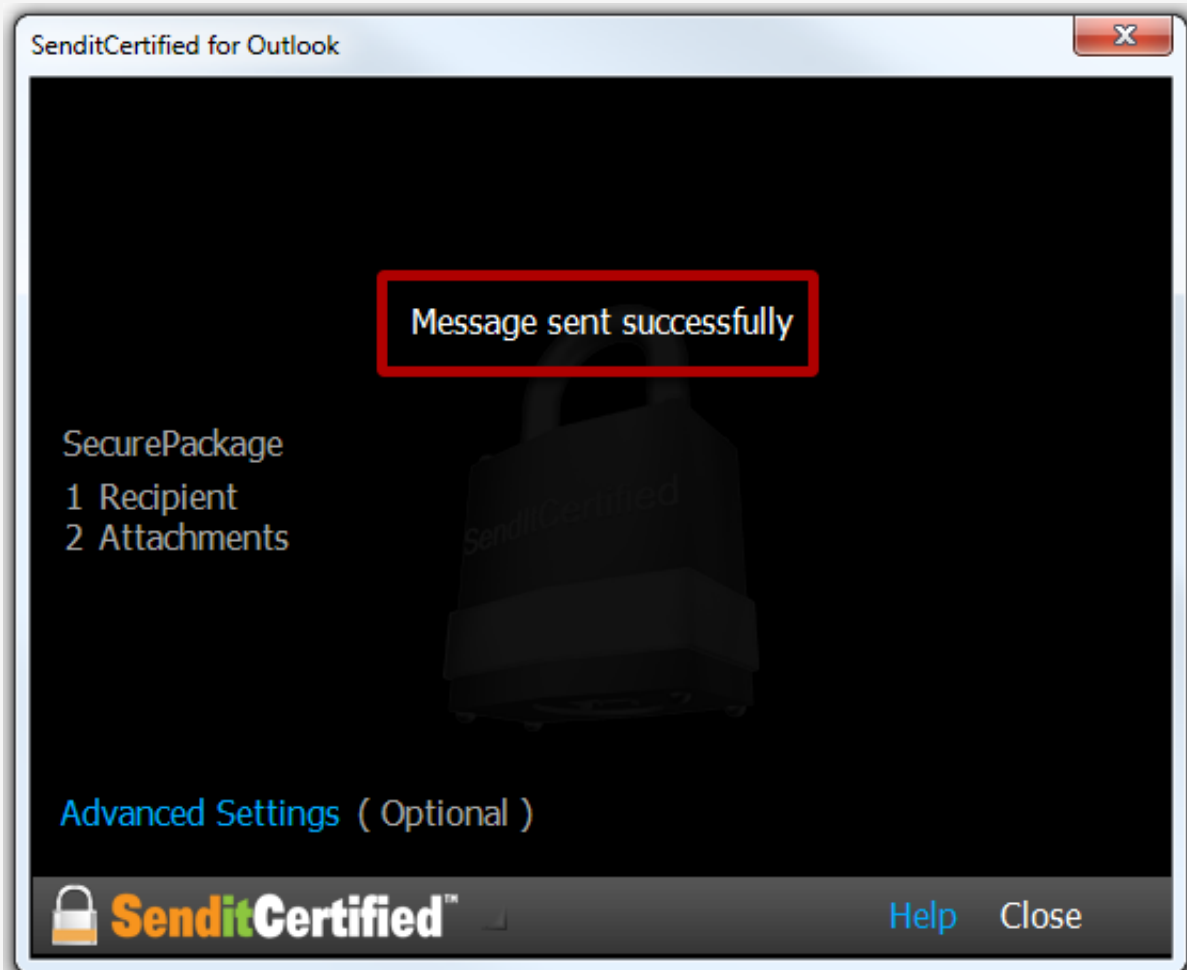
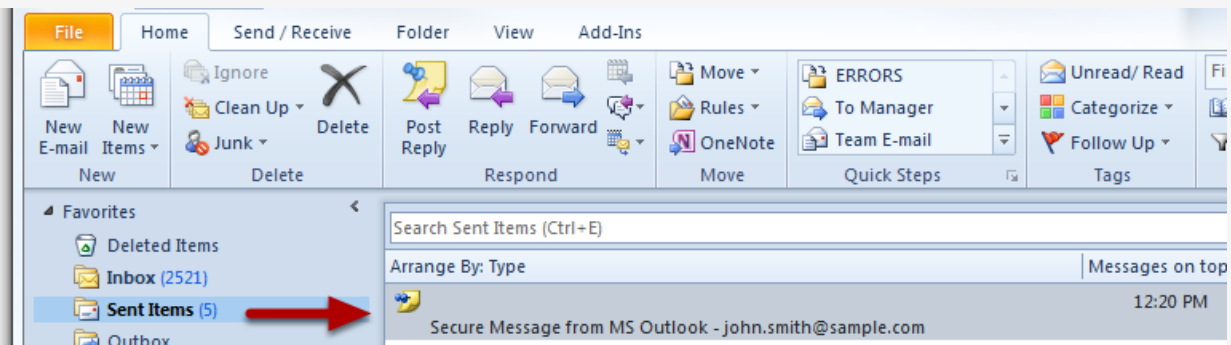


