First Steps

VERSION: 03/2023

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1. Download and Setup

- Download Threema Work in the app store

  JETZT BEI Google Play   **Download on AppGallery**

- Open the link you received from your administrator

  - Alternatively, you can add your username and password manually after opening the app for the first time

- The setup wizard will now guide you through the process

Contacts

All Contacts

Company Directory
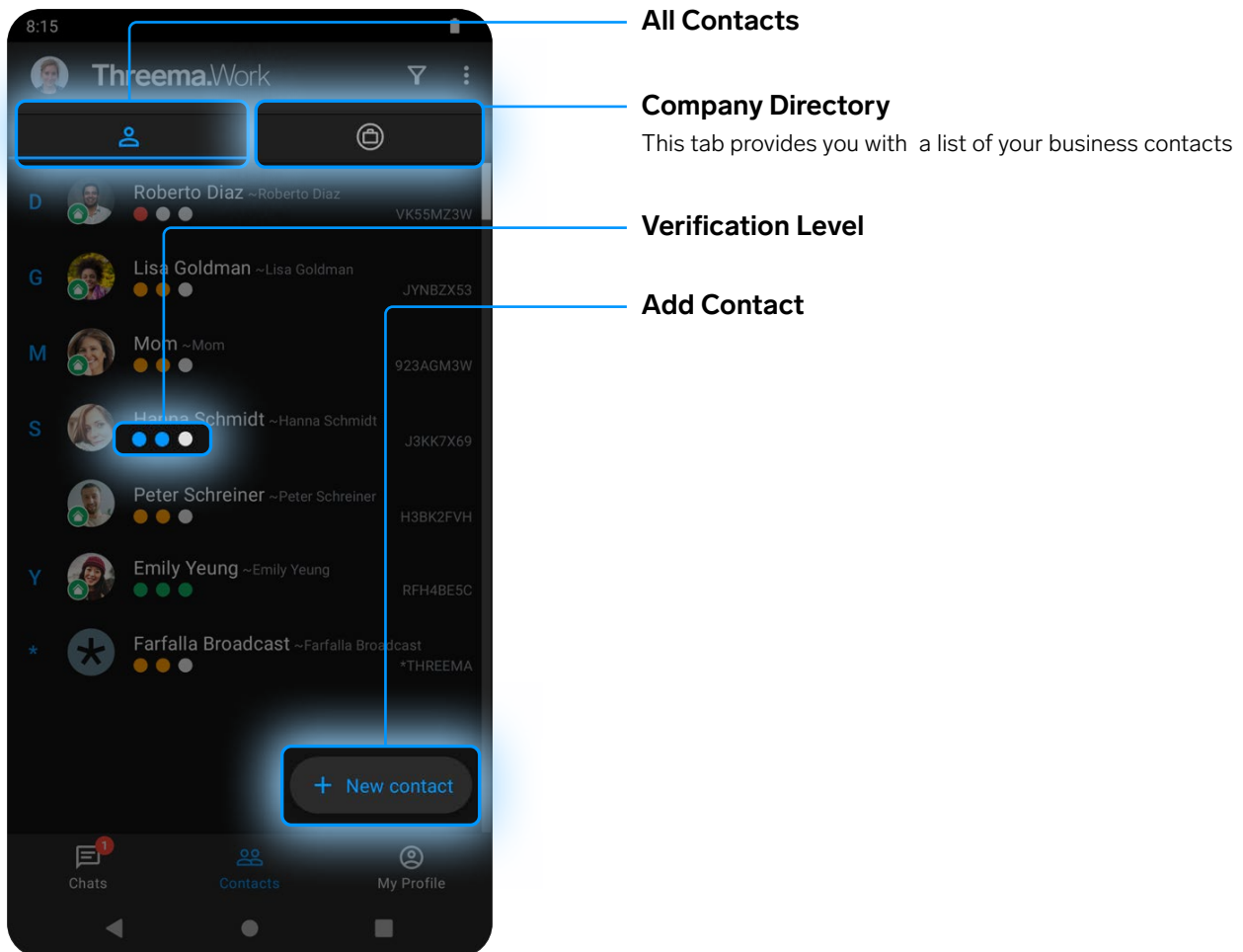This tab provides you with a list of your business contacts

