How to Receive a Copy of the SecurePackage Email Alert
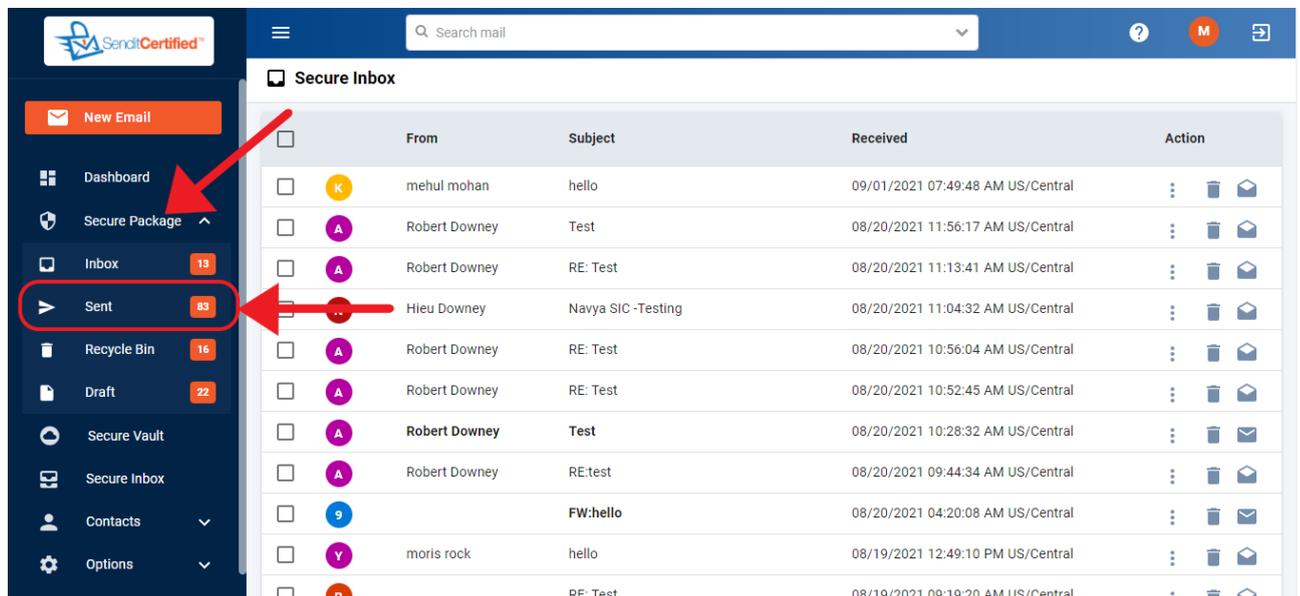
⟶ Log into your SenditCertified account and on the main menu select SecurePackage, then click on the"**Sent**" button from the dropdown list.
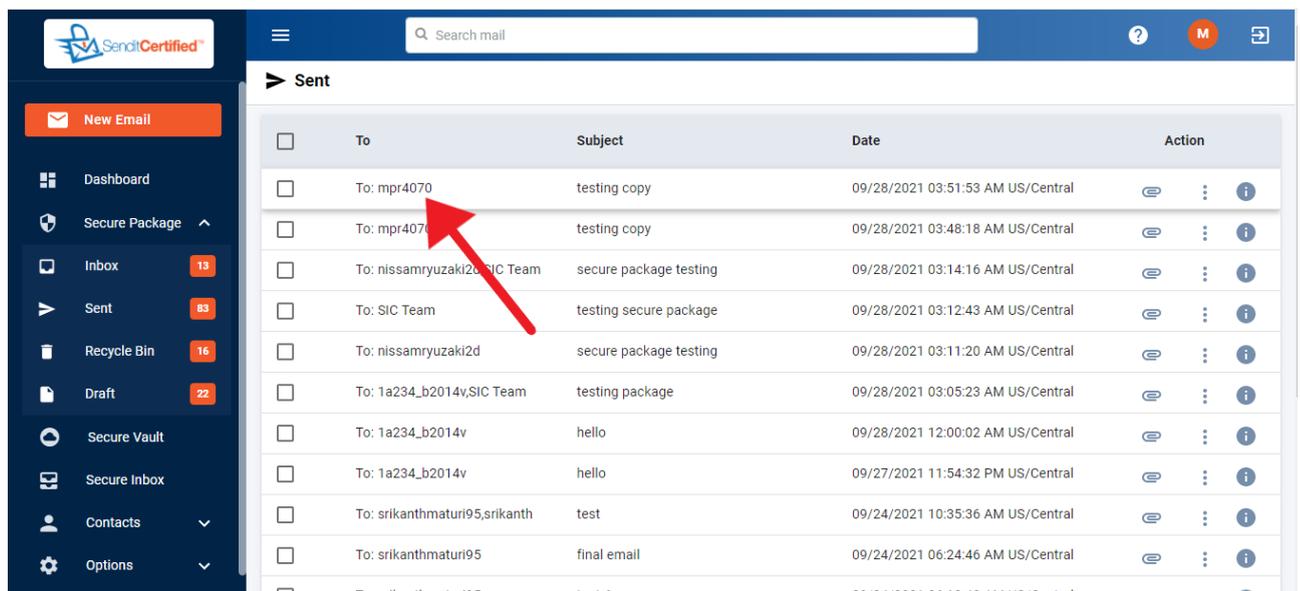
⟶ Click on any individual email and open the message you wish to receive a copy.
