

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.

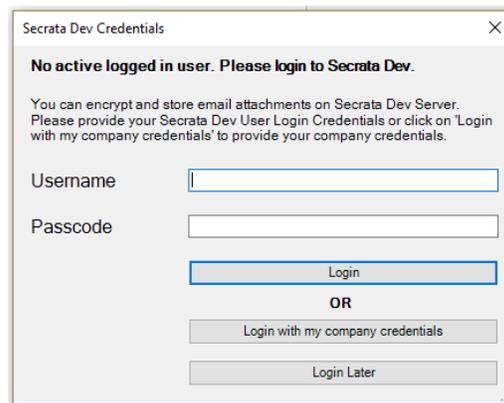
Please contact your local IT department for assistance installing the SecureAttach Outlook add-in.

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.

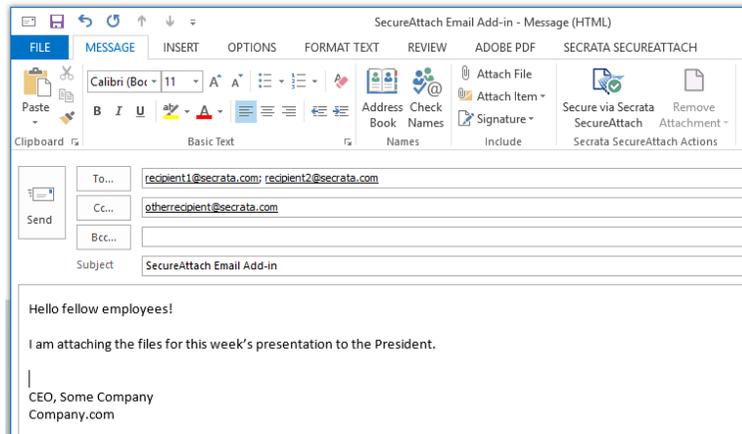
SAML users click the '*Login with my company credentials*' button and continue logging in.



b. Sending a Secured Email

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



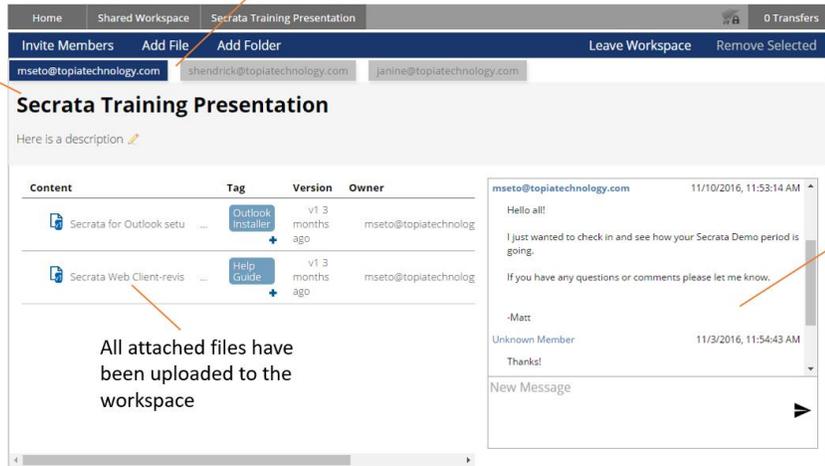
- Click the Secure via Secrata button in the ribbon to tell Outlook to secure your attachments with Secrata. A green checkmark indicates that Secrata is active
- Attach files and documents to your email the same way you always do, either drag & drop or by clicking 'Attach File'



- 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.

All email recipients have been invited to workspace

Workspace name is the same as the email subject

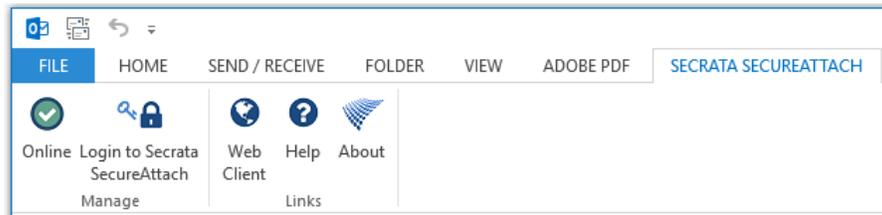


Email body content has been posted to the message board

All attached files have been uploaded to the workspace

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.



Login to Secrata
SecureAttach

Click this button to authenticate or re-authenticate your Secrata Session



Web
Client

Click this button to launch a web browser and log directly into the Secrata web client



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