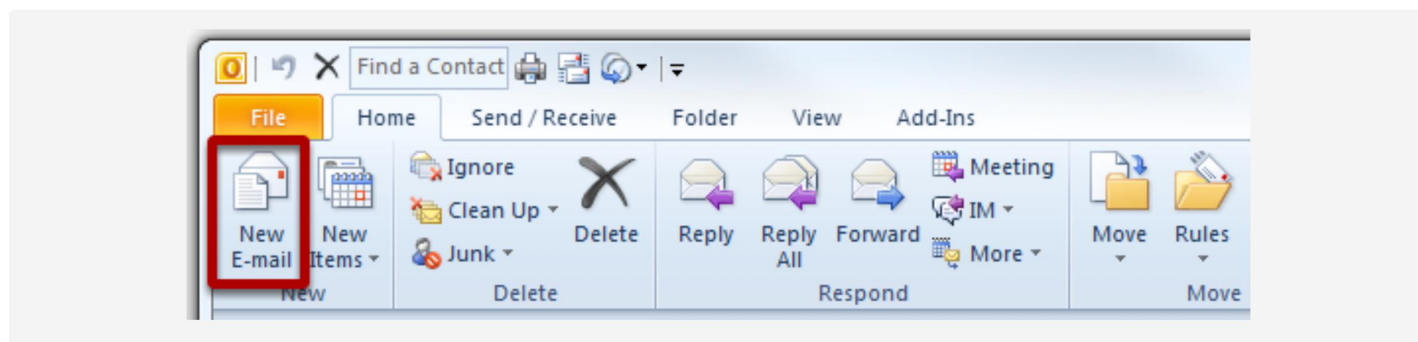
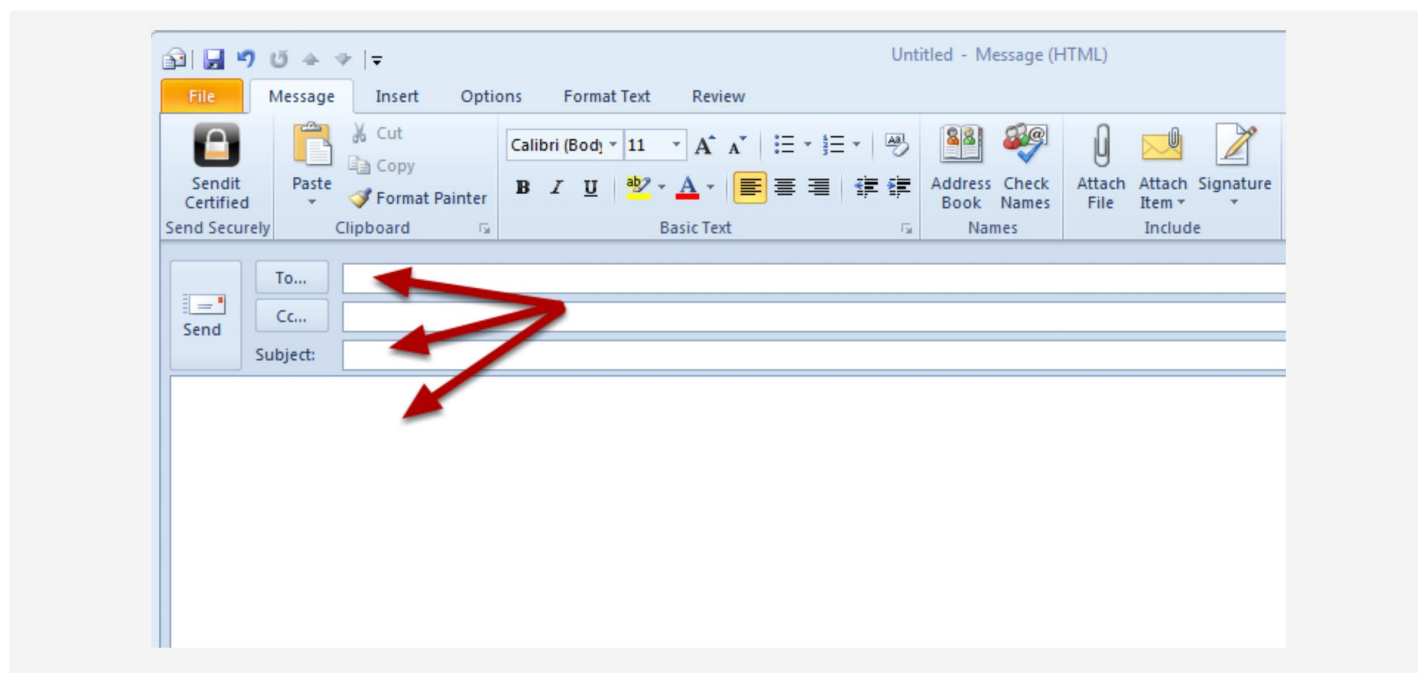


