

Quick Guide: Gmail extension

v2.1

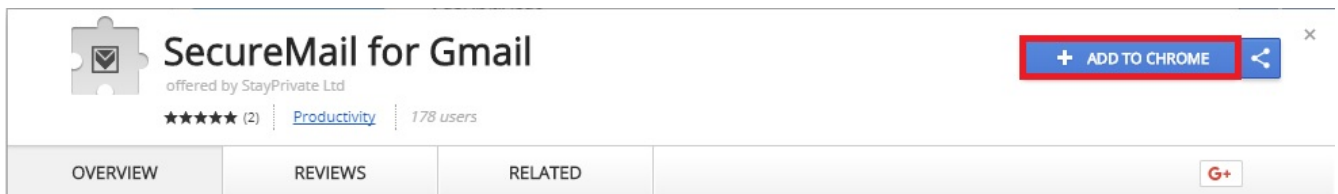
1. How to install

- ❖ Open Google Chrome

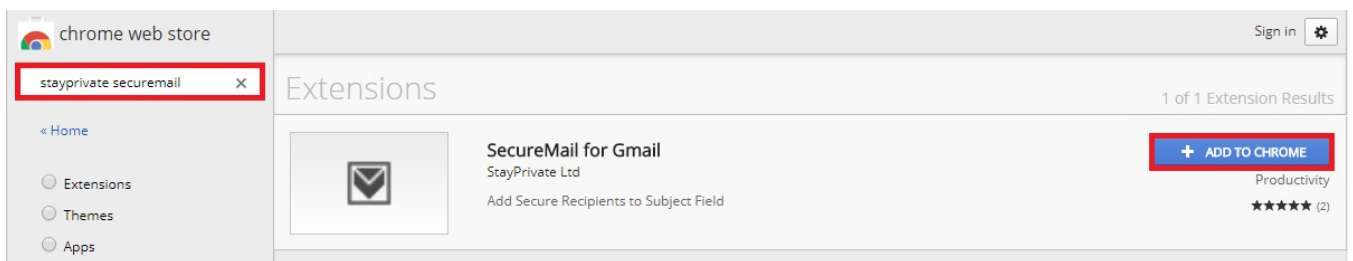


- ❖ Use the direct link to the extension

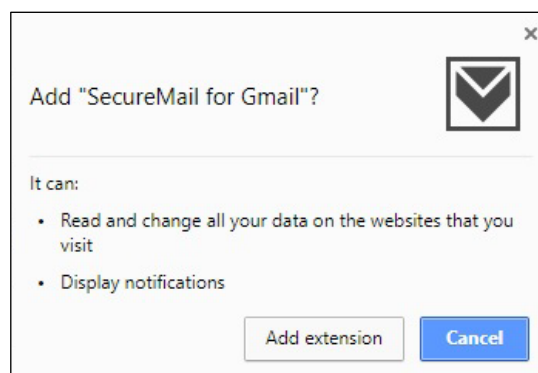
<https://chrome.google.com/webstore/detail/securemail-for-gmail/ankeemighdeapndelnjcjcegnibdknm>



Or visit the Chrome Web Store, available at: <https://chrome.google.com/webstore/category/extensions> and search for the **StayPrivate SecureMail** extension.



- ❖ Click **Add To Chrome**.

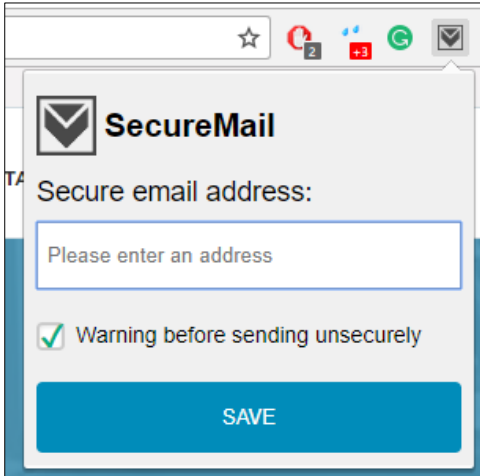


- ❖ Click **Add Extension** to grant the necessary permissions and install the extension.

2. How to send secure emails

After installing the extension, the StayPrivate logo will appear in the top right-hand corner of your Chrome browser.

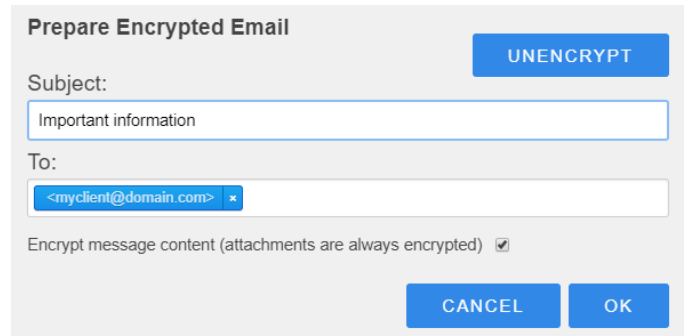
- ❖ Click the logo and enter your secure email address – which you can find in your welcome email. (e.g. {your StayPrivate username}@{your company ID}.secure-comm.com).



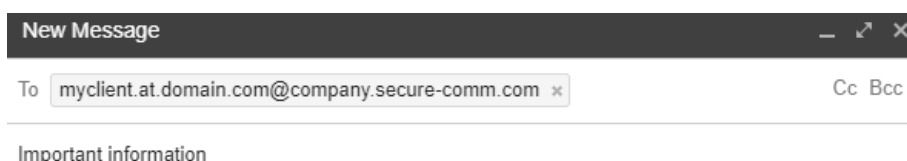
- ❖ When you compose a new email using Gmail, you will see a StayPrivate logo in your new message toolbar.



- ❖ Click the logo to open the secure email form. Enter the email **Subject** and the **Recipient Email address**. Ensure that the recipient's email address has turned blue before clicking OK.



- ❖ You can choose whether to encrypt the entire message including attachments, or to encrypt attachments only. The “To:” field will now contain the recipient’s secure email address in the form:
recipient.at.domain.com@YourCompanyID.secure-comm.com



- ❖ Compose and send the email as normal, inserting attachments as necessary.