Verification Level

Add Contact
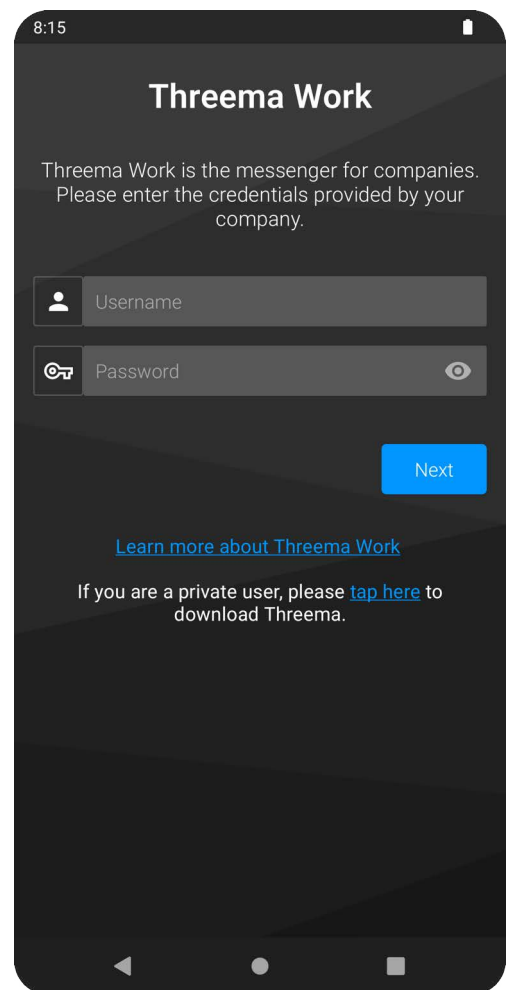
Tips and Tricks

- A group in which you are the only member can be used to store information and notes securely. Messages you send to that empty group chat will stay on your device and are not sent to the server.

- The three dots indicate the verification level of a contact. They don't affect the encryption strength but are a measure for the probability that the saved public key of a contact indeed belongs to that contact.

  The verification level can be changed to the highest level by scanning the QR code of the contact (see "My Profile," p. 7).

Chat Overview

Threema Safe and Data Backup

Desktop/Web
Here, you can find the QR code scanner you need in order to use the desktop app and the web client

