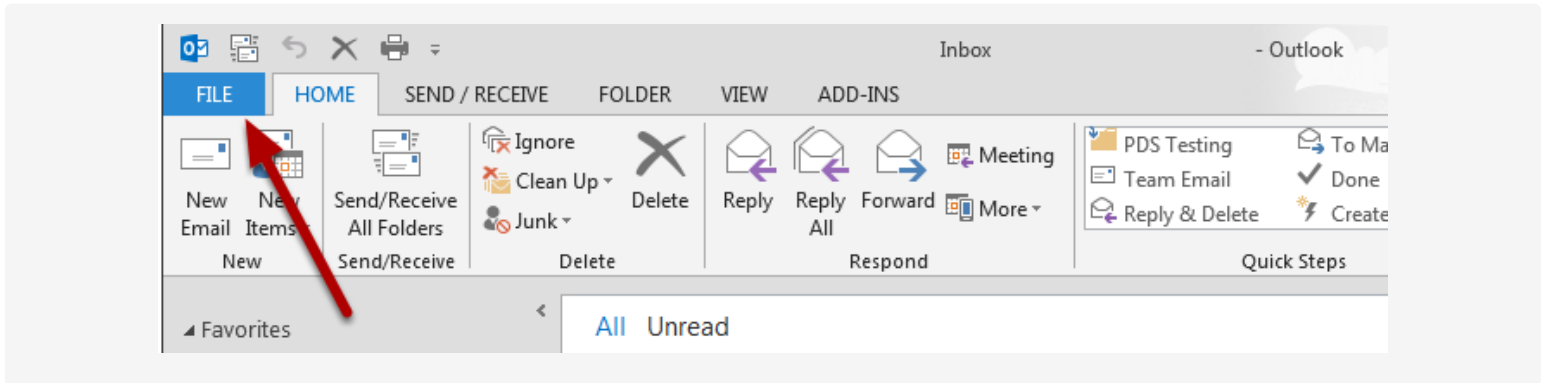


Why has my SenditCertified Icon disappeared in Outlook 2013?




The SenditCertified Icon should not disappear in MS Outlook once installed, but if this occurs it is likely due to the Add-in being disabled by MS Outlook. Review the following steps to re-enable the Add-in.

1. Start Outlook.
2. On the main menu, click "File"

- ←
- Info
- Open & Export
- Save As
- Save Attachments
- Print
- Office Account
- Options
- Exit

Account Information


+ Add Account


Account Settings ▾

Account and Social Network Settings

Change settings for this account or set up more connections.

- Connect to social networks.


Cleanup Tools ▾

Mailbox Cleanup

Manage the size of your mailbox by emptying Deleted Items and archiving.


Manage Rules & Alerts

Rules and Alerts

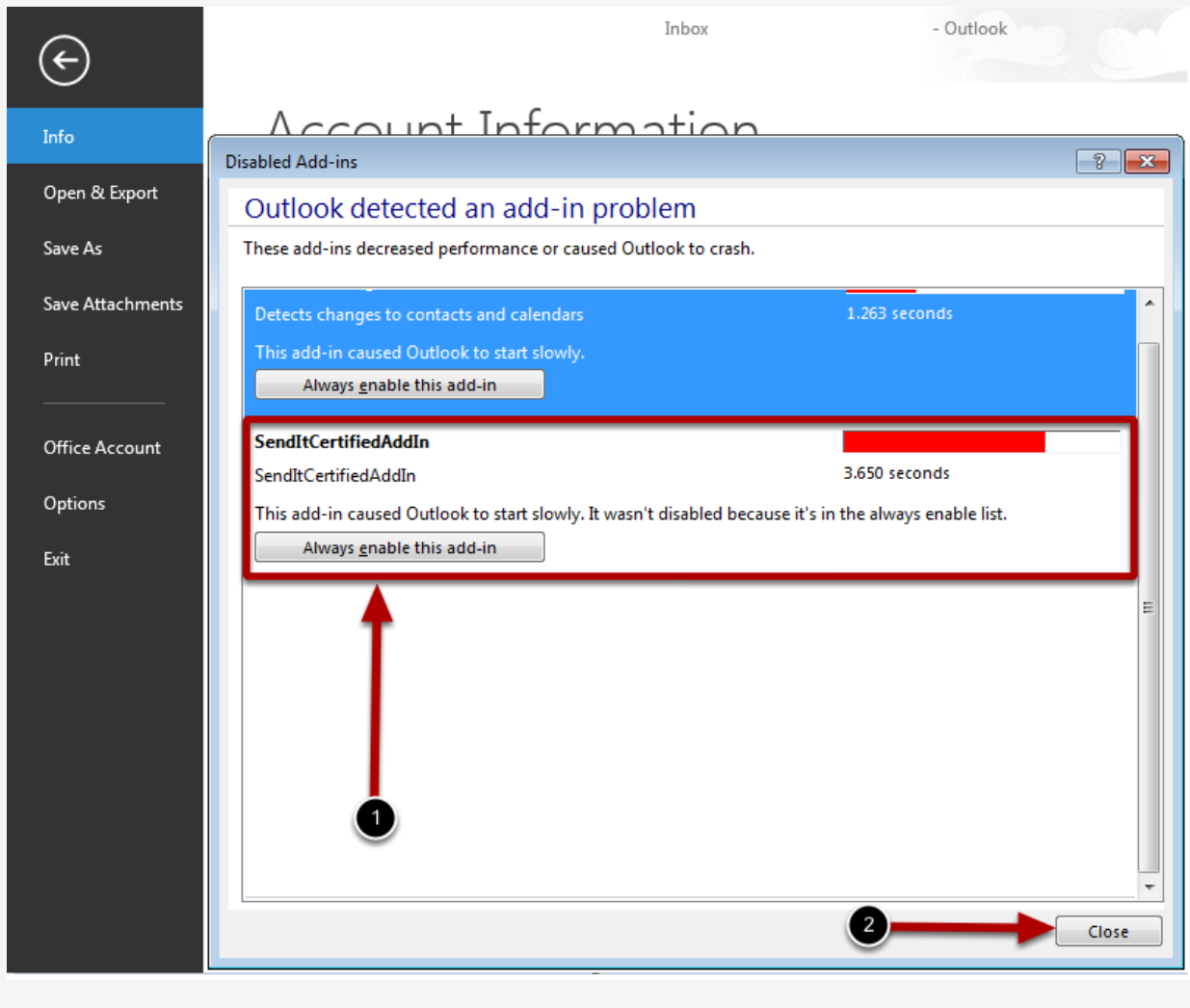
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.


