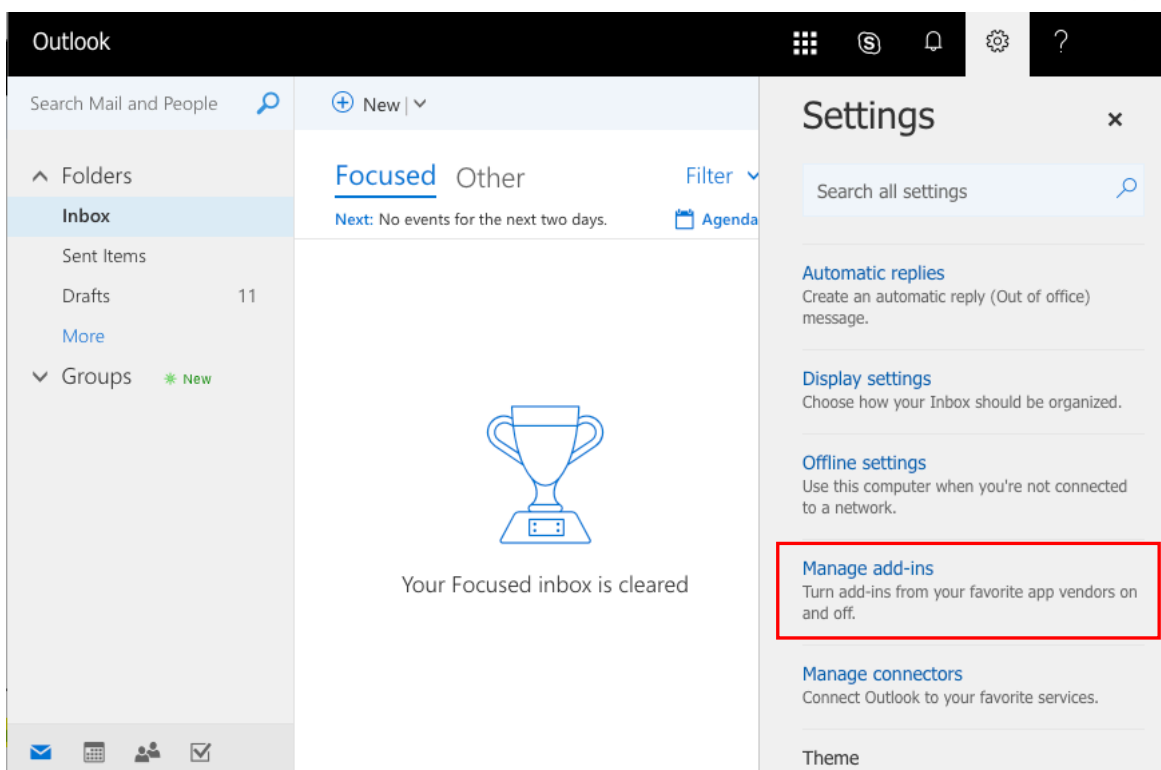


Quick Guide: Office 365 (Outlook) Plugin

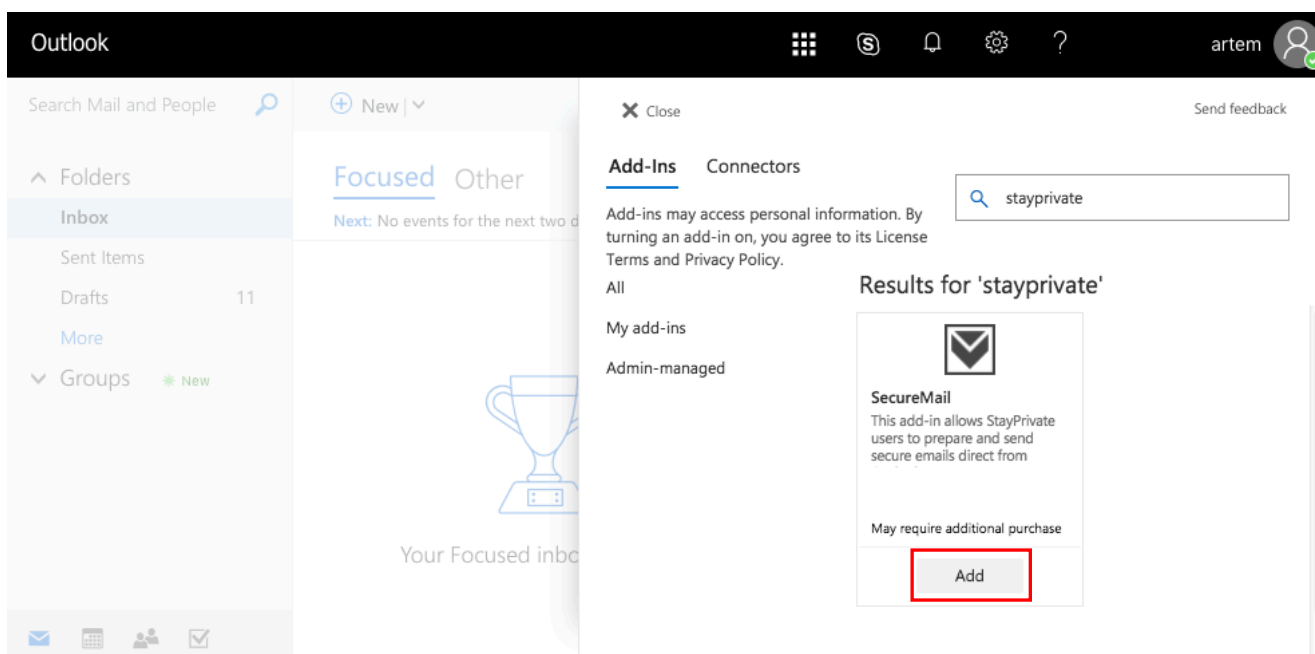
V2.1

1. How to install

- ❖ Log in to your Office 365 account and go to Outlook.
