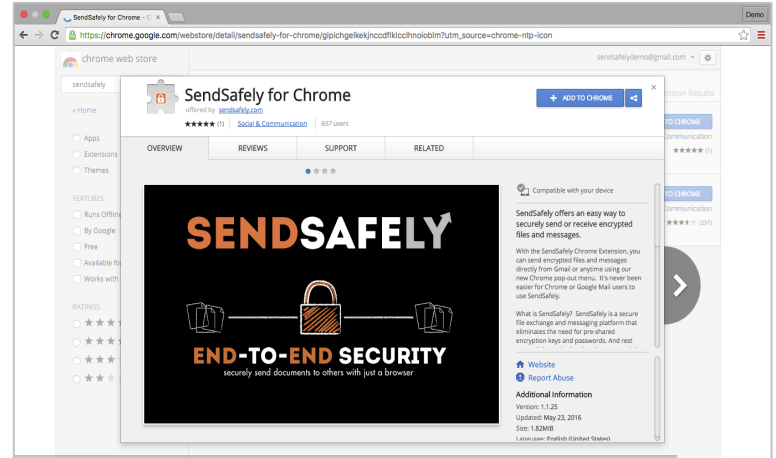


## Install and Configure the Chrome Extension

To get started, go to the [Chrome Web Store](#) using Google Chrome as your web browser. On the SendSafely for Chrome page, click the **Add To Chrome** button and then click **Add Extension**. In a few seconds, the extension should appear in the top right corner of your browser window.



SENDSAFELY Configure Settings Send Items View History

Access Credentials

Email Address

SendSafely Password **Go!** or [Login using your Google Account](#)

[Don't have an account?](#) [Register Now for Free](#)

Once installed you will see an orange SendSafely padlock in the top right corner of the browser. Click the padlock to launch the SendSafely pop-out dialog, which will display the option to login or register.

Once authenticated, you will be shown a screen that displays your API Key and API User ID.

On the Configure Settings tab, there is an on/off switch labeled **Google Mail Integration** that will allow you to enable integration with the Google Mail web interface. When flip the switch from OFF to ON, the following dialog will appear.

SENDSAFELY Configure Settings Send Items View History

Access Credentials

API Key: fvhov44fhk7Tror38jC5w [Clear Access Credentials](#)

API User: sendsafelydemo@gmail.com

Configuration Options

**Google Mail Integration:**  OFF ?

Custom Link Template:  OFF ?

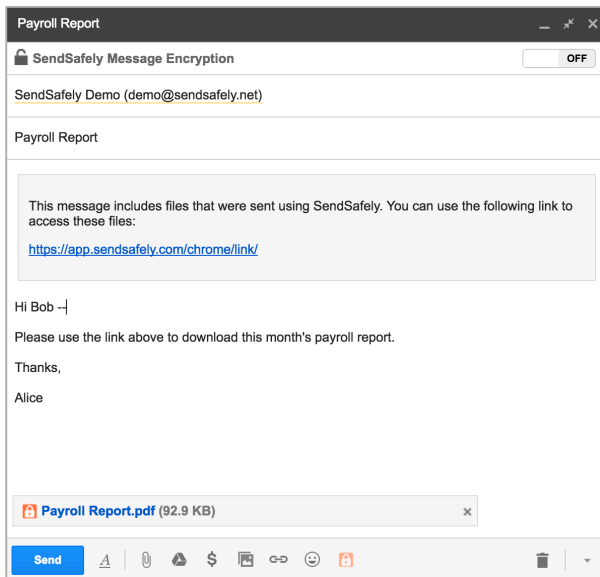
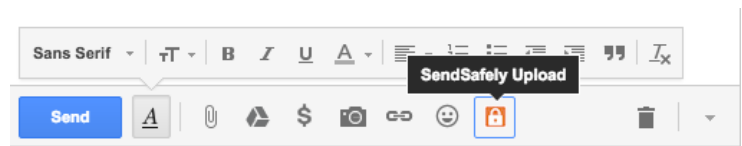
## Using the Gmail Integration

When securing a Gmail message with SendSafely, you can choose to encrypt just the attachments (Option 1) or you can encrypt the entire message (Option 2).