Manage Add-Ins

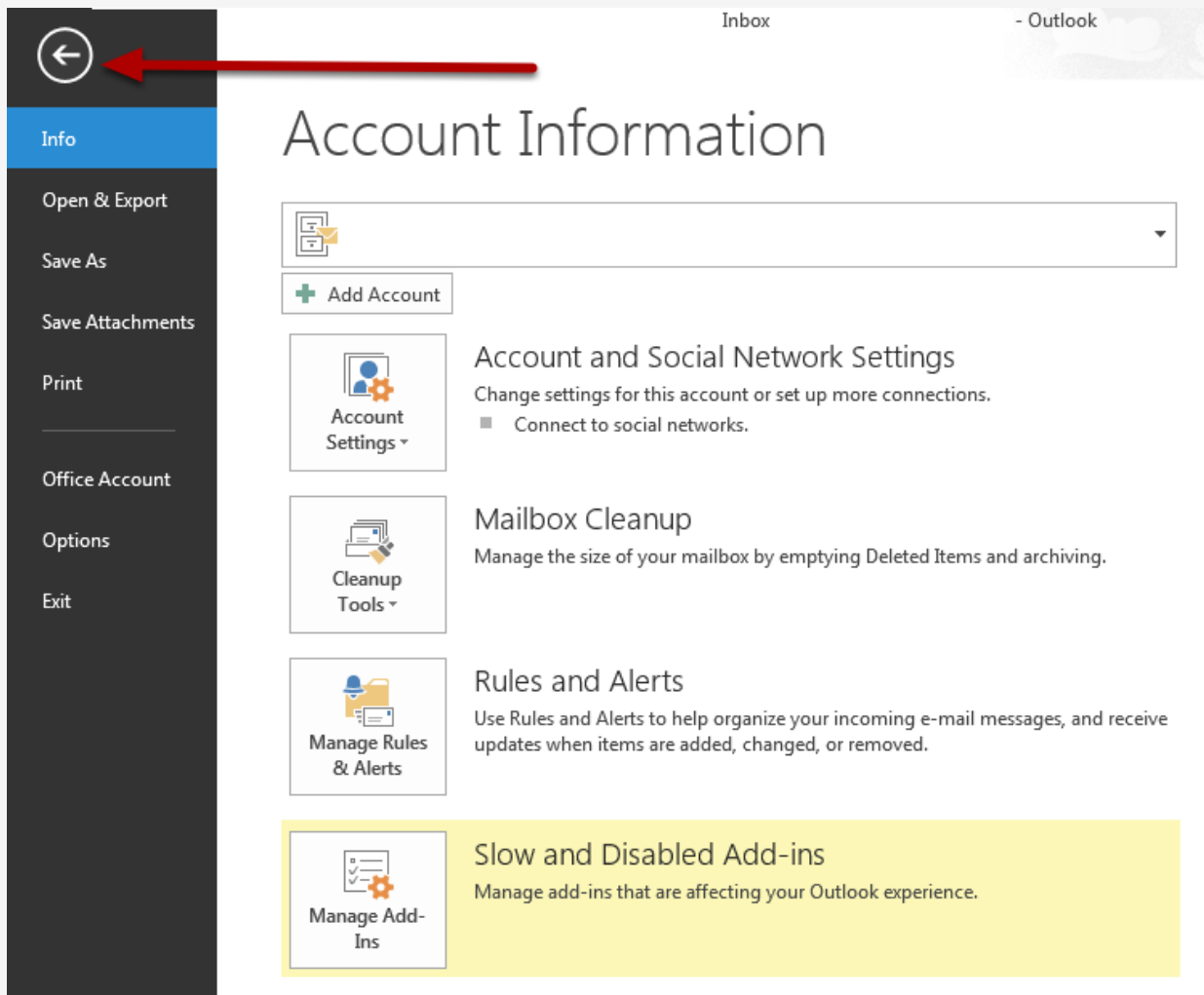
Slow and Disabled Add-ins

Manage add-ins that are affecting your Outlook experience.