- ❖ Select Mail settings (the gear icon in the top panel) then **Manage add-ins**.



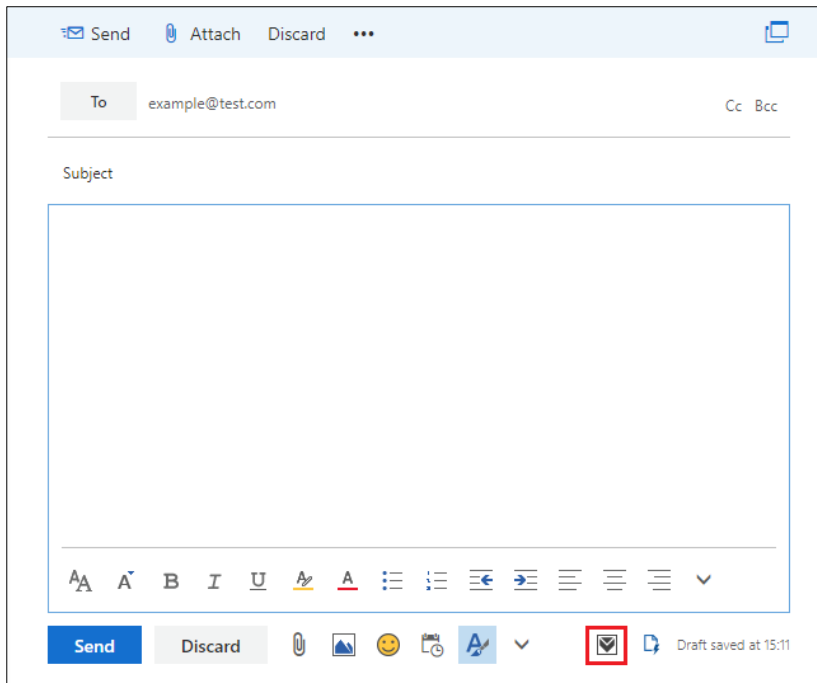
- ❖ Search for the StayPrivate **SecureMail** add-in and click **Add** to activate the add-in.



