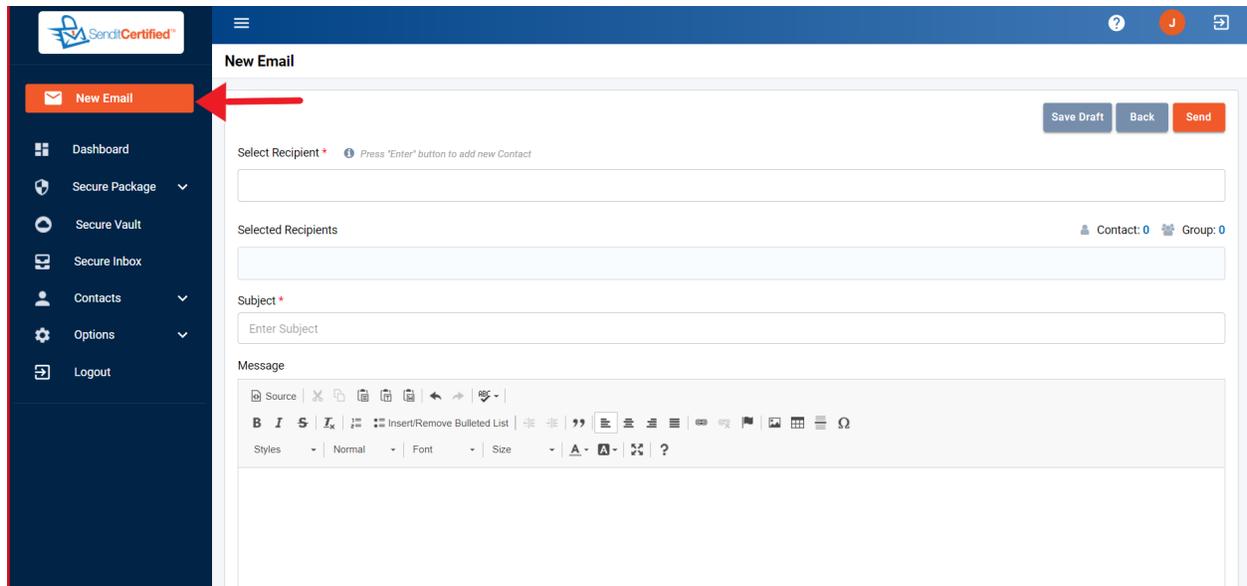
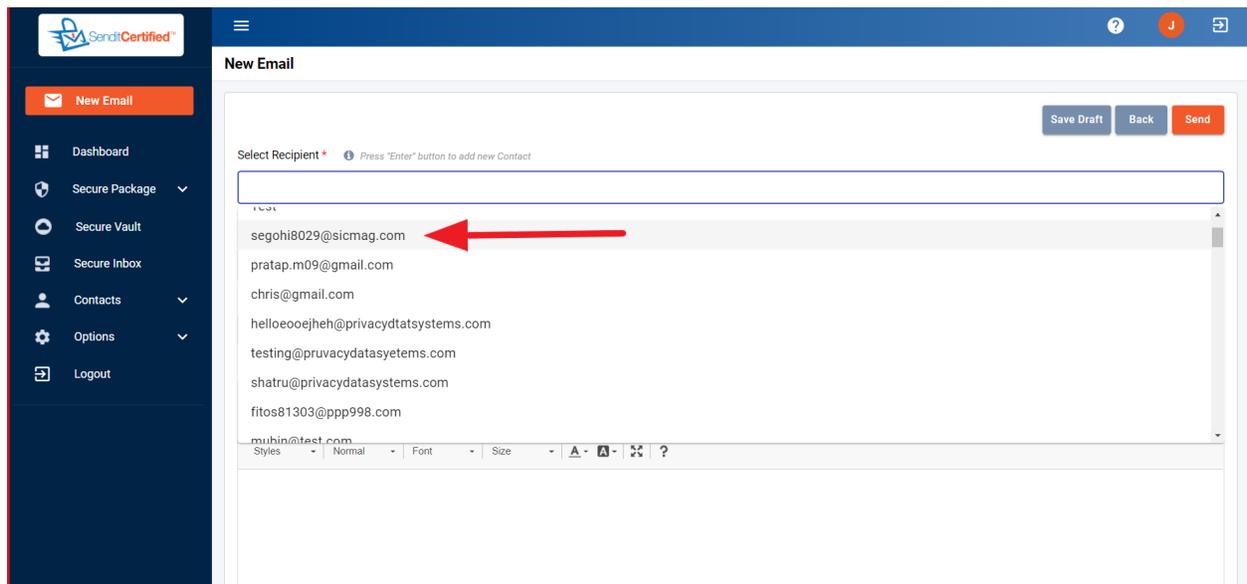
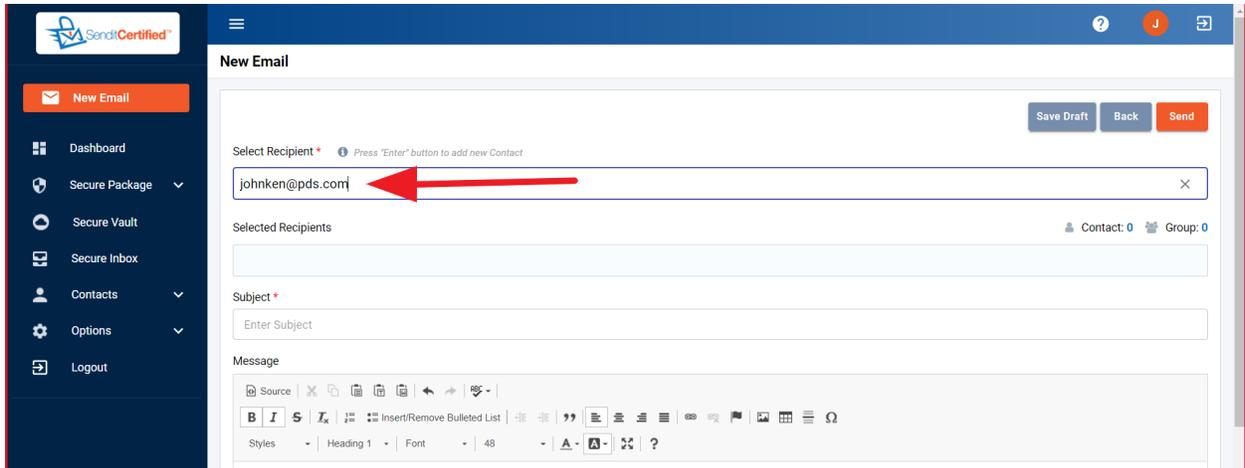


