## Secrata SecureAttach for Microsoft Outlook

SecureAttach by Secrata is a Microsoft Outlook add-in that allows you to send Secrata encrypted attachments and messages through your regular Outlook email workflow. The Outlook client is a simple and effective way to securely share files.

Please contact your local IT department for assistance installing the SecureAttach Outlook add-in.

## Secrata SecureAttach Supports Microsoft Outlook 2013 and newer on Windows systems only.

a. Logging in to Secrata

Upon first opening Microsoft Outlook, you will be prompted to enter your Secrata credentials to use the SecureAttach add-in. Enter the credentials used to log into Secrata.

SAML users click the 'Login with my company credentials' button and continue logging in.

Secrata Dev Credentials	×			
No active logged in user. Please login to Secrata Dev.				
You can encrypt and stor Please provide your Sec with my company creden	e email attachments on Secrata Dev Server. rata Dev User Login Credentials or click on 'Login tials' to provide your company credentials.			
Username				
Passcode				
	Login			
	OR			
	Login with my company credentials			
	Login Later			

## b. Sending a Secured Email

secrata.com

Sending a Secrata secured email using the SecureAttach plugin is as simple as your regular email workflow.

• Open Outlook and Compose a new email the same way you normally do





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FILE	MESSAGE INSERT	OPTIONS FORMAT	TEXT REVIEW	ADOBE PDF	SECRATA SECUREATTACH		
Paste	Calibri (Boc ▼ 11 ▼ A B I <u>U</u> <sup>a</sup> ▼ <u>A</u>	· ▲   Ξ + Ξ +   & -   Ξ = =   <= =	Address Check Book Names	<ul> <li>Attach File</li> <li>Attach Item *</li> <li>Signature *</li> </ul>	Secure via Secrata SecureAttach	Remove Attachment *	
Clipboard	ard 🖙 🛛 Basic Text 🛛		Names	Include	Secrata SecureAt	tach Actions	
To         recipient2@secrata.com           Send         otherrecipient@secrata.com           Bcc         subject           Subject         SecureAttach Email Add-in							
Hello fe I am att CEO, So Compai	llow employees! aching the files for this w me Company ny.com	eek's presentation to t	the President.				

- Click the Secure via Secrata button in the ribbon to tell Outlook to secure your attachments with Secrata. A green checkmark indicates that Secrata is active
- Attach files and documents to your email the same way you always do, either drag & drop or by clicking 'Attach File'



- The Attachments icon shows a number indicating the number of attachments
- Click 'Send' to send your email. A workspace is created under the name of the Subject line, all email addresses in the To, CC and BCC field are invited to the workspace, and the body of the email is posted to the message board.
- Each of your recipients will receive an email advising them to log into the Secrata Web Client or create a Secrata account to view the secured files.









c. Navigating SecureAttach Features

Once you are logged into the Secrata service, you will be able to navigate the Secrata tool bar in the Outlook Ribbon. Navigate to the Secrata tab in your Outlook to view the Secrata Add-in tools.









Online	This icon displays your online/offline status. Once authenticated, you will know if you are connected to Secrata. Clicking this icon logs disables the SecureAttach Add- in.
دی Login to Secrata SecureAttach	Click this button to authenticate or re-authenticate your Secrata Session
<b>Web</b> Client	Click this button to launch a web browser and log directly into the Secrata web client
<b>?</b> Help	This button will launch a web browser to Secrata help documentation
About	The about option details information about the Secrata SecureAttach client you have installed