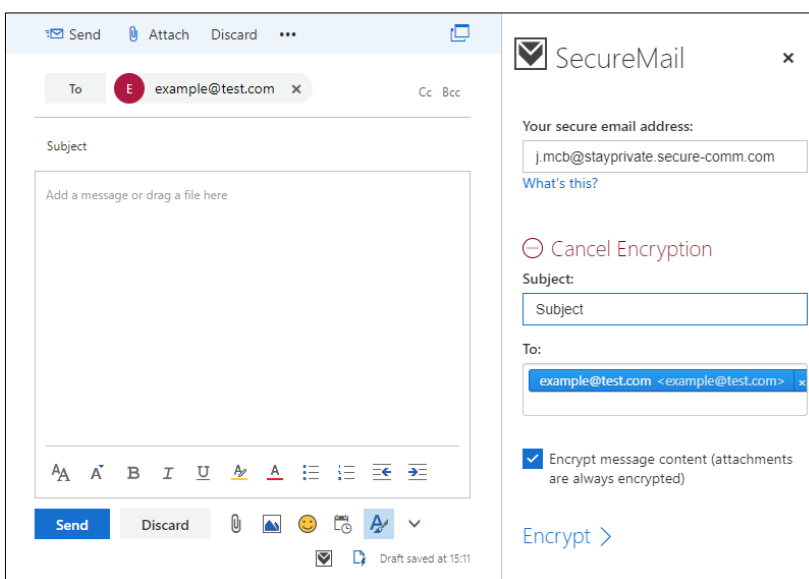
- ❖ Add-in installed.

2. How to send secure emails

- ❖ After installing the add-in, the StayPrivate logo will appear in the bar below the compose message box.

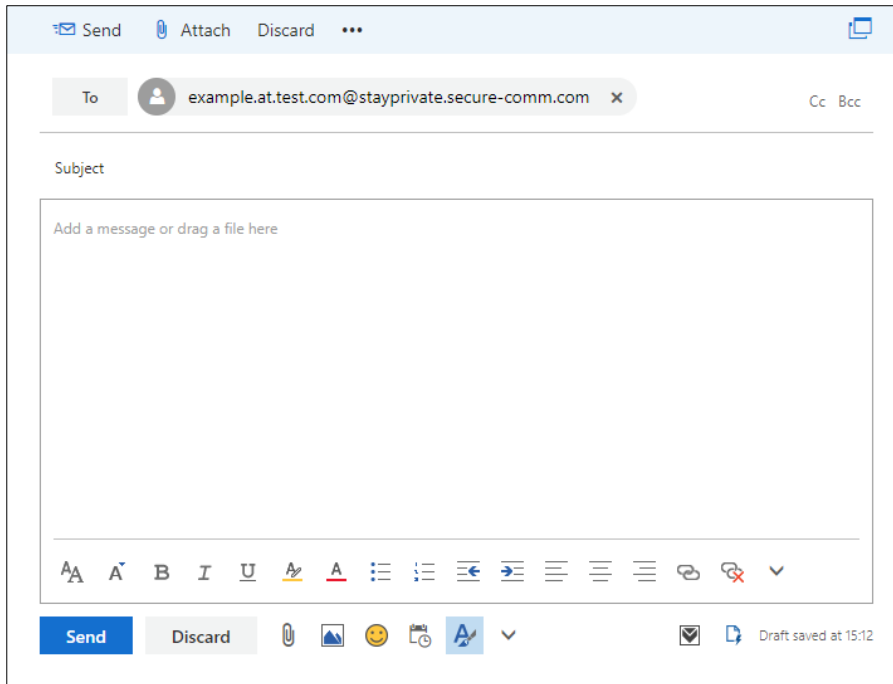


- ❖ Click the logo to see a form allowing you to enter your secure email address (for example, `your_StayPrivate_username@your_company_ID.secure-comm.com`), the email subject and recipient email addresses.



- ❖ You can then choose whether to encrypt the entire message including attachments or to encrypt attachments only.
- ❖ Select **Encrypt**.

- ❖ The “To” field will now contain the recipient’s secure email address in the form: `recipient.at.domain.com@Your_Company_ID.secure-comm.com`



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