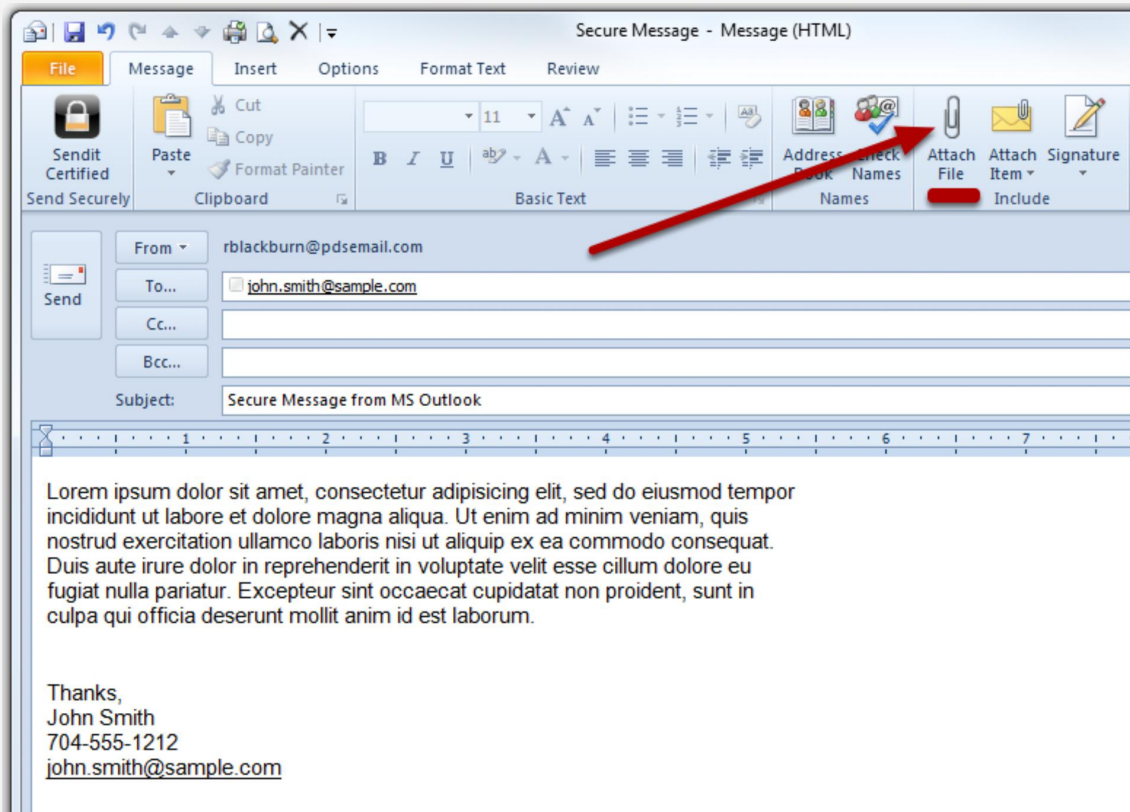
How to send a SecurePackage from MS Outlook



To start your SecurePackage from MS Outlook, click "New E-mail". (Just like starting a regular email)