How to send a SecurePackage

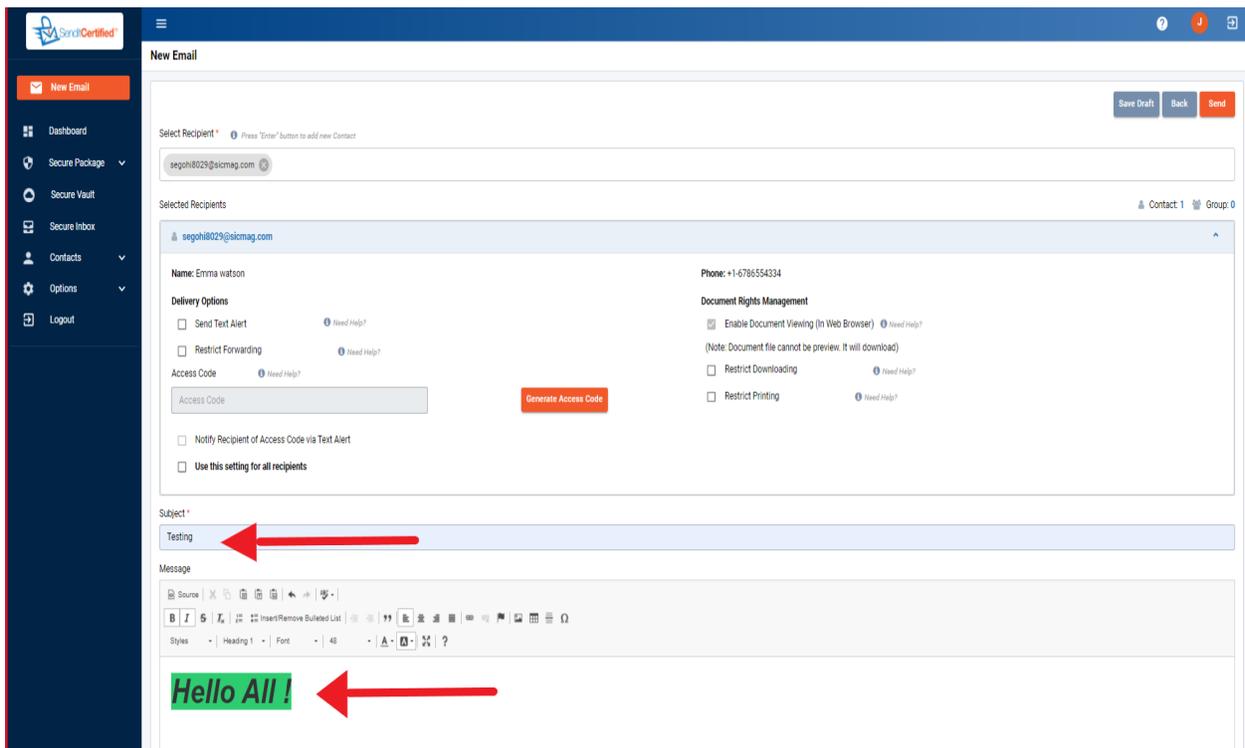


From the Dashboard or Secure Inbox, click "**Send SecurePackage**".