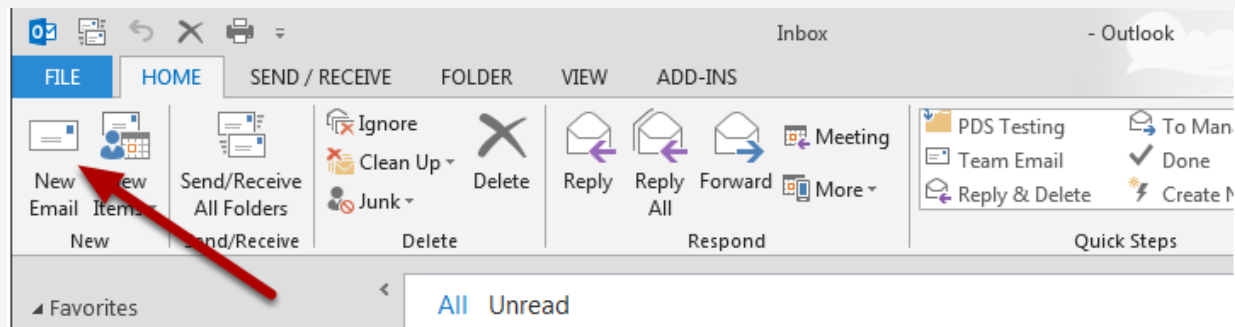
From the options provided, select "**Manage Add-Ins**".



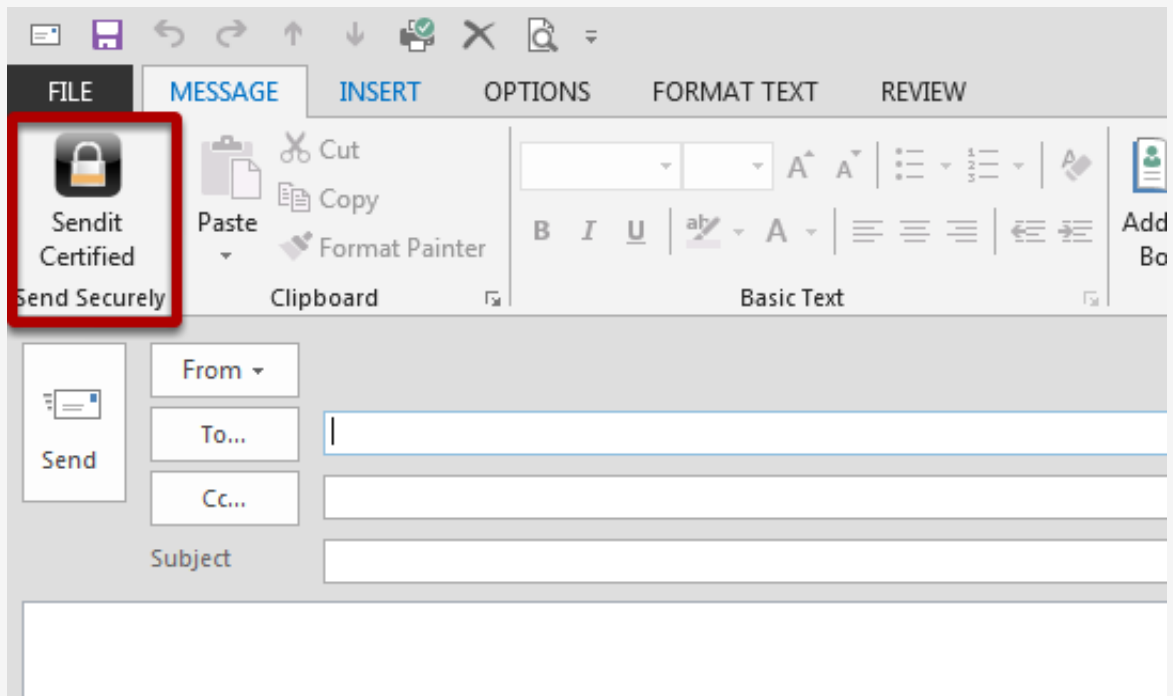
Look for the "**SendItCertified AddIn**" and then select "**Always enable this add-in**". After the screen refreshes, you can close the window.



Click the back arrow to return to your home window.



Click "New Email" to open the new email window.



The SenditCertified icon should now be displayed in the new email window as shown in the image above.