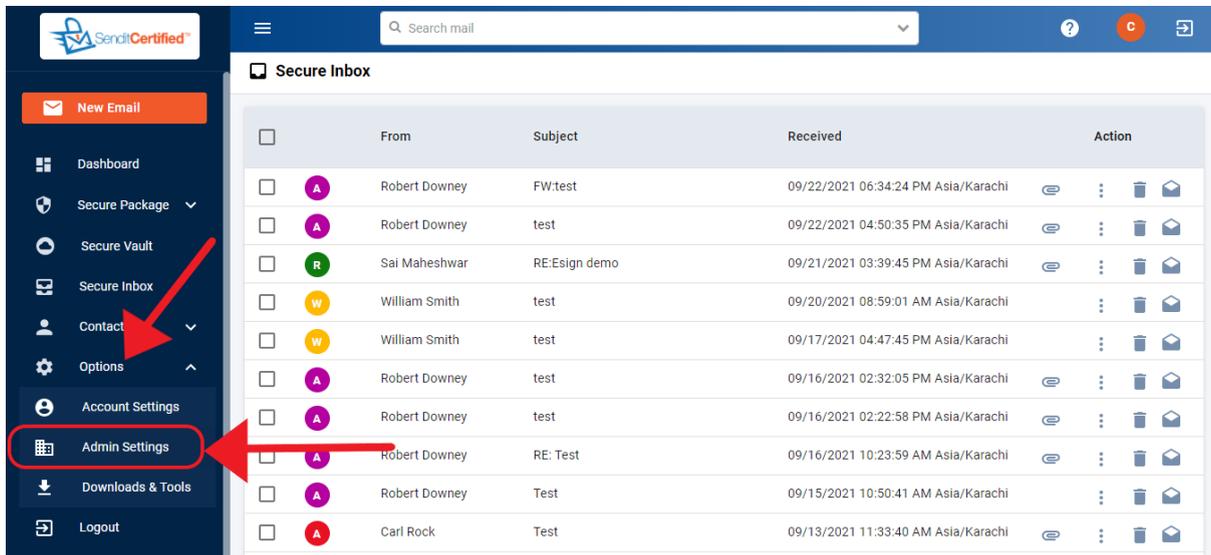
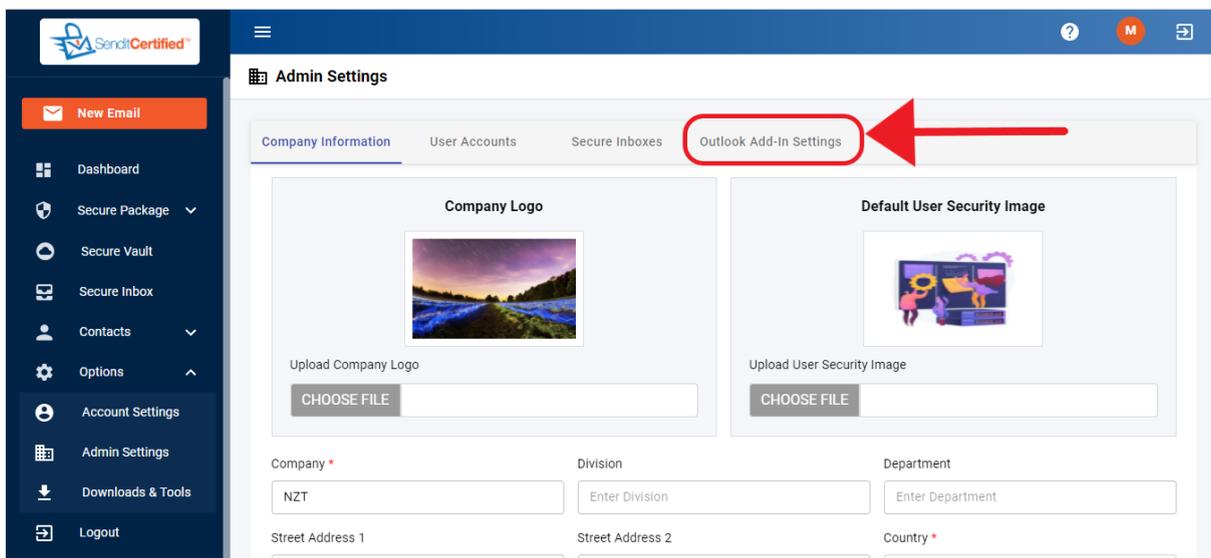


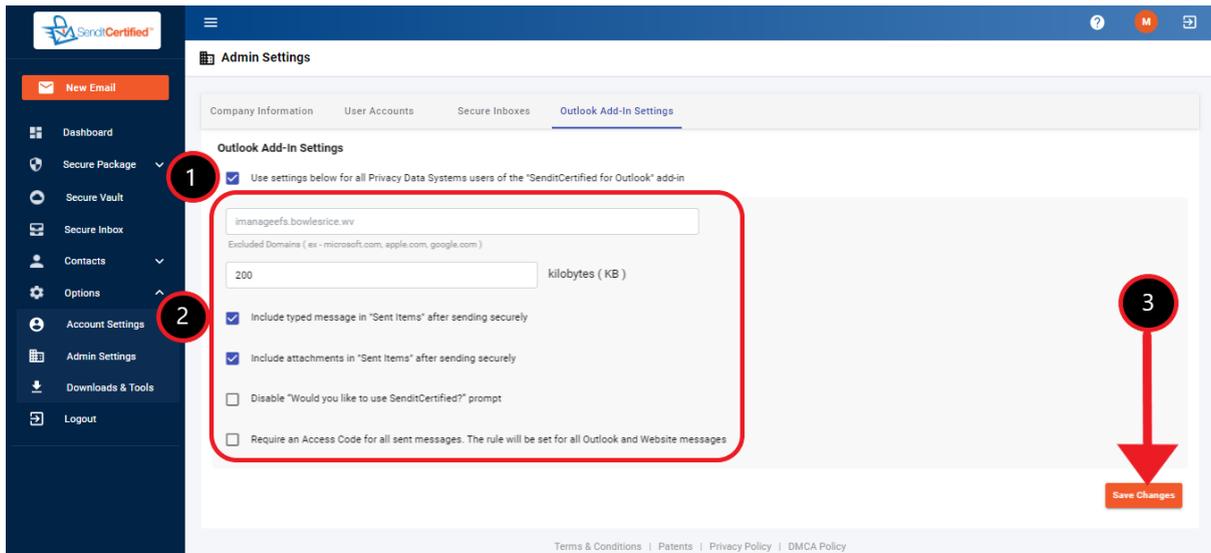
How to Set Outlook Add-in Policies for Company Users



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



→ Once you are in the “Admin Settings” page select the “Outlook Add-In Settings” tab.



Complete the following steps to apply company wide settings for your SenditCertified for Outlook users

1. Check the provided box to apply the settings to all company users.
2. Provide your settings to be applied*
3. Click on the **“Save Changes”** button to save updates.

*The example above has 2 checked boxes, which will ensure the typed message and attachments are retained in the "Sent Items" of Outlook.