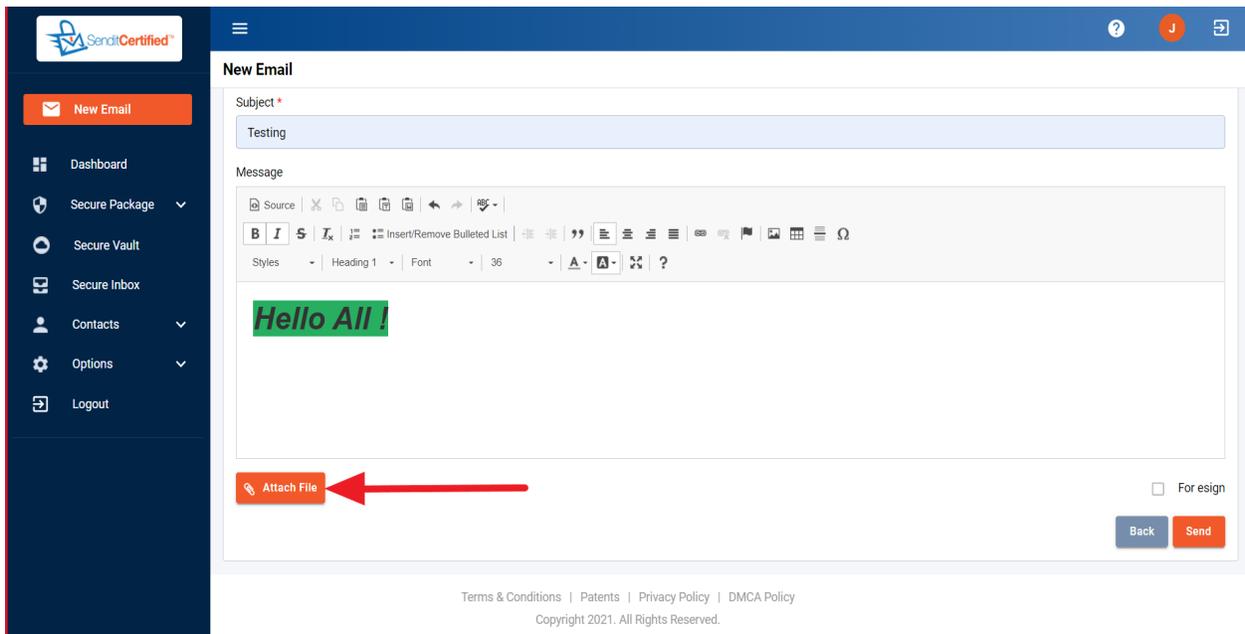




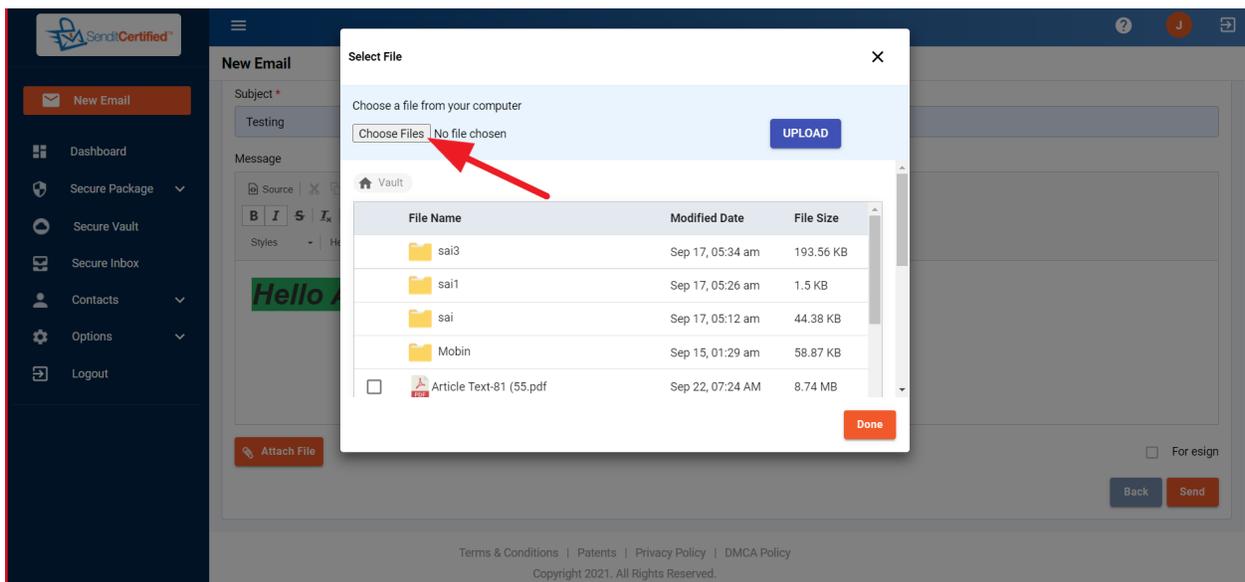
The "**Recipients**" tab will appear first, you may either select a pre-existing contact using the drop down