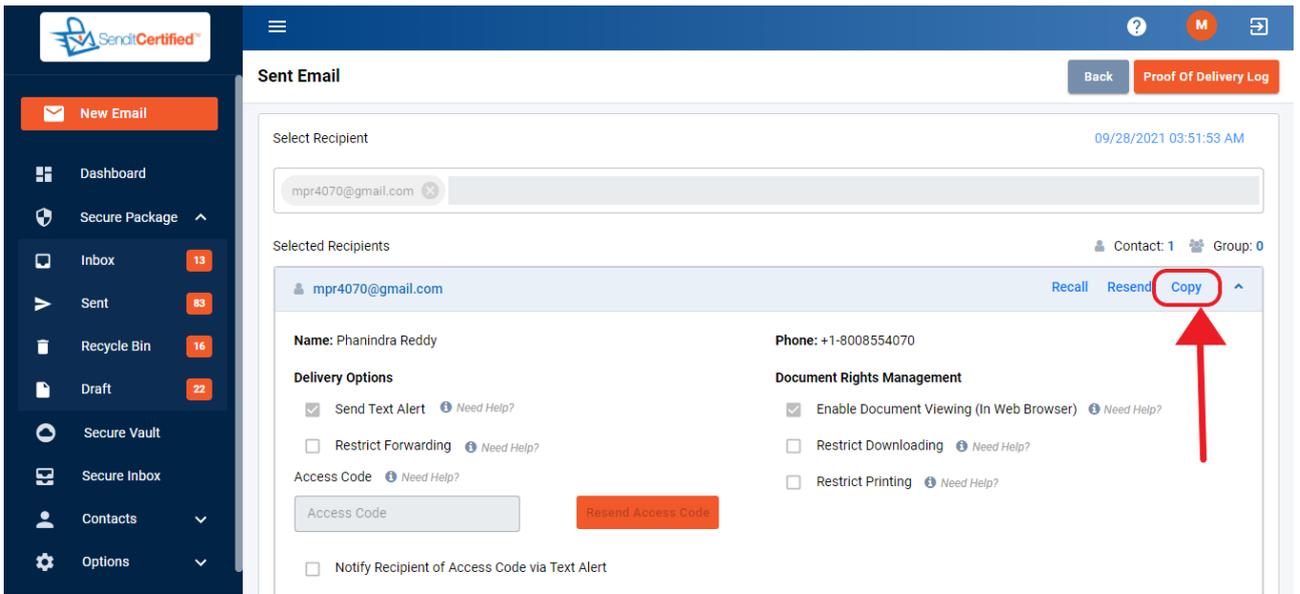
$\longrightarrow$ Click on the "**Copy**". This will send you (the sender) a copy of the
SecurePackage email alert.
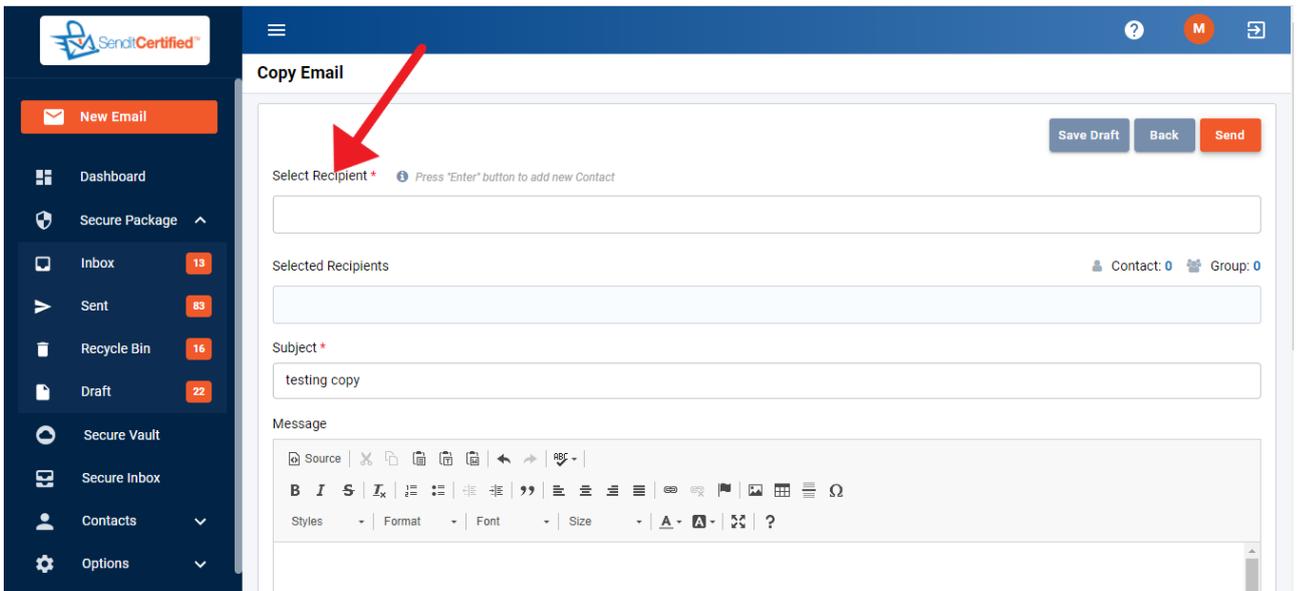
$\longrightarrow$ You will see a Copy Email page where you can select recipient
to send a secure package.