Pin Chat
If you pin a chat, it will be displayed at the top of the chat overview
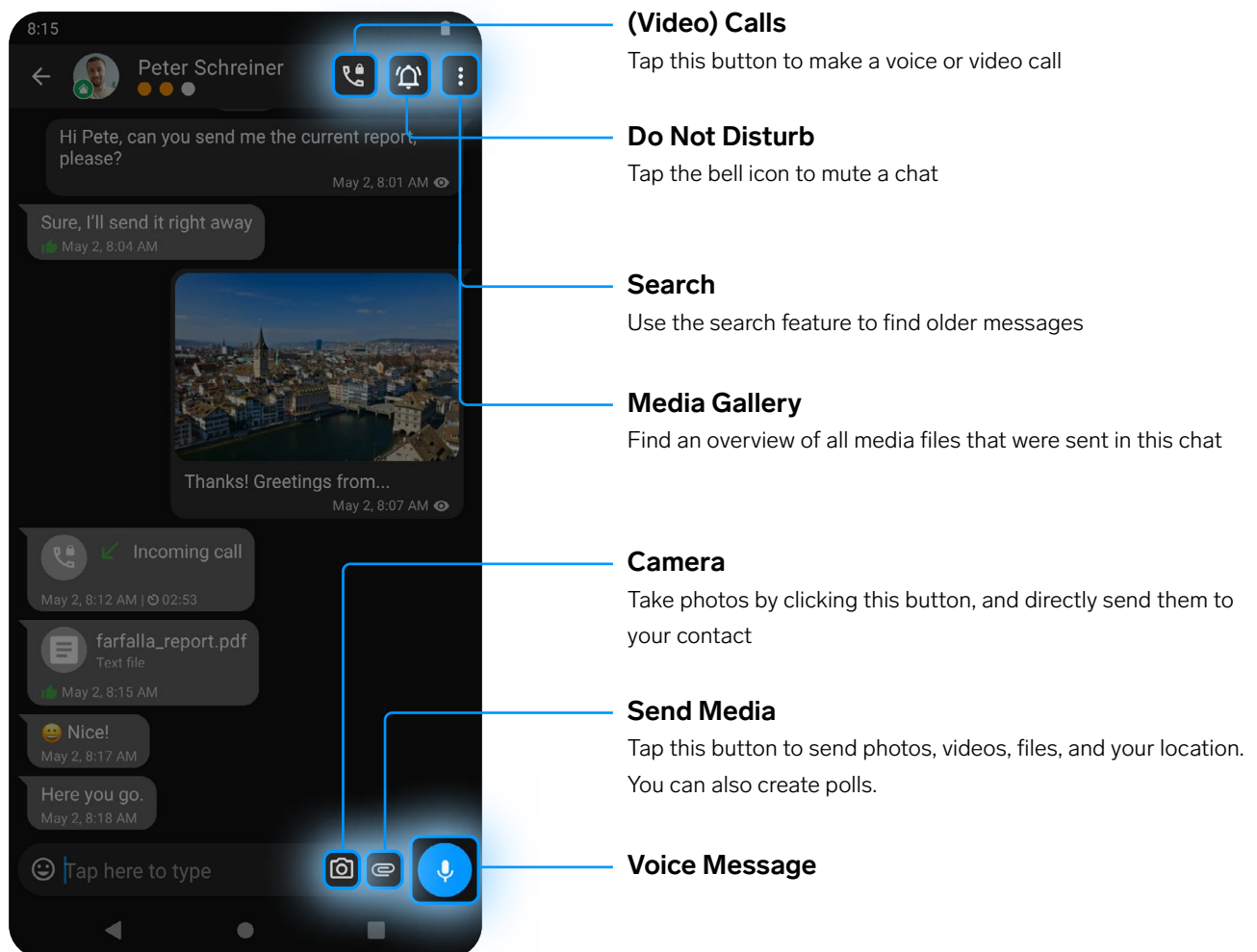
Archive Chat

