

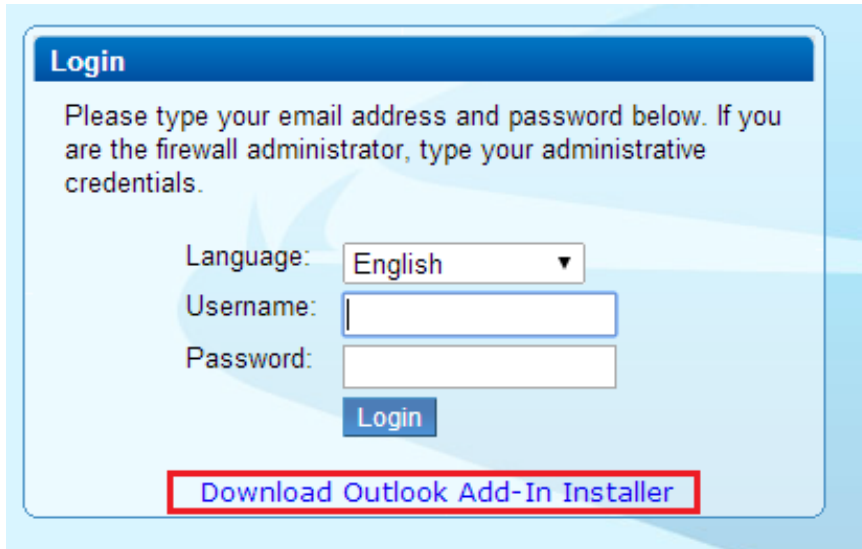
SETTING UP OUTLOOK FOR EMAIL ENCRYPTION



INSTALLING OUTLOOK ADD-IN
SENDING AN ENCRYPTED EMAIL
RETRIEVING AN ENCRYPTED EMAIL

INSTALLING OUTLOOK ADD-IN

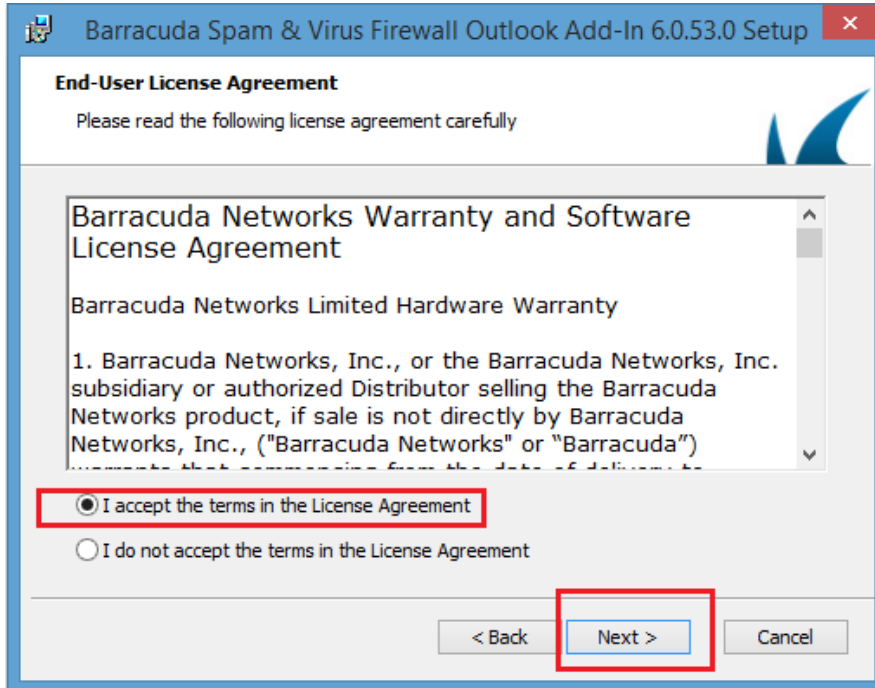
1. Open Internet Explorer or Mozilla Firefox
2. Browse <https://quarantine.onacclivis.com>
3. Click **Download Outlook Add-In Installer**