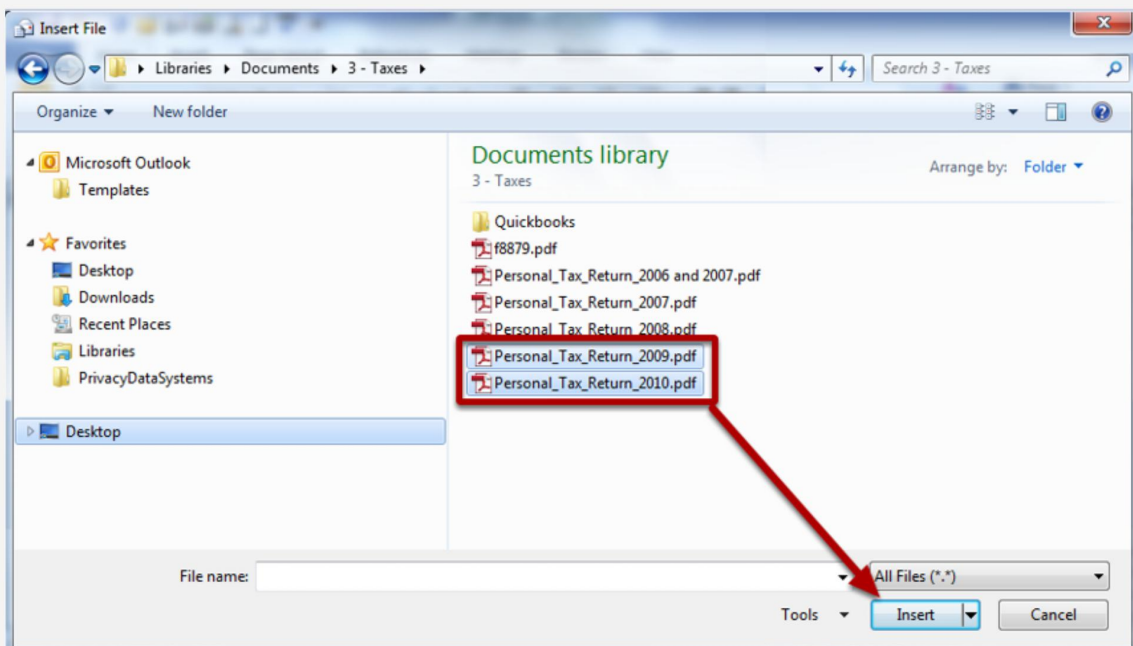


In the new email window, enter the Recipient(s), Subject, and Typed Message for the SecurePackage.