menu or create a new contact. You can send a SecurePackage to multiple recipients.



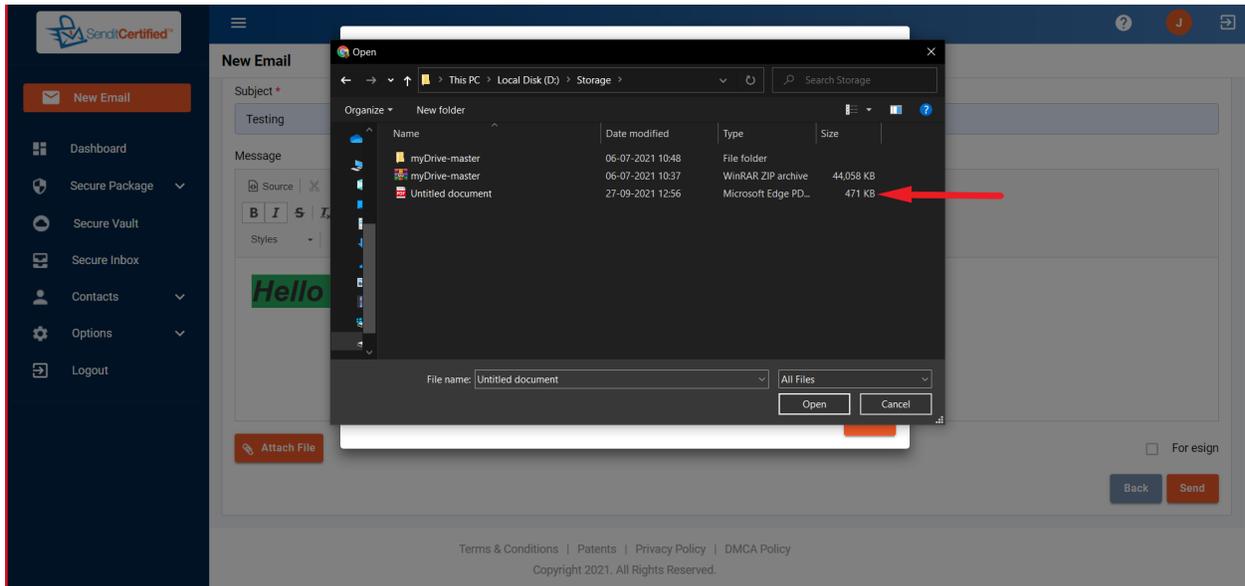
Type the **subject & Body** , and your message in the text box.



