stashcat.com](http://www.stashcat.com)



For smartphones



Web-Client  
app.stashcat.com

For PC and Mac



## stashcat welcomes you

### Key received from your administrator?

Then start from **point 1**.

### Activation received by e-mail?

Follow the instructions in the mail and then continue from **point 3**.

# 1

## Install stashcat

You can get the stashcat app from the **Google Play Store** for Android or the **Apple App Store** for iOS devices.

To install the desktop client (Windows or macOS), please use the download at: [www.stashcat.com/en/app-downloads](http://www.stashcat.com/en/app-downloads)

You can also use stashcat without installation at [app.stashcat.com](http://app.stashcat.com) in the browser.

# 2

## Complete registration

- Open stashcat in your browser, desktop client, or the Android or iOS app.
- Click on „Enter registration key“.
- Please enter your registration key and follow the further instructions.

# 3

## Login

### Use via desktop client, Android or iOS app

- Open the desktop client, Android app, or iOS app.
- Enter your e-mail address and click „Next“.
- Now enter your password to log in.

### Use via browser

- First go to the page [app.stashcat.com](http://app.stashcat.com).
- Enter your e-mail address and click „Next“.
- Now enter your password to log in.

# 4

## Encryption

### 1st variant: Entering the encryption password

When you registered for stashcat, you set an encryption password for end-to-end encryption. This must be entered in addition to the account password.

### 2nd variant: Activation by another device

If you are already using another device that is logged into stashcat, you can use it to activate another device.

- Log in to stashcat and instead of entering the encryption password, click „Through another device“.
- On the already activated device, agree that this device may be used to activate the new device.
- On the new device, enter the 6-digit code that is displayed on the already activated device.
- After entering it, your device will be activated automatically.

# 5

## Invite additional users

(Only for administrators in the web or desktop client)

- Click the small gear icon in the lower left corner.
- Then select “Organization settings”.
- Click on “New User” in the upper right corner.
- Enter the required information and assign a user role to the user. stashcat offers the possibility to define custom user roles for your organization (see Permissions).
- Click “Add User.”
- If an email address was stored for a user during creation, an email will automatically be sent to the user when creation is complete. If no email address was created, the user must obtain their registration key by another means (see “Creating a registration letter”).

# 6

## Manage users

(Only for administrators in the web or desktop client)

### Change user information

- Click the small gear icon in the lower left corner.
- Then select “Organization settings”.
- Click on the “Users” tab.
- Click on the user you want to edit and then on the “Edit” button.
- Confirm your changes by clicking “Edit”.

### Delete user

- Click the small gear icon in the lower left corner.
- Then select “Organization settings”.
- Click on the “Users” tab.
- Move the mouse over the user you want to delete and click on the “trash can icon”.

# 7

## iOS

### Create conversations

- Open the navigation via the "Menu" icon at the top left or drag in the menu from the left edge of the screen.
- Select "Chats" and then the "Speech bubble" icon in the bottom bar.
- Press the "Plus" icon in the upper right.
- Select all the desired conversation participants and press "Done" in the top corner.



### Upload files

- Open the navigation via the "Menu" icon at the top left or drag in the menu from the left edge of the screen.
- Select "File storage".
- Press the three dots and select the directory from which you want to upload a file.
- Allow the app access if it is requested.
- Select the file you want to upload and finish the process by clicking "Confirm".

### Create channel

- Open the navigation via the "Menu" icon at the top left or drag in the menu from the left edge of the screen.
- Select "Chats" and then the "#" symbol in the bottom bar.
- Press the "Plus" icon in the upper right.
- Select "New Channel".

## Android

### Create conversations

- Open the navigation via the "Menu" icon at the top left.
- Select "Chats" and then tap on the "CONVERSATIONS" tab.
- Press the "Plus" icon at the bottom right.
- Select all desired conversation participants and confirm the creation via the check mark in the upper right corner.



### Upload files

- Open the navigation via the "Menu" icon in the upper left corner
- Tap on "File storage"
- Press the "Plus" icon on the bottom right and select "Upload".
- Allow access to your files if it is requested. Select the file you want to upload.

### Create channel

- Open the navigation via the "Menu" icon at the top left.
- Select "Chats" and then tap on the "CHANNELS" tab.
- Press the "Plus" icon at the bottom right.
- Select "New Channel".

## Desktop and web client

### Create conversations

- Click the "Plus" icon next to "Conversations" in the left sidebar.



### Create channel

- Click the "Plus" icon next to "Channels" in the left side panel.

### Upload files

- Open the file storage ("cloud" icon) via the navigation bar on the left.
- Click on "New" in the upper right corner and select "Upload files".
- On your computer, locate the file you want to upload.