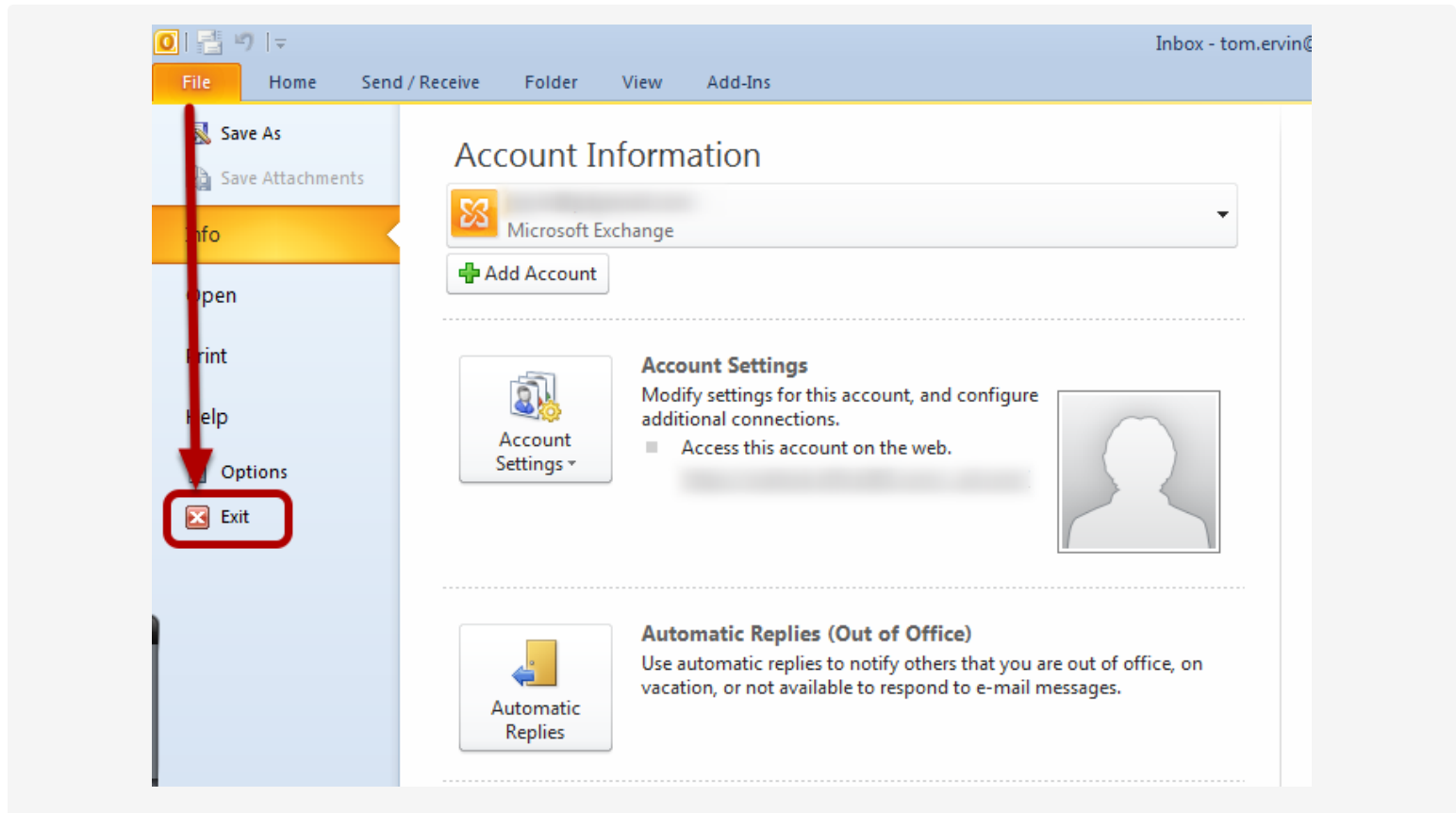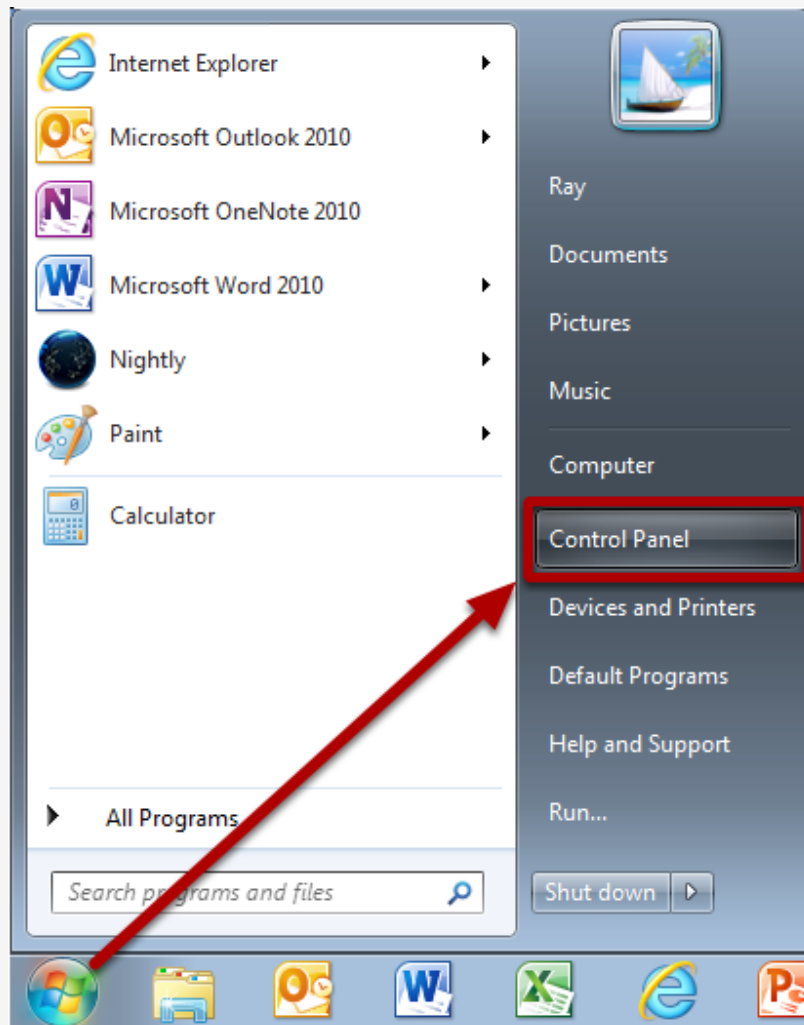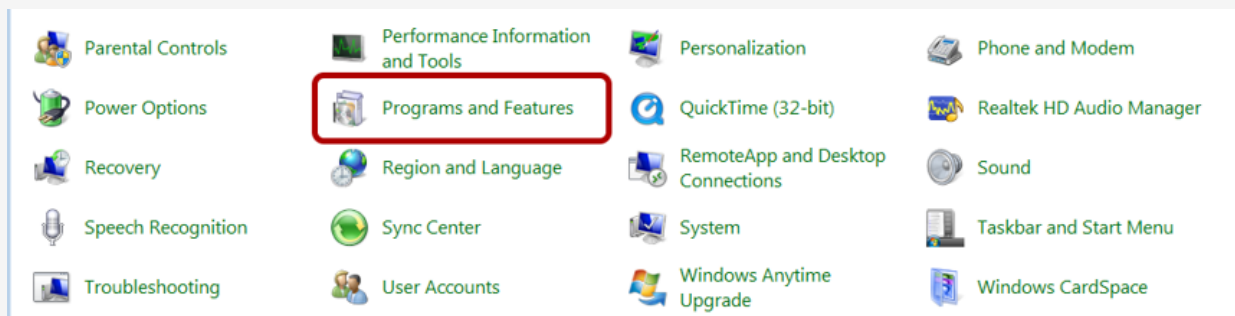# How to Uninstall the SenditCertified Outlook Add-in