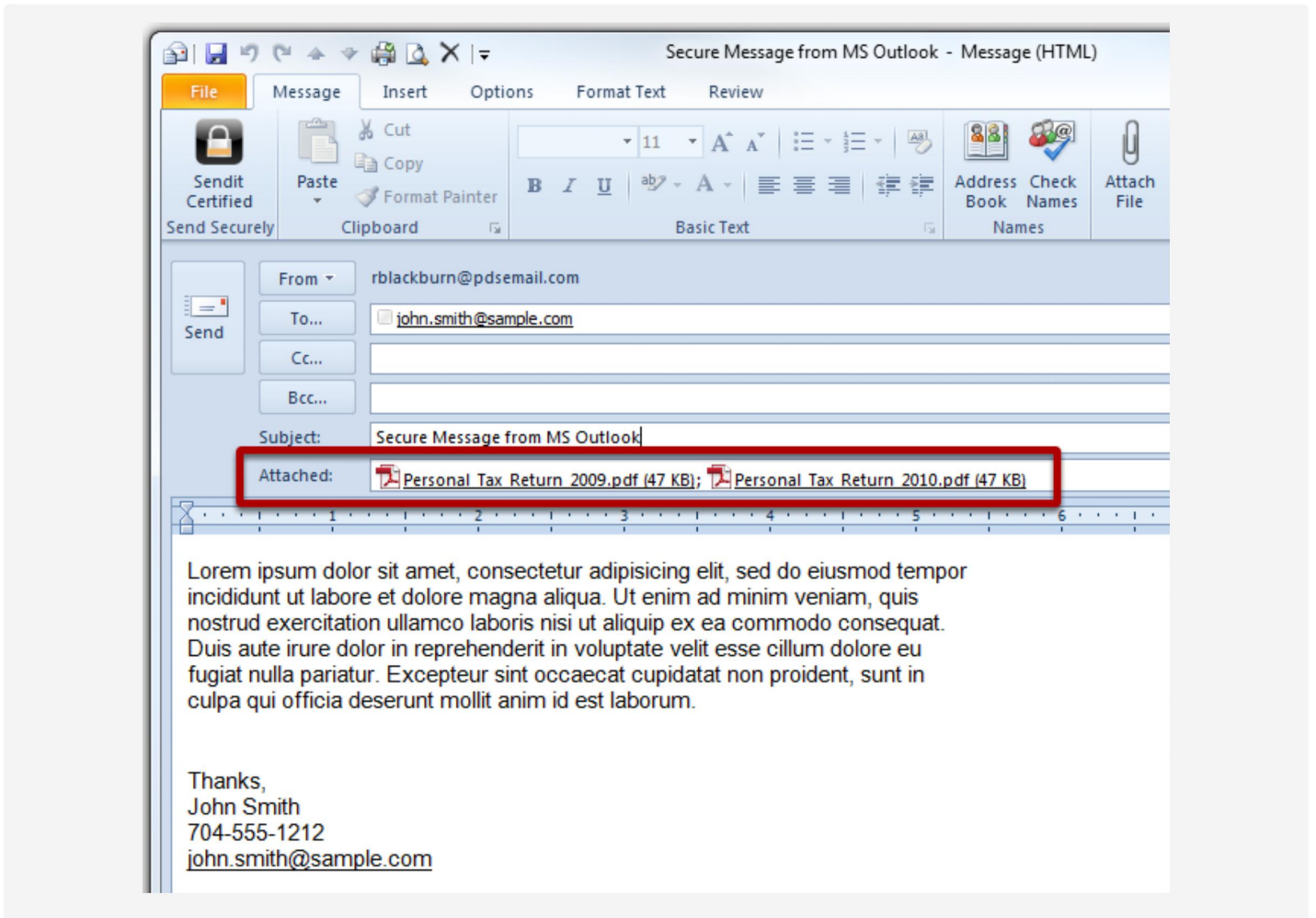


Next you will include any attachments by clicking the "Attach File" option.

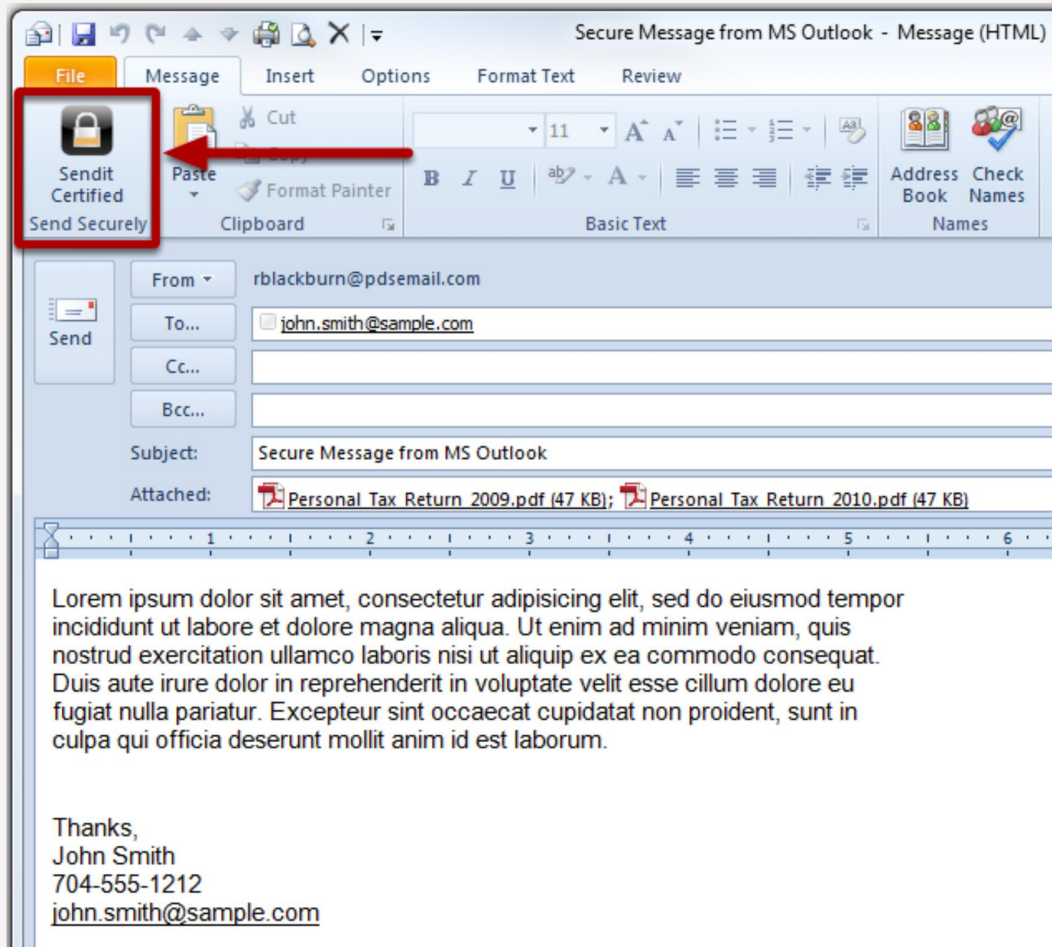
Note: if the file size is larger than your Outlook attachment size limit, you can attach large files in the SendItCertified window shown below.