New Message
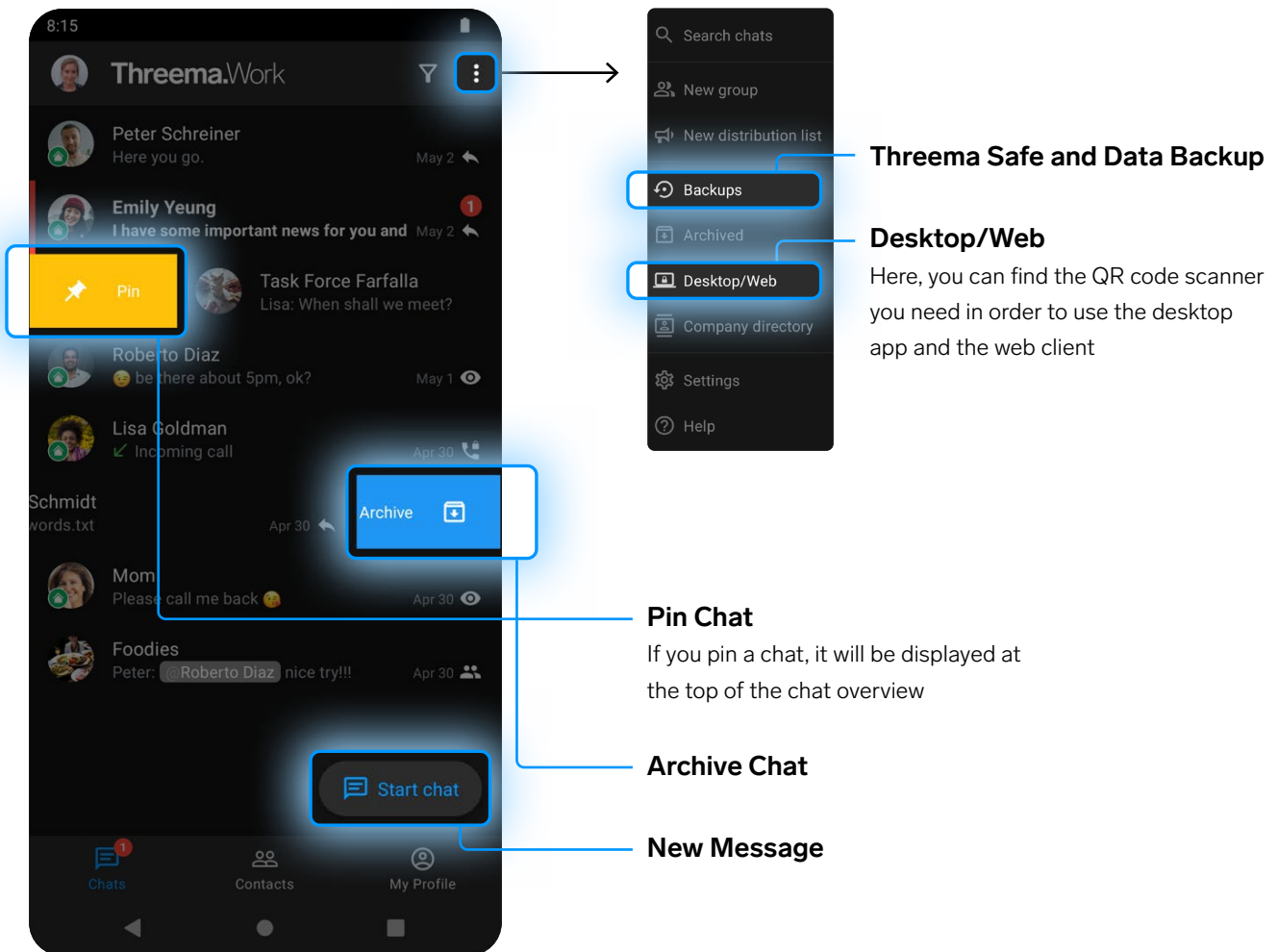
Tips and Tricks

- Use distribution lists to reach multiple contacts at the same time. The recipients won't see who else received the message.

- Use backups to restore your data when switching to a new phone. More details can be found on this page (https://threema.ch/docs/work/android_backup_manual_work_en.pdf).

Chat

(Video) Calls

Tap this button to make a voice or video call

Do Not Disturb

Tap the bell icon to mute a chat

Search

Use the search feature to find older messages

Media Gallery

Find an overview of all media files that were sent in this chat

Camera

Take photos by clicking this button, and directly send them to your contact

Send Media

Tap this button to send photos, videos, files, and your location. You can also create polls.
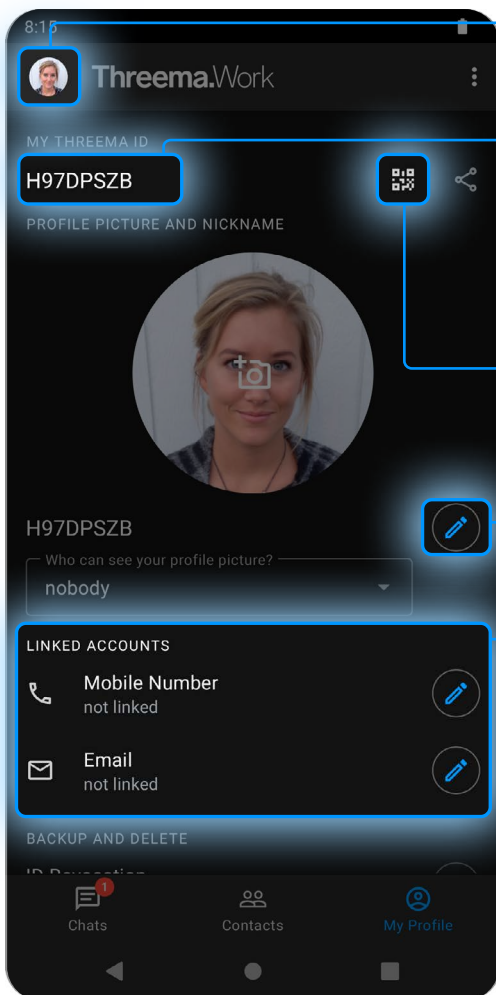
Voice Message