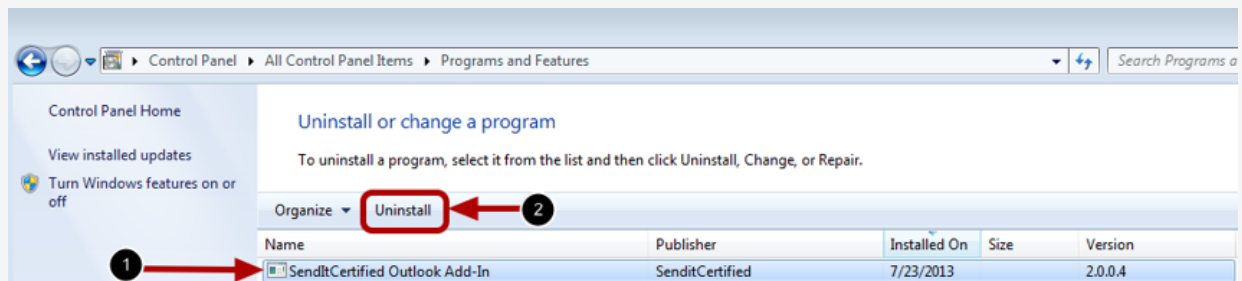Before completing the Uninstall, please close Microsoft Outlook.

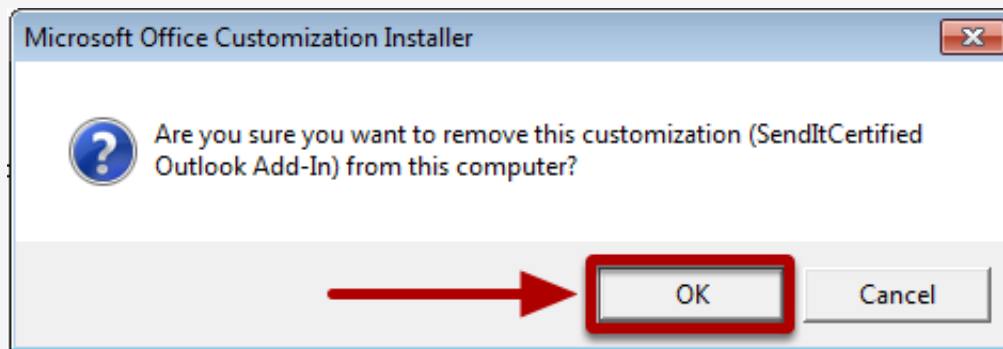Click the "Start" Windows globe to open the start panel, then select "**Control Panel.**"

Select the "**Programs and Features**" option.

Note: On Windows XP select "**Add or Remove Programs**"

Click on the program with the following name: "**SenditCertified Outlook Add-In".** Next click
"**Uninstall**".

Click the "**OK**" button and the SenditCertified Outlook Add-In will be removed.