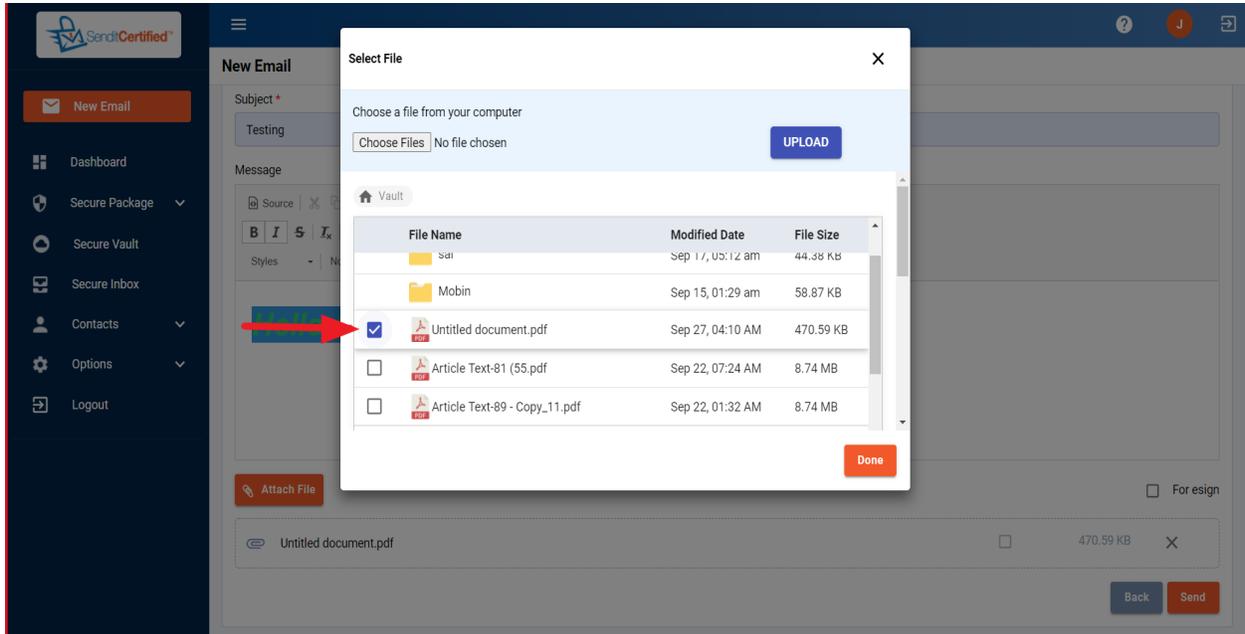
Once you are finished entering you **subject** and **message**, click the "Attachments Button".