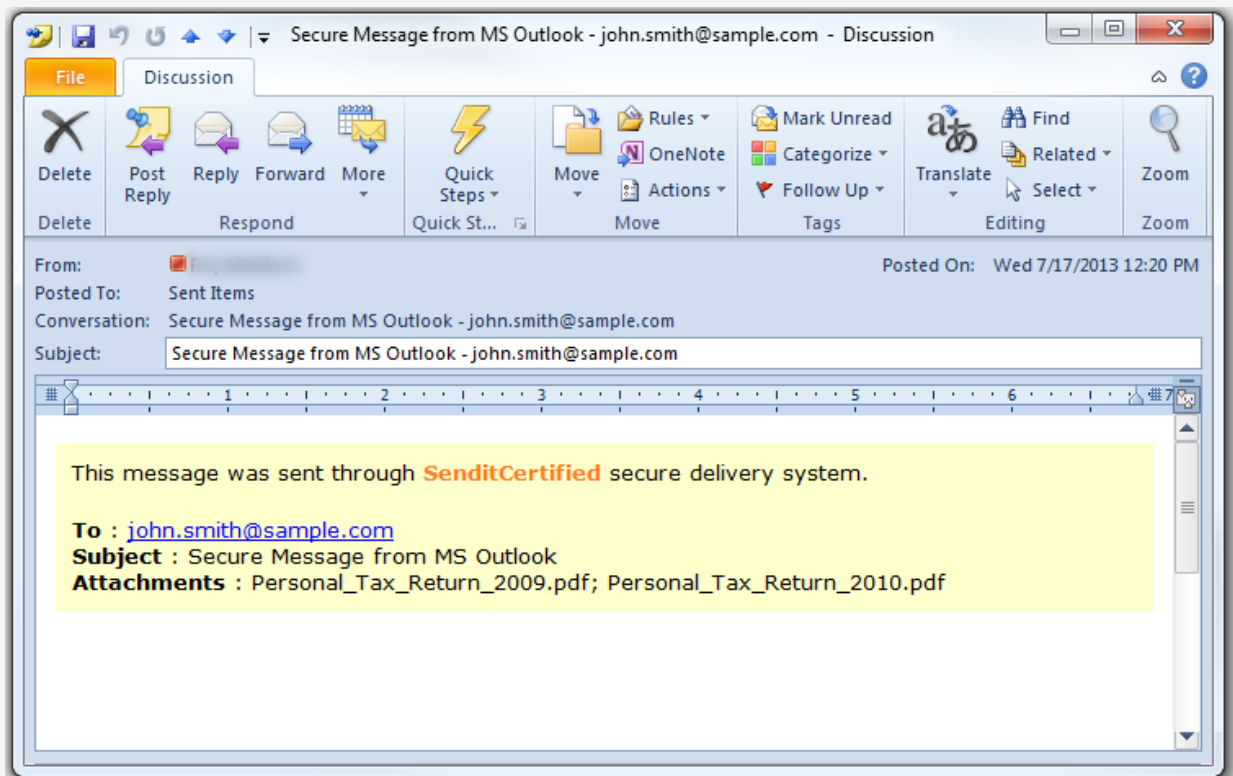
What is logged and stored in my MS Outlook "Sent Items"?



