

Quick Guide: Outlook Add-in

v2.2

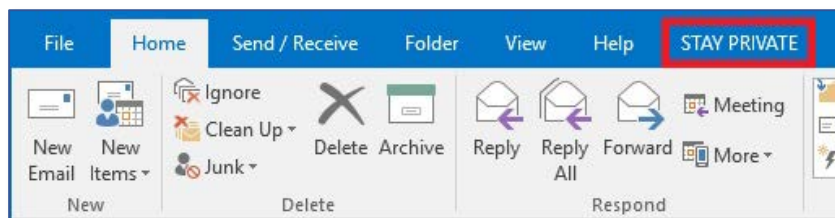
1. Install the add-in

- ❖ Download the Outlook Add-in installer from the StayPrivate website:
<https://www.stayprivate.com/downloads.html>

- ❖ Open the downloaded file (**SecureMail.zip**) and double click to run **SecureMailSetup**.

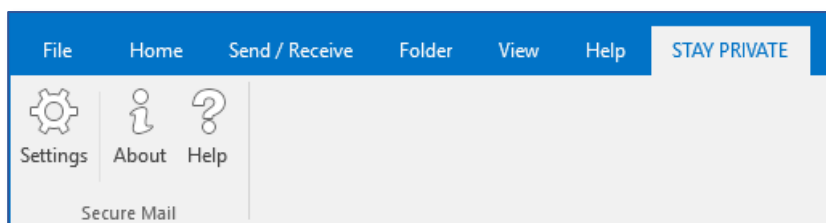
Name	Type	Size	Authors
 SecureMailSetup	Windows Installer Package	2,640 KB	StayPrivate

- ❖ Follow the on-screen installation instructions. After the installation is complete, open Outlook (if Outlook is already open, please restart it). You will see the **STAY PRIVATE** tab in your Outlook ribbon.

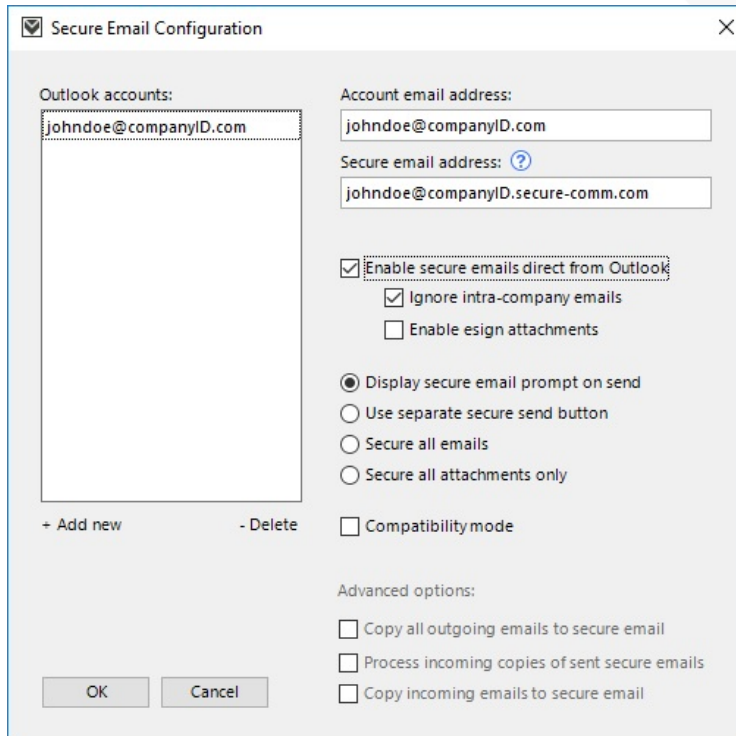


2. Add your secure email account

- ❖ In Outlook, select the **STAY PRIVATE** tab.



- ❖ Select **Settings**.
- ❖ Enter your corporate email address in the **Account email address** field.