If only the attachments are sensitive, we recommend using Option 1 so that your recipients can easily read the body of your email message without having to log in.

### Option 1: Add Encrypted Attachment

To attach encrypted files to an email message from Gmail, look for the SendSafely icon in the toolbar when composing a new message. Click on the SendSafely icon to launch the file picker and choose a file from your computer to upload.



The files you attach will be encrypted and uploaded to SendSafely. A small grey box with a link will be inserted into the top of the message, which instructs your recipients to click the link in order to download the encrypted files.

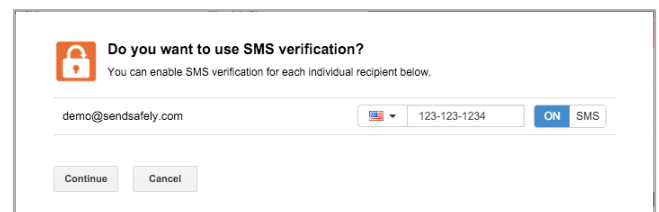
The message you type within the body of the email will not be encrypted, so the recipients will be able to read your message without having to access SendSafely (only the files will require access via SendSafely).

Note the orange padlock icon next to each attached file (which indicates they have been secured with SendSafely).

After pressing the “Send” button, you will be prompted to enable SMS verification for each recipient. This feature is optional, you can press “Continue” if you do not want to use it.

If enabled, the verification code for each recipient will be sent to them via SMS instead of via email. **The verification code is not sent to the recipient until they click the link to access the attached files.**

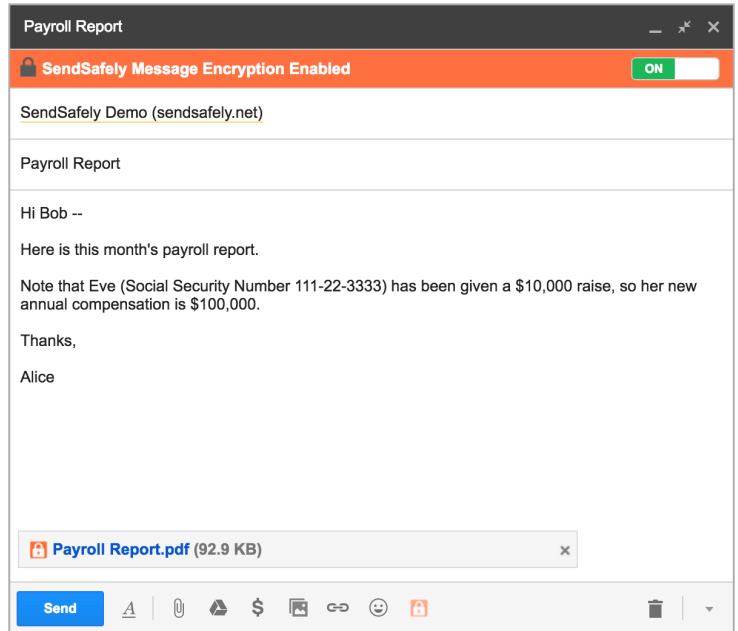
The final step is to press the “Continue” button, which will send the message.



## Option 2: Encrypt Entire Message

This option lets you encrypt the entire body of the email and any attached files. Use this option when the content of your email message is sensitive (not just the attachments) or for cases where no attachments are being sent.

Note that when the **SendSafely Message Encryption** switch is turned on, the grey box with the SendSafely link (as shown in the *Add Encrypted Attachment* example) is not displayed in the compose window. Instead, the button will remain in the “on” position, indicating that message encryption has been enabled for the message.



Once you press “Send” you will be provided with the option to enable SMS verification (as previously show in the *Add Encrypted Attachment* example). After pressing “Continue” the entire body of the email will be replaced with a generic message that includes a link for recipients to view the message through the SendSafely web portal.