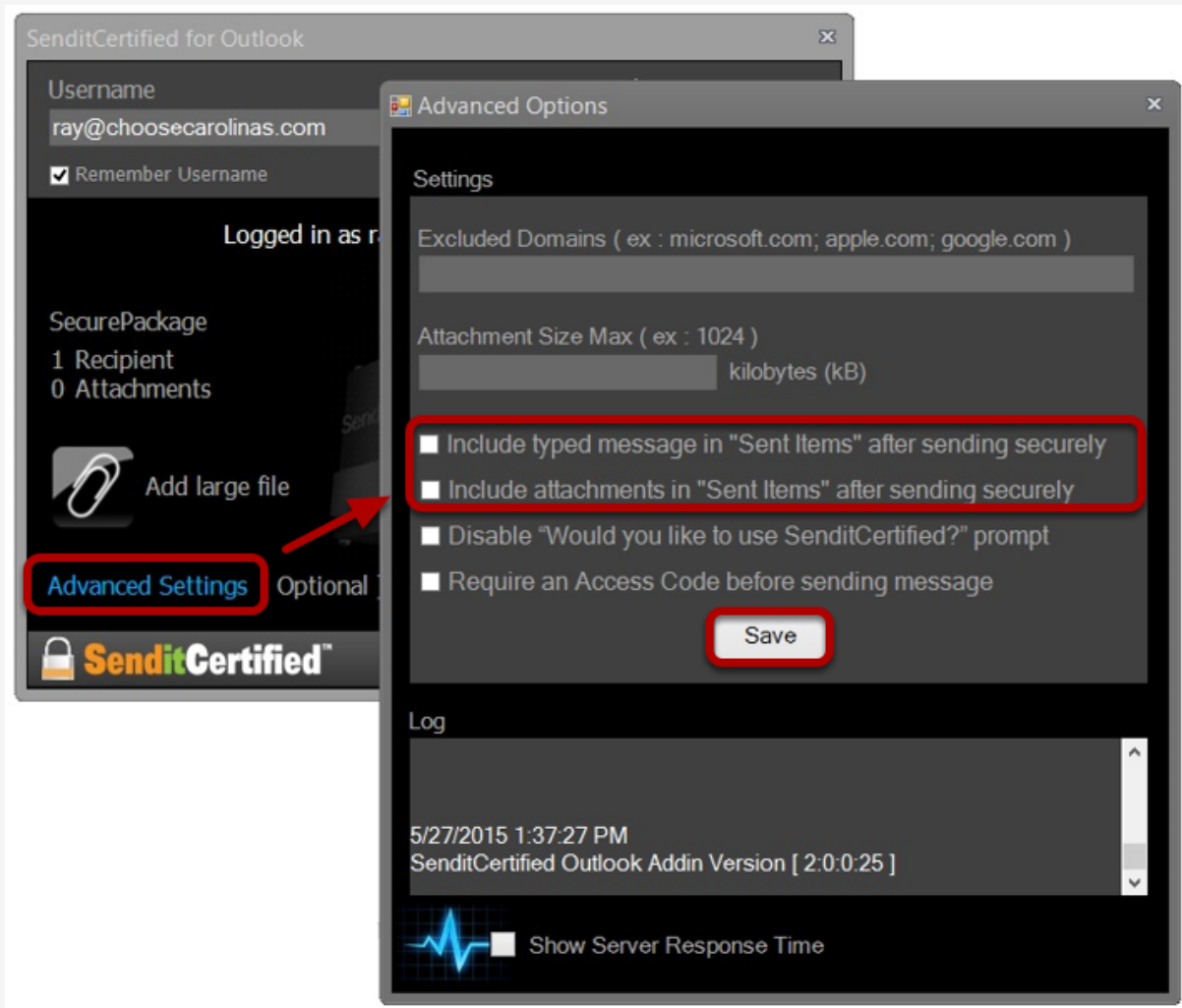
After you successfully send a SecurePackage, a record of the SecurePackage is logged in the MS Outlook "**Sent Items**" folder.



In MS Outlook, click on the "**Sent Items**" folder and select the message you would like to view.



For any SecurePackage sent from MS Outlook, you can view the recipient(s), subject and attachment(s) names. This is the default view. The "**Advanced Settings**" options in SenditCertified for Outlook provides more options regarding what is stored in MS Outlook.



In the **"Advanced Options"** window, check the box to the left of the type of information you would like to also include in your MS Outlook **"Sent Items"**.

Note: These settings can also be provisioned for an entire company by the company "Admin".