Tips and Tricks

- When creating a poll, you can choose whether you want to show interim results and whether multiple answers are allowed

My Profile

Scan QR Code

Use this scanner to add and verify contacts

Threema-ID

This is your Threema ID. Tap on the icon on the right to share it

QR-Code

This is your QR code. Let your friends scan it to add you to their contacts or verify your ID
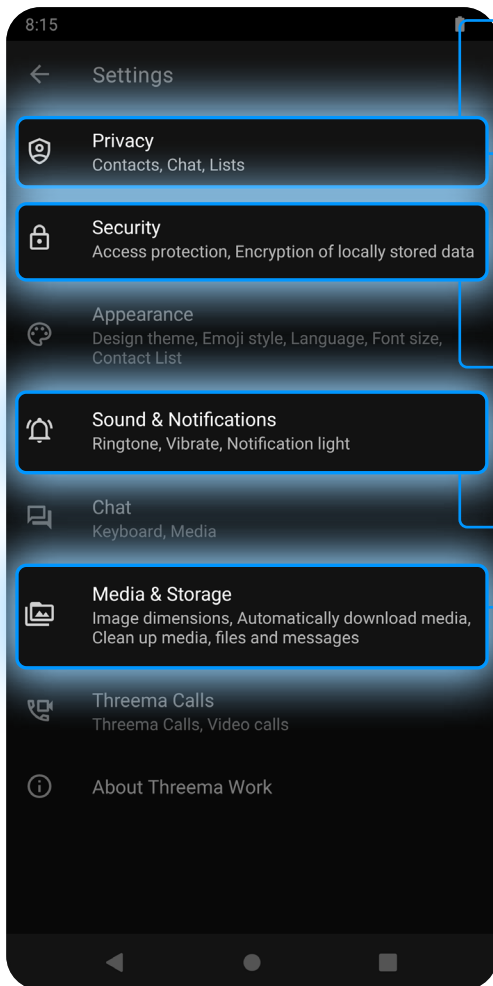
Edit Nickname / Profile Picture

Tap this icon to change your profile picture and your nickname

Linked Contact Information

Your linked accounts will be used to automatically add you to the contact list of people who have saved your number and/or your email address

Settings

8:15

Settings

Privacy
Contacts, Chat, Lists

Security
Access protection, Encryption of locally stored data

Appearance
Design theme, Emoji style, Language, Font size,
Contact List

Sound & Notifications
Ringtone, Vibrate, Notification light

Chat
Keyboard, Media

Media & Storage
Image dimensions, Automatically download media,
Clean up media, files and messages

Threema Calls
Threema Calls, Video calls

About Threema Work

Sync Contacts
If this option is activated, contacts from your address
book who use Threema will be automatically added to your
contact list

Block Unknown
When activated, you can't be contacted by people whose
ID you haven't saved

Passcode Lock
Add a passcode lock if you require additional protection
for the app

Off-Hours Policy

Automatically Save Media

Tips and Tricks

- The off-hours policy allows you to set the days and hours you work, so you won't be
  disturbed during your free time.

For Administrators

The following documents provide additional assistance for setting up Threema Work:

- First Steps
  https://threema.ch/docs/work/threema_work_first_steps_en.pdf
- Configuration Guide for Threema MDM
  https://threema.ch/docs/work/threema_mdm_configuration_guide_en.pdf
- Company Directory
  https://threema.ch/docs/work/work_directory_en.pdf
- Threema Broadcast: Use Cases
  https://threema.ch/docs/work/threema_broadcast_use_cases_en.pdf
- Threema Broadcast: New Features
  https://threema.ch/docs/work/broadcast_features_042022_en.pdf
- App Rollout
  https://threema.ch/de/work/tutorial/app-rollout
- The Dashboard: A Walkthrough
  https://threema.ch/de/work/tutorial/the-dashboard
- Threema Broadcast: Setup, Distribution Lists, and Feeds
  https://threema.ch/de/work/tutorial/broadcast