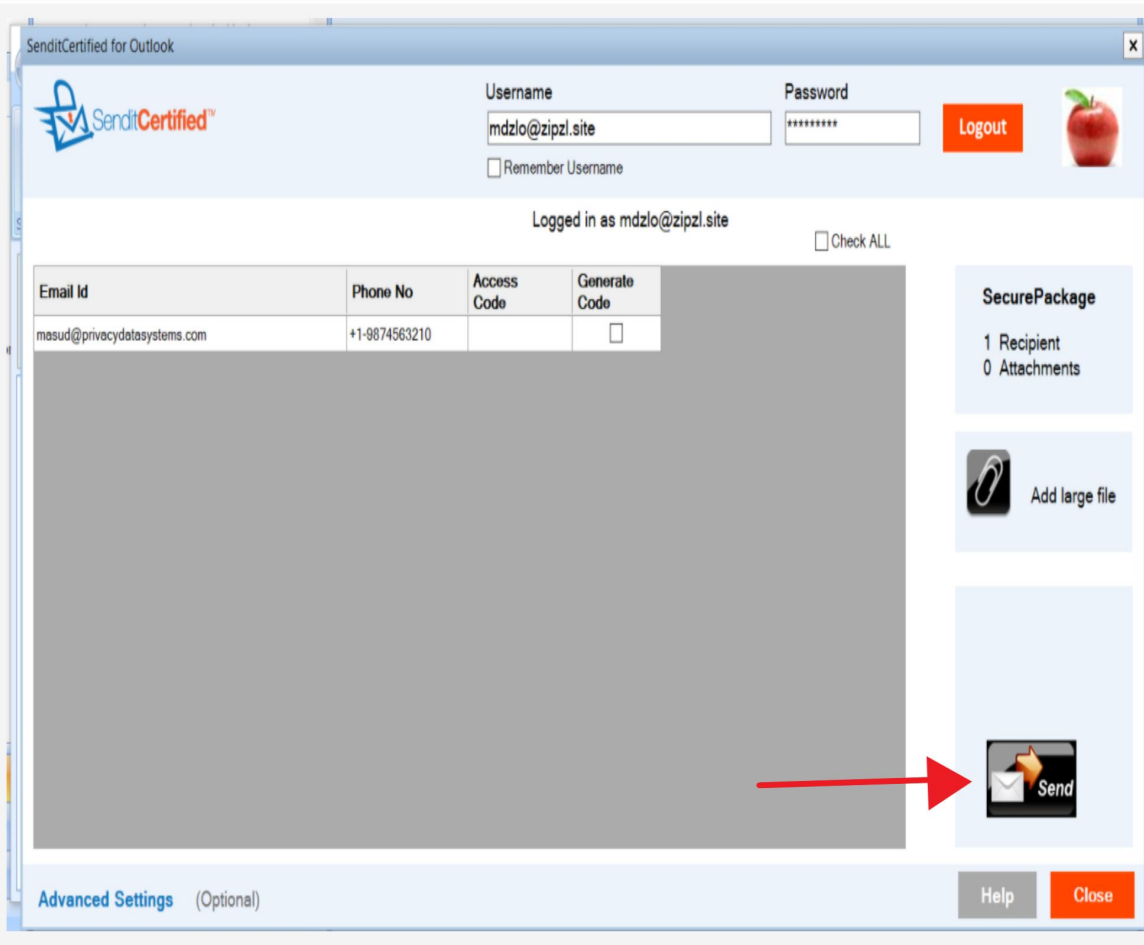
In the Windows Explorer window, select the file(s) that you want to send and then click "Insert".



