

## SECUREMAIL FOR MICROSOFT OUTLOOK – QUICK START GUIDE

Welcome to DataMotion SecureMail, the easiest solution for sending secure messages from Outlook! With your SecureMail account you can send private, encrypted email messages to anyone, just by clicking the 'Send Secure' button added to your Outlook toolbar. This Quick Start Guide will provide you with easy steps to get started.

### Getting Started

SecureMail provides two interfaces for sending secure emails, an add-in for Microsoft Office Outlook and a web portal. SecureMail add-in integrates with Outlook to allow you to send secure email messages directly from your email client.

### Downloading DataMotion SecureMail for Outlook Installer:

1. Log into the SecureMail portal at <https://ssl.datamotion.com> using your email address. **Important:** Each Outlook plugin is user specific, based on the email address. Each user must log in individually to obtain their own installer.
2. Click on **Client Downloads** link under Member Center.
3. Click on '**Download Now**' button and save the installer to your Desktop or Downloads folder where it can be easily located.

### PRODUCT INFORMATION:

SecureMail v5.x supports Microsoft Office Outlook versions **2010\***, **2013**, **2016** and **2019/Office 365**.

\* Outlook 2010 lifecycle ends in October 2020 and updating to a newer version of Office Outlook should be considered

Most Outlook versions are 32-bit. 64-bit versions of SecureMail should only be used with 64-bit versions of Outlook. If you are not sure whether you have a 32-bit or 64-bit version of Outlook, see [How to determine the Outlook version](#) below for information about checking the version. Download the SecureMail version which matches the Outlook version.

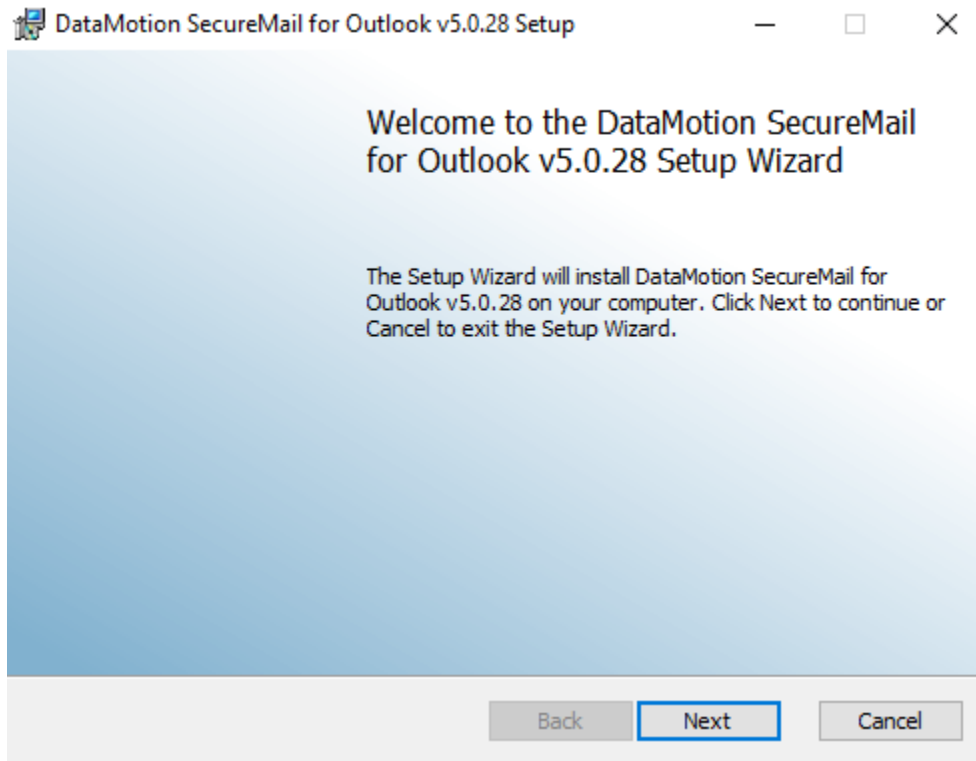
SecureMail for Outlook 32-bit v5.0 ▼

Download Now!

