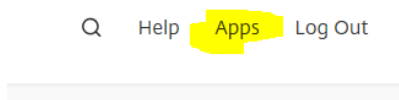


Instructions for adding plugin for secure email

Go to <https://connectidaho.sharefile.com/Authentication/Login> and log in

Click on Apps in the upper right hand corner



Click on the download button under plugin for Microsoft Outlook

Apps

Apps for Windows

Plugin For Microsoft Outlook

Add ShareFile to Microsoft Outlook for faster file sharing.

- ✓ Share large, encrypted files directly from Outlook
- ✓ Request files securely with one click
- ✓ Encrypt the email message for added security*

[Download](#) [Learn More](#)

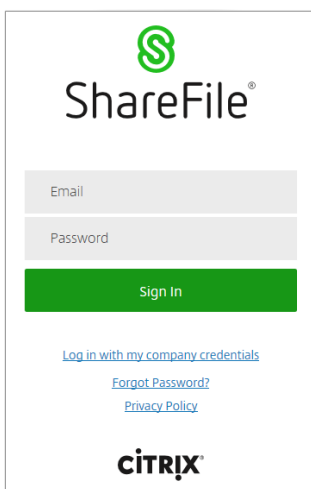
[Share this tool with a colleague](#)

*Only available on select plans



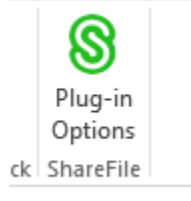
A yellow bar will show at the bottom of the screen, please click **run**.

After the install is complete, close outlook and reopen it. A new screen will pop up and look like this—

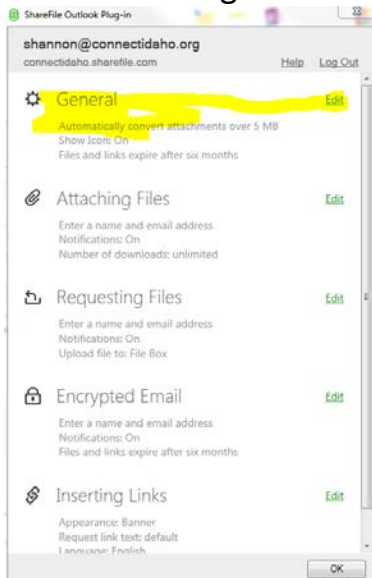


Have the user log in with their email address and the **new ShareFile password**. They will only need to do this process once. However, they should remember or log their ShareFile password with all their other passwords.

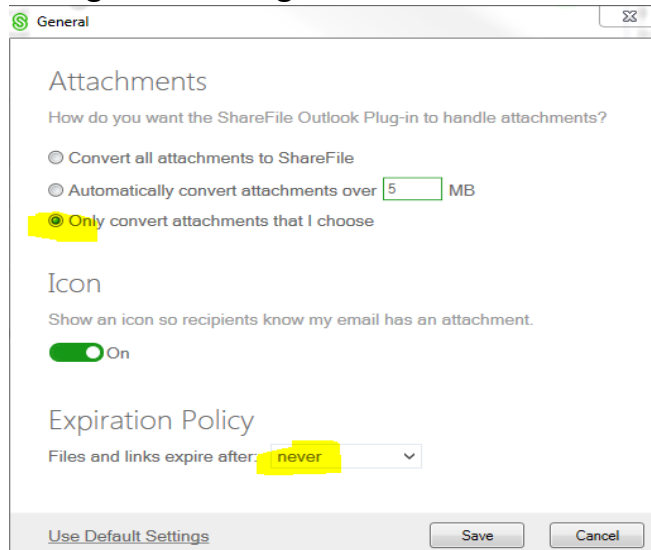
Click on the new button in Outlook to change some settings



Start with the general settings. Click edit on the right.



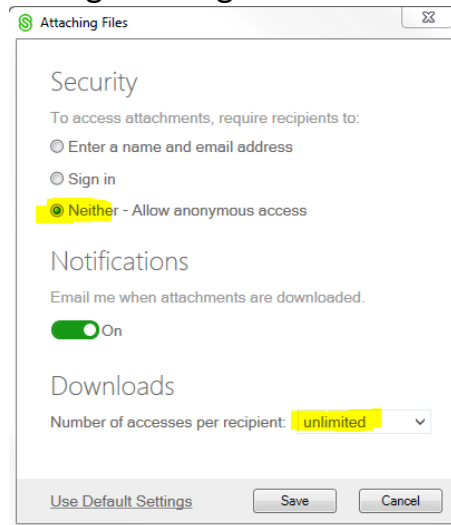
Change the settings to the below--



Click Save. Then go to attaching files and click edit



Change settings to--

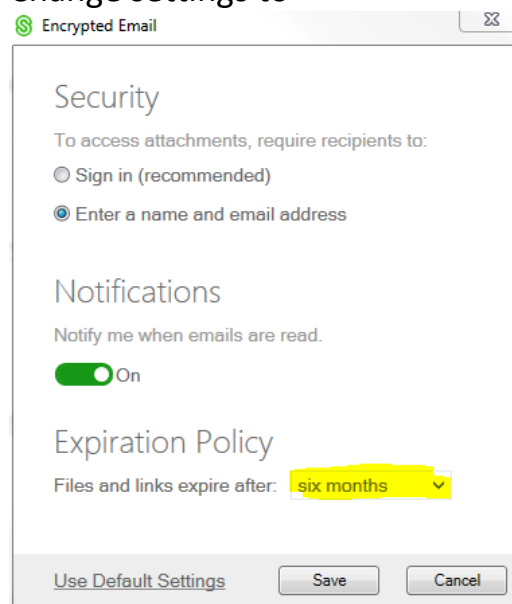


The 'Attaching Files' dialog box has a title bar with a green lock icon and a close button. It contains three sections: 'Security' with three radio button options ('Enter a name and email address', 'Sign in', and 'Neither - Allow anonymous access', where 'Neither' is selected and highlighted in yellow), 'Notifications' with a toggle switch set to 'On', and 'Downloads' with a dropdown menu showing 'unlimited' (highlighted in yellow). At the bottom are buttons for 'Use Default Settings', 'Save', and 'Cancel'.