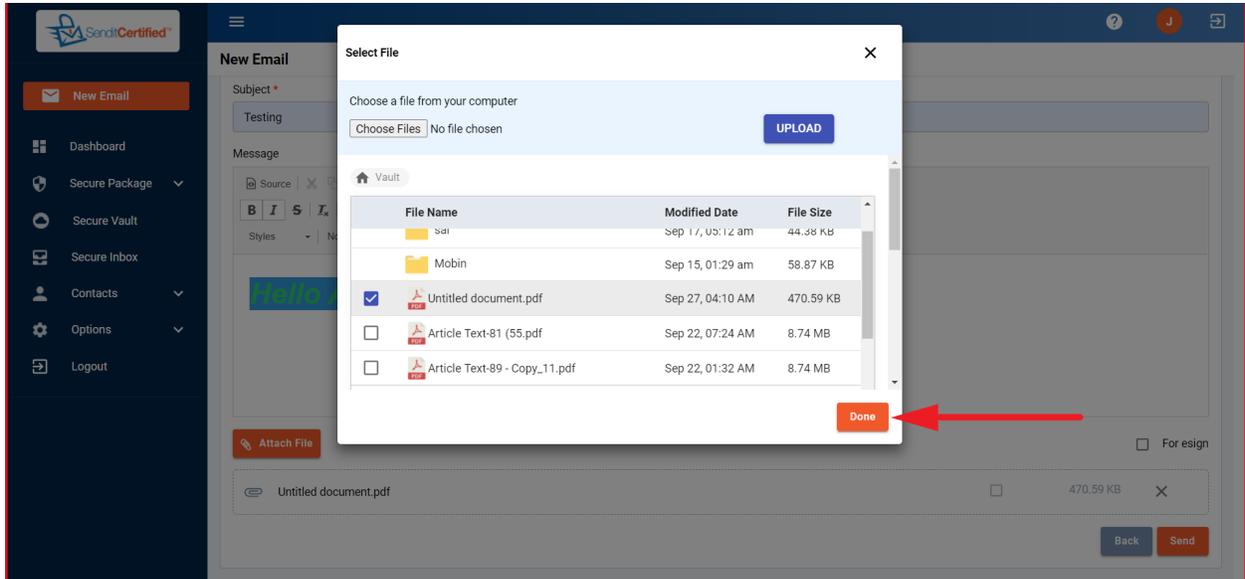
Click on "Choose Files".



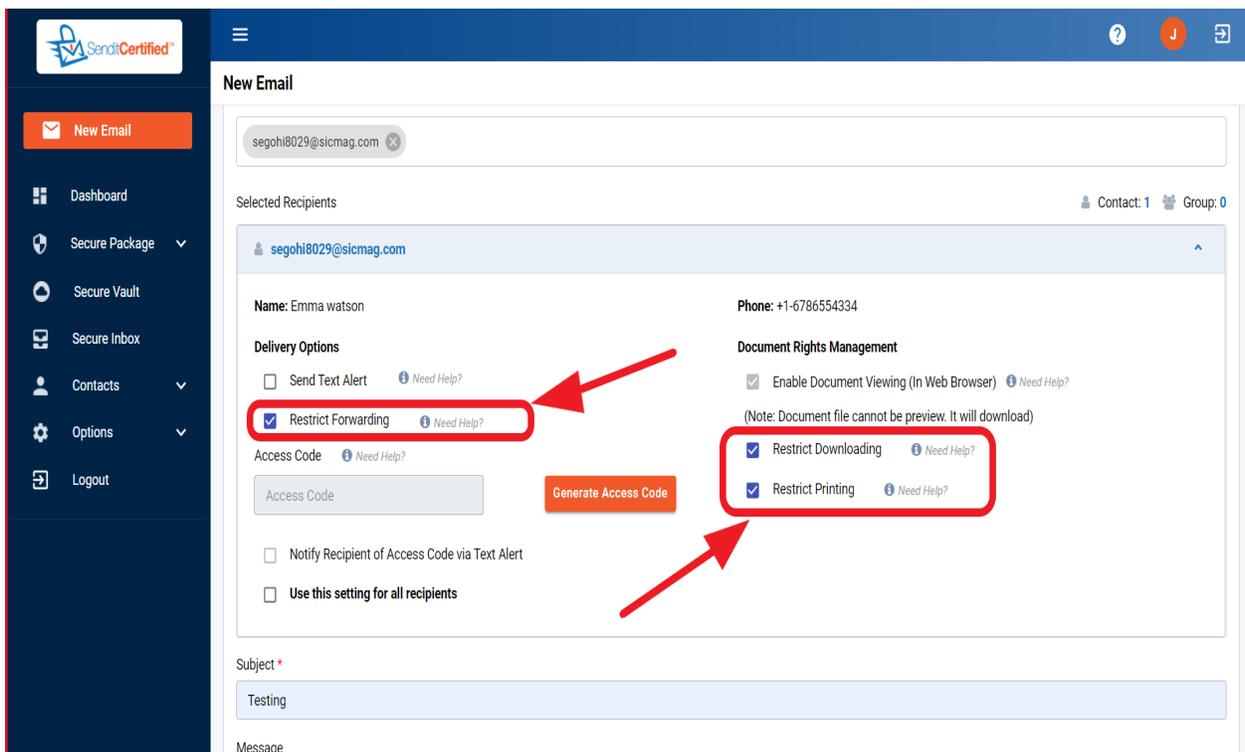
Select a file from local. (You can select multiple files).



