## How to Set Outlook Add-in Policies for Company Users

T T	Sendit <b>Certified</b>	≡		Q Search mail		<b>~</b>	?		•	€
		🖬 Se	ecure Inbox	t i i i i i i i i i i i i i i i i i i i						
	New Email			From	Subject	Received		Actio	n	
	Dashboard		Δ	Robert Downey	FW:test	09/22/2021 06:34:24 PM Asia/Karachi	e	:	ī	
•	Secure Package V		A	Robert Downey	test	09/22/2021 04:50:35 PM Asia/Karachi	e	:	Î	
	Secure Inbox		R	Sai Maheshwar	RE:Esign demo	09/21/2021 03:39:45 PM Asia/Karachi	e	:		
:	Contact 🗸 🗸		<b>W</b>	William Smith	test	09/20/2021 08:59:01 AM Asia/Karachi		:	1	
۵	Options 🔨			Robert Downey	test	09/17/2021 04:47:45 PM Asia/Karachi 09/16/2021 02:32:05 PM Asia/Karachi	0	:		
8	Account Settings		A	Robert Downey	test	09/16/2021 02:22:58 PM Asia/Karachi	e	:	ī	
	Admin Settings		A	Robert Downey	RE: Test	09/16/2021 10:23:59 AM Asia/Karachi	e	:	Î	
Ŧ	Downloads & Tools		A	Robert Downey	Test	09/15/2021 10:50:41 AM Asia/Karachi		:	Î	
€	Logout		A	Carl Rock	Test	09/13/2021 11:33:40 AM Asia/Karachi	e	:	Î	

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

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		Admin Settings					
	New Email						
::	Dashboard	Company Information User Accounts	Secure Inboxes Outloo	k Add-In Settings			
Ø	Secure Package 🗸 🗸	Company Logo		Default	User Security Image		
0	Secure Vault						
2	Secure Inbox				2,		
<b>.</b>	Contacts 🗸 🗸			4			
\$	Options	Upload Company Logo		Upload User Security Image			
θ	Account Settings	CHOOSE FILE		CHOOSE FILE			
I⊞	Admin Settings	Company *	Division	Department			
Ŧ	Downloads & Tools	NZT	Enter Division		er Department		
€	Logout	Street Address 1	Street Address 2	Coun	try *		

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

	Sendt Certified		?		€
		Admin Settings			
	New Email				
5	Dashboard	Company Information User Accounts Secure Inboxes Outlook Add-In Settings			
•	Secure Package 🗸 🗸	Use settings below for all Privacy Data Systems users of the "Sendit/Certified for Outlook' add-in			
0	Secure Vault				
8	Secure Inbox	imanageefs.bowlesrice.wv			
•	Contacts 🗸 🗸	200 kilobytes ( KB )			
۵	Options ^			3	
Θ	Account Settings	2 Include typed message in "Sent Items" after sending securely		Y	·
▦	Admin Settings	Include attachments in "Sent Items" after sending securely			
<b>±</b>	Downloads & Tools	Disable "Would you like to use SenditCertified?" prompt			
€	Logout	Desuits as Lesses Code for all cost messages. The side will be ast for all Codesk and Website messages		Т	
		Require an Access Cope for all sent messages. The fole will be set for all outdook and website messages		t	•
			Sa	ve Change	s
			_		-
		Terms & Conditions   Patents   Privacy Policy   DMCA Policy			

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.