Click save and go to Encrypted Email and click edit

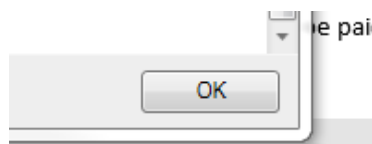


Change settings to--

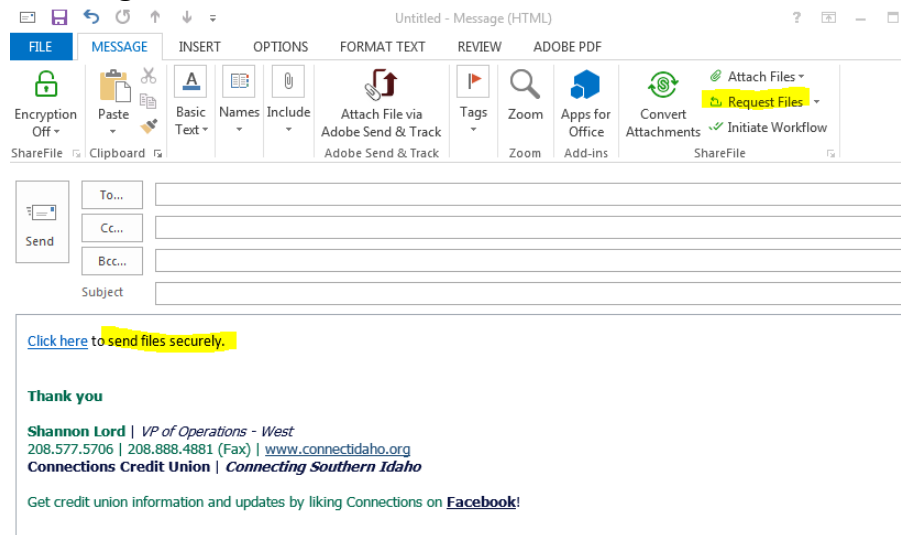


The 'Encrypted Email' dialog box has a title bar with a green lock icon and a close button. It contains three sections: 'Security' with two radio button options ('Sign in (recommended)' and 'Enter a name and email address', where 'Enter a name and email address' is selected), 'Notifications' with a toggle switch set to 'On', and 'Expiration Policy' with a dropdown menu showing 'six months' (highlighted in yellow). At the bottom are buttons for 'Use Default Settings', 'Save', and 'Cancel'.

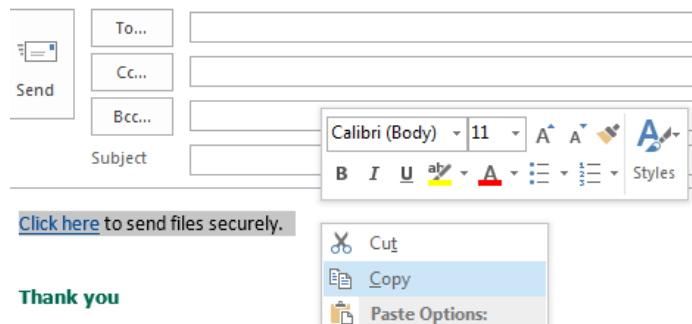
Click save and then ok at the bottom right of the screen



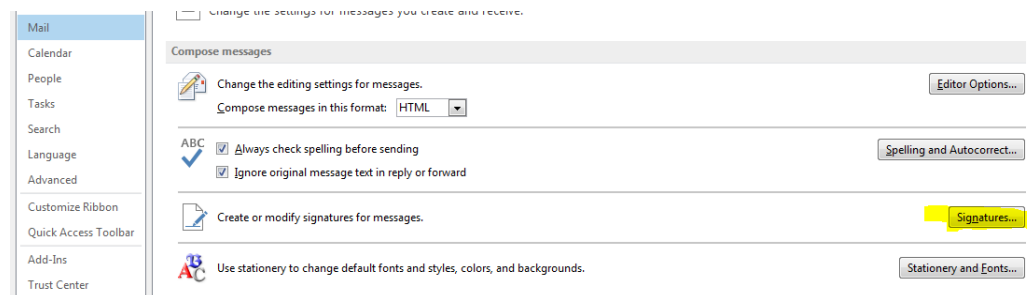
Open a new email message and click in the body of the email like you were going to start typing a message. Click the new green button that says request files. This will insert a hyperlink in to your email. Please change the wording at the end of that link *to say to send files securely*. **Be careful not to erase the click here part when you are changing the wording.



Highlight the link and new working, then click copy



Go to the email signature area---usually it is file>options>mail. Then click on the signature button



In the signature window click at the end of *Connecting Southern Idaho*, hit enter twice and right click and choose paste. This will insert the hyperlink for secure emails. Then click ok to save.

E-mail Signature **Personal Stationery**

Select signature to edit

connections

Delete New Save Rename

Choose default signature

E-mail account: shannon@connectidaho.org

New messages: connections

Replies/forwards: (none)

Edit signature

Tahoma 10.5 B I U

Business Card

Thank you

Shannon Lord | VP of Operations - West
208.577.5706 | 208.888.4881 (Fax) | www.connectidaho.org
Connections Credit Union | *Connecting Southern Idaho*

#Click here# to upload files securely.

Get credit union information and updates by liking Connections on [Facebook!](#)

OK Cancel

The End