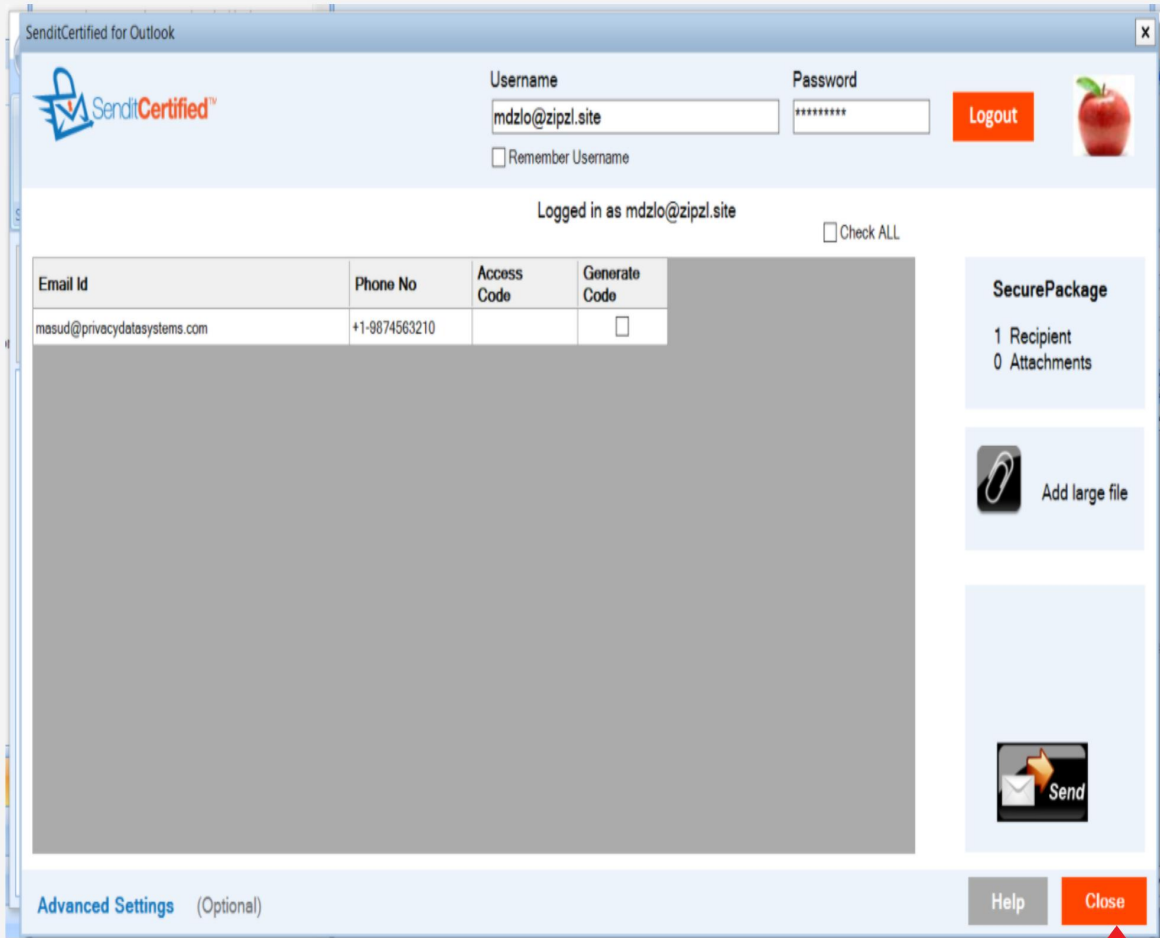
The attachments will now be displayed as a part of the message. (Just like in a regular email)



Now that your message has been created, click the **SenditCertified** button that is provided in the top left corner of your window.



Now that you are logged in, you are ready to send the SecurePackage. Simply click the "Send" button to complete sending your message.



After you have sent the SecurePackage, a notification will be provided to indicate that it was sent successfully. Next click "**Close**" to finish.