Secure Email Configuration

Outlook accounts:
johndoe@companyID.com

Account email address:
johndoe@companyID.com

Secure email address: ?
johndoe@companyID.secure-comm.com

Enable secure emails direct from Outlook

Ignore intra-company emails

Enable esign attachments

Display secure email prompt on send

Use separate secure send button

Secure all emails

Secure all attachments only

Compatibility mode

Advanced options:

Copy all outgoing emails to secure email

Process incoming copies of sent secure emails

Copy incoming emails to secure email

+ Add new - Delete

OK Cancel

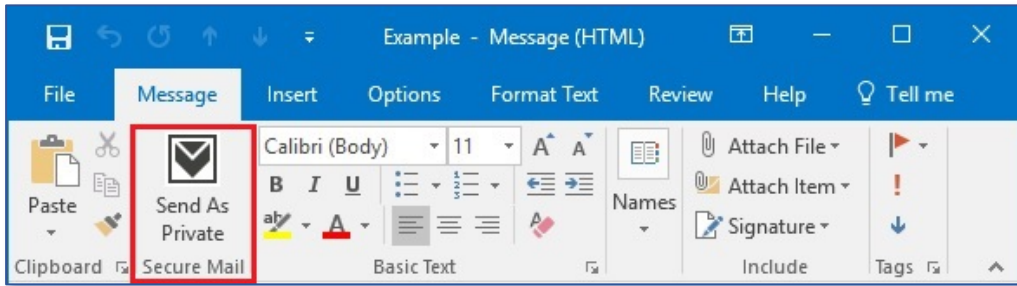
- ❖ Enter your secure email address in the form **username@your company ID.secure-comm.com** into the **Secure email address** field. You can find your secure email address in your welcome email.
- ❖ Tick the box labelled **Enable secure emails direct from Outlook**.
- ❖ Choose the way your messages will be sent securely. You have four choices:
 - Display a pop-up prompt each time you send a message.
 - Use a separate button for sending secure messages.
 - Secure all outgoing emails.
 - Secure all outgoing file attachments only.

3. Optional settings

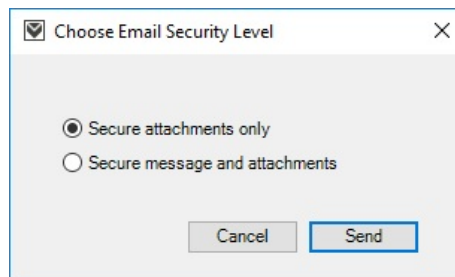
- ❖ Select **Ignore intra-company emails**, to ignore (i.e. not encrypt) all emails sent within your company.
- ❖ Select **Enable e-sign attachments** to enable you to request electronic signatures on your attachments.

4. Send a secure email

- ❖ Compose an email as you normally would, including all necessary attachments.
- ❖ To send the email securely, select **Send As Private** within the **Message** tab (if employing the option to 'Use separate secure send button') or simply use the main **Send** button (if employing any of the other three options).



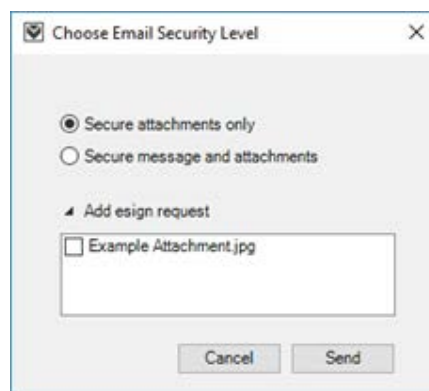
- ❖ Depending on which option you have chosen above, you will be presented with a choice to secure the entire message including any attachments or to secure only the attachments (or to send the email unsecurely).



- ❖ Select **Send** to send the message via the StayPrivate secure platform.

5. Request an electronic signature

- ❖ If the **Enable esign attachments** option is enabled, you can request an electronic signature. In addition to the options shown above, the **Add esign request** dropdown menu will be displayed.



- ❖ Choose the attachments you wish the recipient to sign, then select **Send** to send the message along with e-sign request via the StayPrivate secure platform.