

## Install and Configure the Outlook Plug-in

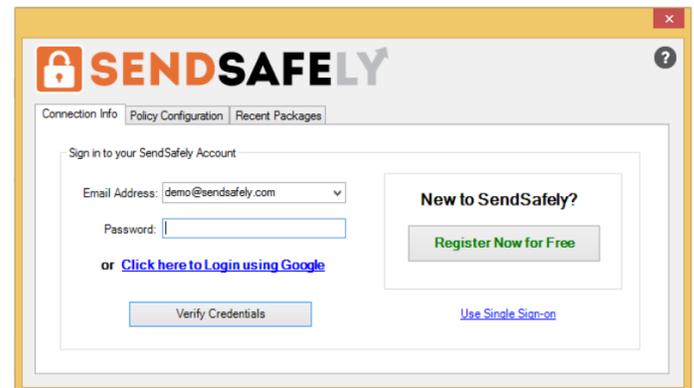
To get started, go to <https://sendsafely.com/go/outlook> and download the installer. A pop-up will ask you to either Run or Save. Click **Run** and follow the steps to complete the installation.



Next, restart Outlook. Once Outlook reopens you should see a pop-up window with Quick Start instructions. Click **Configure Now** to launch the **SendSafely Plug-In Console**.

From the SendSafely console, go to the **Connection Info** tab

- For new user's that don't already have a SendSafely account, click **Register Now for Free** and follow the prompts
- If you are already registered for SendSafely, then log in using one of the following options:
  - if you have a SendSafely password, enter email address and password and press **Verify Credentials**, or
  - if you are using your Google Account to log in, press the **Login using Google** link, or
  - if you are an enterprise Single Sign-On user, press the **Use Single Sign-on** link

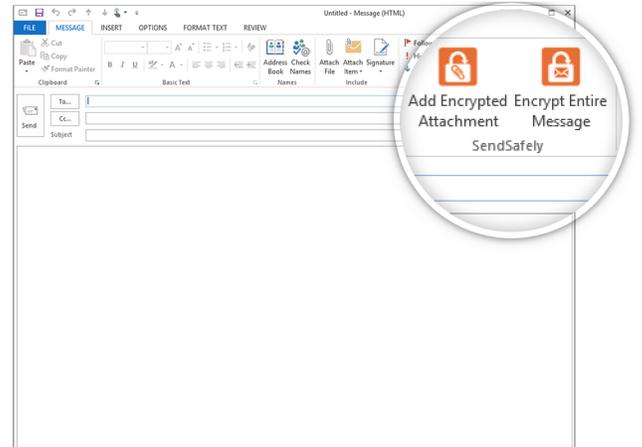


## Using the Outlook Plug-in

Once the plug-in is configured, you will see two SendSafely buttons in the top right corner of the **New Email** message composition screen:

**Add Encrypted Attachment** - This option lets you send a file using SendSafely without encrypting the body of the email message. This is recommended for cases where only the attachments are sensitive.

**Encrypt Entire Message** - This option encrypts the entire body of the email and any attached files. Use this option when the content of your email message (not just the attachments) is sensitive, or for cases where no attachments are being sent.

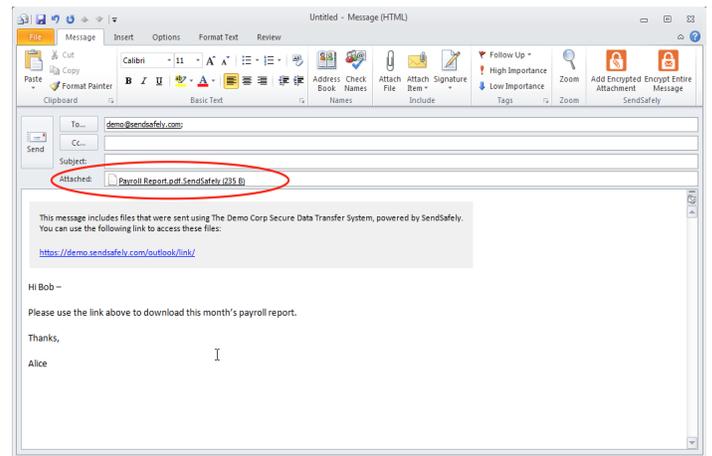


If only the attachments are sensitive, we recommend using Option 1 so that your recipients can easily read the body of your email message without having to log in.

### Option 1: Add Encrypted Attachment

Pressing the “Add Encrypted Attachment” button will ask you to choose a file you want to send. Once attached, the file will be shown with a “.SendSafely” file extension, which indicates it will be removed and uploaded to SendSafely when you press Send.

A secure link will also be inserted into the top of the message for recipients to access and download the files from SendSafely. 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 accessing SendSafely.

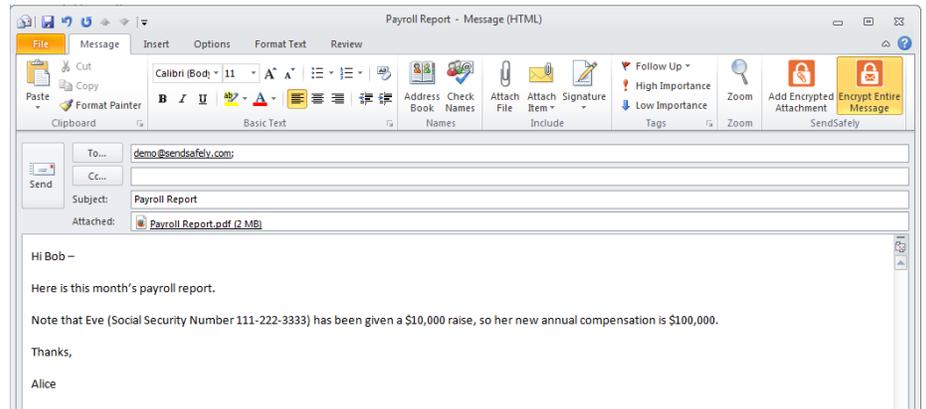


After pressing Send, the plug-in will prompt you to enable SMS verification for each recipient. If enabled, the verification code for each recipient will be sent to them via SMS instead of via email. **The verification code is not sent to the recipient until they click the link to access the attached files.**

The final step is to press “Continue”, 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.



When using this option, a SendSafely link will not be added to the message. Instead, the button will remain "pressed" indicating that message encryption is enabled.

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.

