

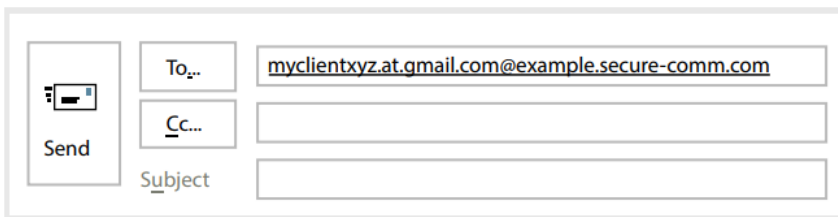
Quick Guide: Secure Email Protocol

You can use StayPrivate direct from any company email account.

StayPrivate users can send secure emails and attachments from their existing email account simply by changing the recipient email address to its secure equivalent. No set up required.

1. To send a secure email (including secure attachments)

- ❖ Change the recipient email address from: recipient@domain.com
To: recipient.at.domain.com@YourCompanyID.secure-comm.com
For example, if your company ID was **example** and you wished to send a secure email to myclientxyz@gmail.com, you would send to myclientxyz.at.gmail.com@example.secure-comm.com.

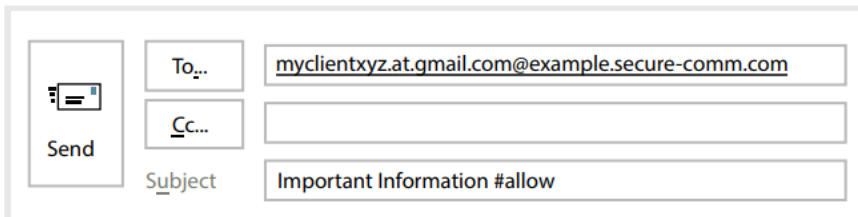


The screenshot shows an email composition window. On the left is a 'Send' button with a paper plane icon. To its right are three input fields: 'To:', 'Cc:', and 'Subject'. The 'To:' field contains the text myclientxyz.at.gmail.com@example.secure-comm.com. The 'Cc:' and 'Subject' fields are empty.

- ❖ Compose the email as normal and attach documents if required. The message and any attachments will be sent encrypted to the recipient's original email address.

2. To send a secure attachment only

- ❖ To encrypt the attachment only, use the secure email address as above including the following text at the end of the subject field: **#allow**

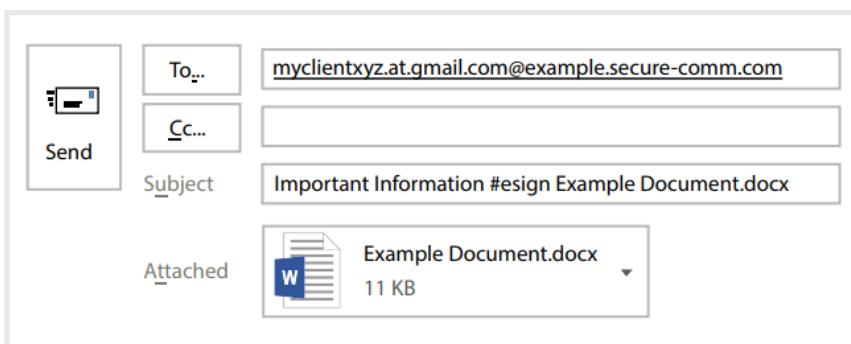


The screenshot shows an email composition window. On the left is a 'Send' button with a paper plane icon. To its right are three input fields: 'To:', 'Cc:', and 'Subject'. The 'To:' field contains the text myclientxyz.at.gmail.com@example.secure-comm.com. The 'Cc:' field is empty. The 'Subject' field contains the text 'Important Information #allow'.

- ❖ The recipient will receive the message as normal in their original email account, but all attachments will be encrypted.

3. Electronic signatures

- ❖ To request recipients electronically sign a document, use the secure email address as above and include **#esign** in the subject field followed by the name of the attachment. Once the recipient has accessed and downloaded the document, they will be requested to electronically sign it to confirm that they agree with and accept it.



The screenshot shows an email composition window. On the left is a 'Send' button with a paper plane icon. To its right are three input fields: 'To:', 'Cc:', and 'Subject'. The 'To:' field contains the text myclientxyz.at.gmail.com@example.secure-comm.com. The 'Cc:' field is empty. The 'Subject' field contains the text 'Important Information #esign Example Document.docx'. Below the subject field is an 'Attached' section showing a document icon, the name 'Example Document.docx', and the size '11 KB'.