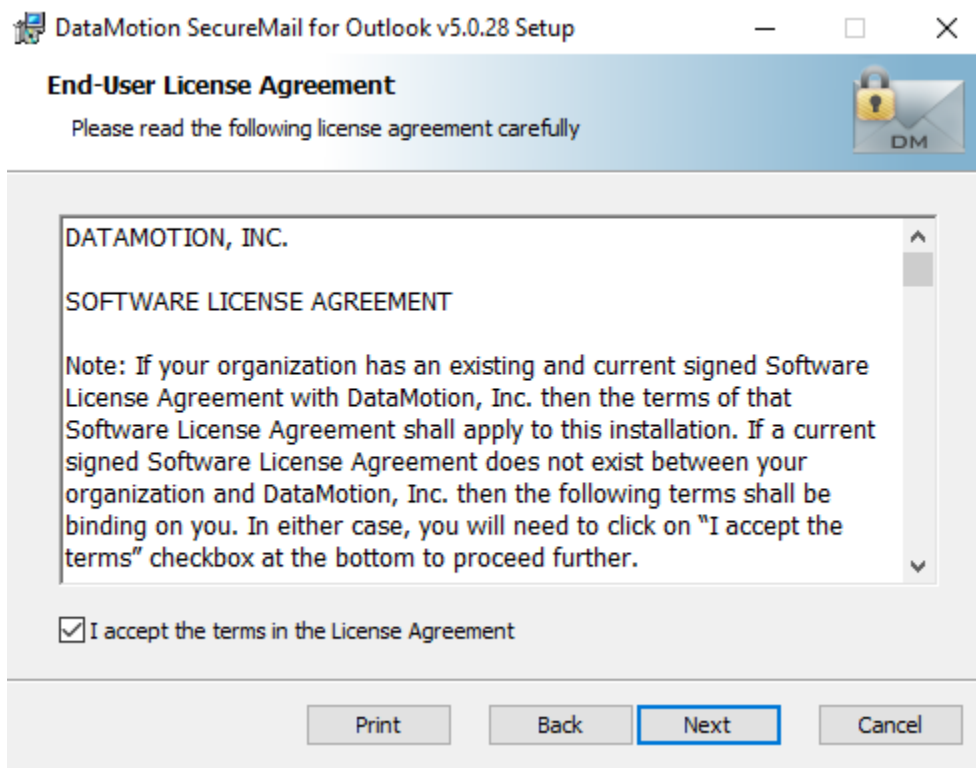
### Installing SecureMail Outlook Plugin

1. Close Outlook prior to installation. Make sure your Windows user account has Administrative privileges to install the software. If you are not sure, check with your IT. It is also recommended to temporarily disable anti-virus applications to avoid possible interference during the installation process.
2. Double-click on **SecureMail-5.0.28** installer to begin the installation.

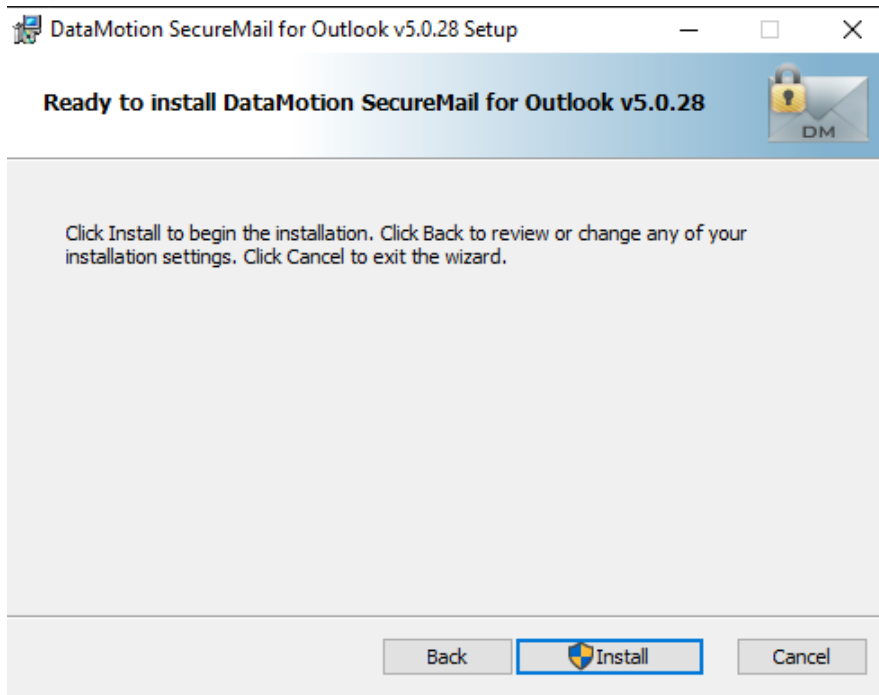
3. On the 'Welcome' screen click Next.



