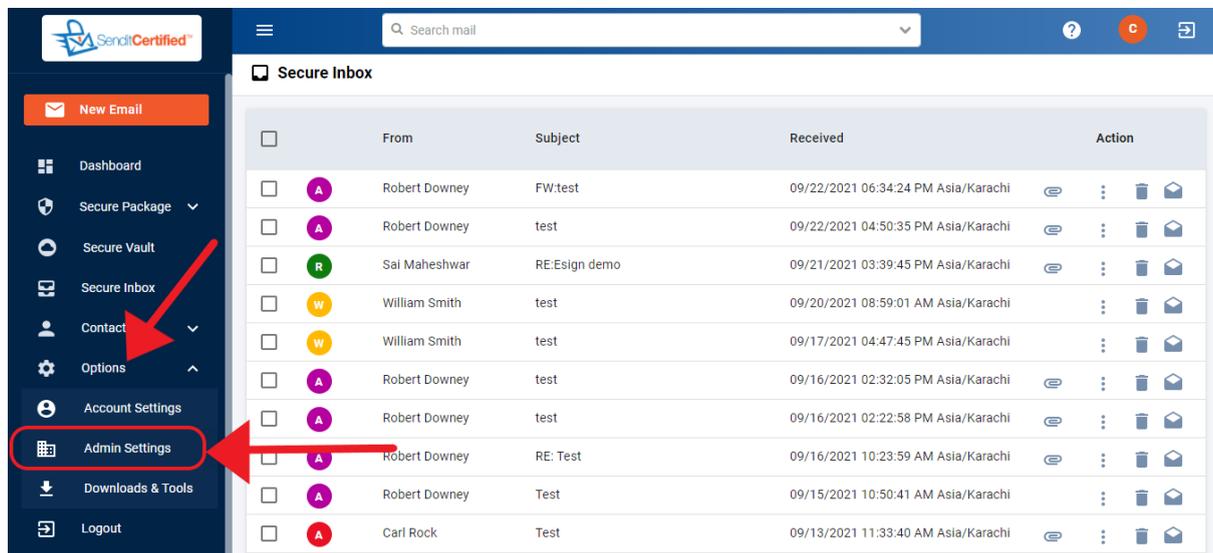
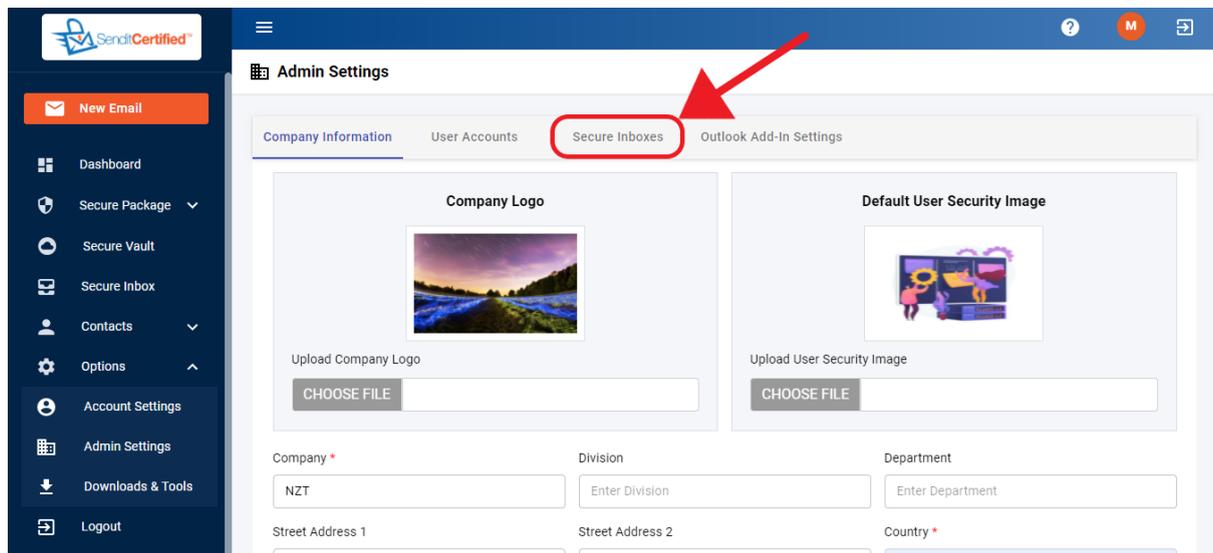


How to find the SecureInbox URL for a User



→ Log into your SenditCertified account and on the side menu click on the “**Options**” and select “**Admin Settings**”.



→ Once you are in “**Admin Settings**” page select “**Secure Inboxes**” tab.

Admin Settings

Company Information | User Accounts | **Secure Inboxes** | Outlook Add-In Settings

Personal Secure Inboxes

Email Address	First Name	Last Name	PSI Link	Status
htarek.abeed6@gmailwe.com	Brad	smith	/personalsecureinbox?id=0Dc4NSZ6cGluZ28wMU8vaXNhdW1hbWkuYXU0.kovaGFubhobGw=	Active
Isaatycomu@gmailwe.com	Gvain	walton	/personalsecureinbox?id=0Dc4NSZ6cGluZ28wMU8vaXNhdW1hbWkuYXU0.kovaGFubhobGw=	Active
zpingo01@risaumami.art	Johann	Hill	PSI Link	Active

Rows per page: 10 | 1-3 of 3

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→ On the "**Secure Inboxes**" tab, you will find a listing of the user accounts for the company along with the PSI link for each User in PSI Links column.

→ You can see your PSI link by hovering on the "**PSI Link**" option.

SenditCertified™

Personal Secure Inbox for * Bradsmith (htarek.abeed6@gmailwe.com)

First Name * | Last Name *

Enter First Name | Enter Last Name

Email Address * | Confirm Email Address *

Enter Email Address | Enter Confirm Email Address

Phone Number *

Select | Enter Phone Number

Sender Receipt

Subject *

Enter Subject

Message

Source | [Rich Text Editor Icons]

→ When you click the "**PSI Link**" you will be redirected to the your Personal Secure Inbox page in the new window.