Select a uploaded **"File"** from table. (You can select multiple files).

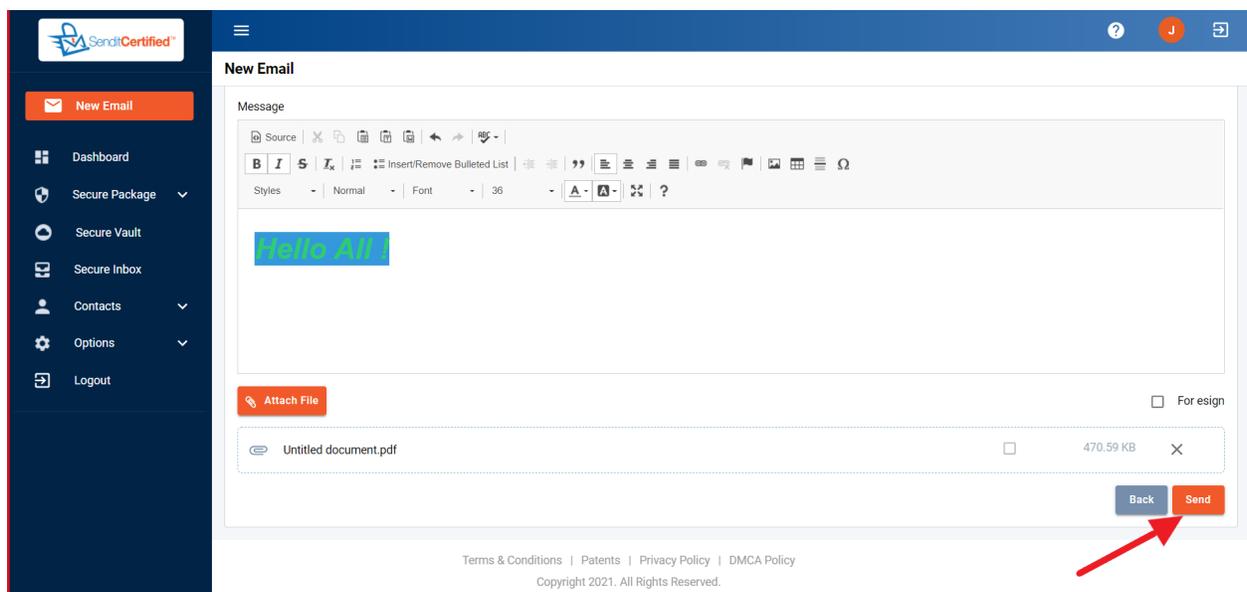


Click on **“Done”**.



You can find Document Rights options under the Recipients tab. Document rights help you protect information by limiting actions the recipient can take with files attached to the SecurePackage.

1. Restrict **forwarding** prevents the recipient from forwarding the SecurePackage.
2. Restrict **downloading** prevents the recipient from downloading attached files
3. Restrict **printing** prevents the recipient from printing attached files.



After Filling all the details Click on “**Send Button**”.