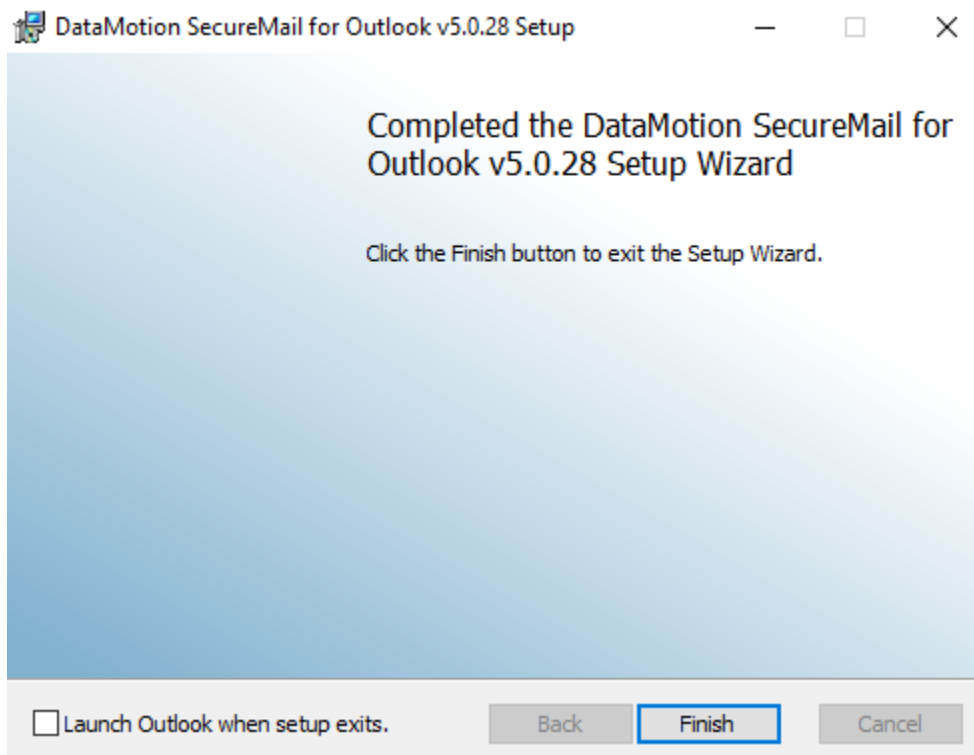
4. On the 'End-User License Agreement' screen accept the license and click Next.



5. On the 'Ready to Install' screen click **Install**.



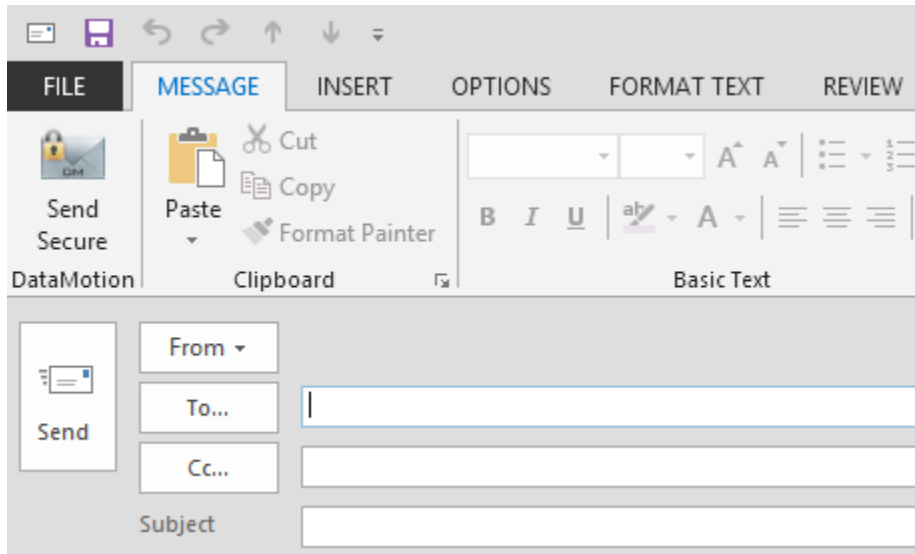
6. On the 'Completed' screen, click **Finish** and launch Outlook to activate the plugin.



Upon launching Outlook, you will be prompted to activate the add-in using the same email address and password you used to log into the SecureMail portal to download the installer.


### Using DataMotion SecureMail add-in with Outlook:

The plug-in is now installed and is ready for use. Click on 'New Email' to compose a message. The 'SendSecure' button will appear on the MESSAGE tab, directly above the regular 'Send' button.



When you have finished composing your email, simply click 'Send Secure' and the message will be encrypted and sent off securely to its intended recipient. A copy of a successfully sent secure email will remain in your Outlook's Sent Items folder for tracking/archiving purposes and will display a "Secure delivery provided by DataMotion" footer:

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 Secure delivery provided by DataMotion SecureMail  
 The original message can be seen in your SecureMail account at <https://ssl.datamotion.com/outbox.aspx>

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**NOTE:** Your DataMotion SecureMail for Outlook add-in is also designed to decrypt any secure emails sent to you and to automatically deliver them to your Outlook Inbox. To help you distinguish them from regular emails, securely delivered messages will also contain the "Secure delivery provided by DataMotion" footer in every decrypted email.