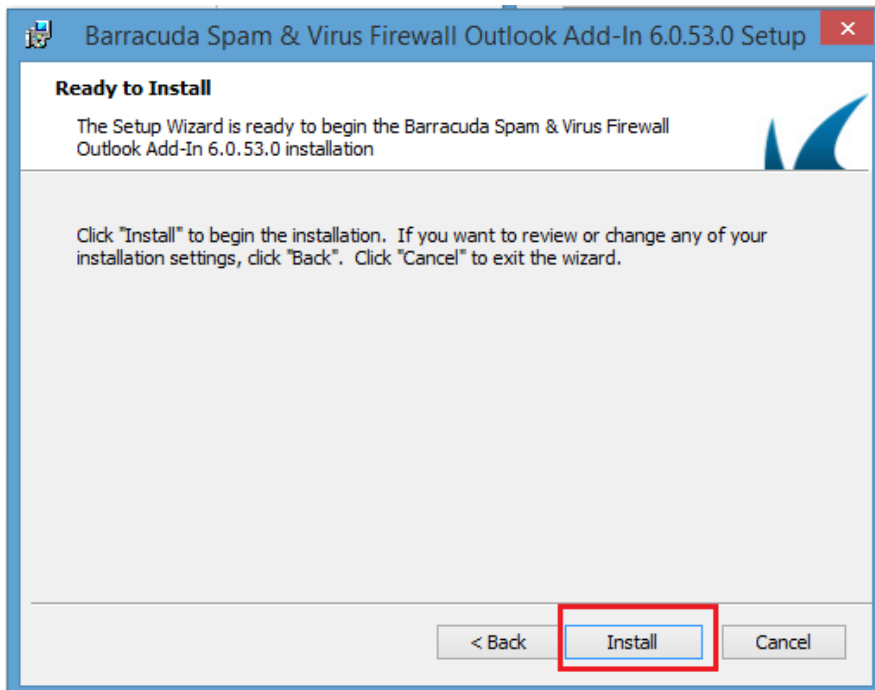
4. **BsfOutlookAddIn.exe** file download should start
5. Close your Outlook and open the file
6. Click **Next** at the first installation screen



7. Accept the **End-User License Agreement** and click **Next**



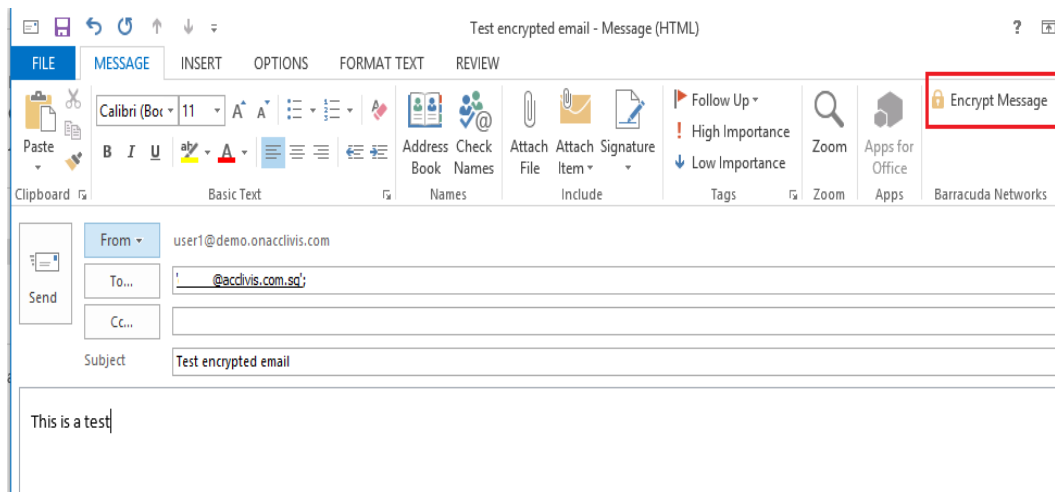
8. Click **Install**



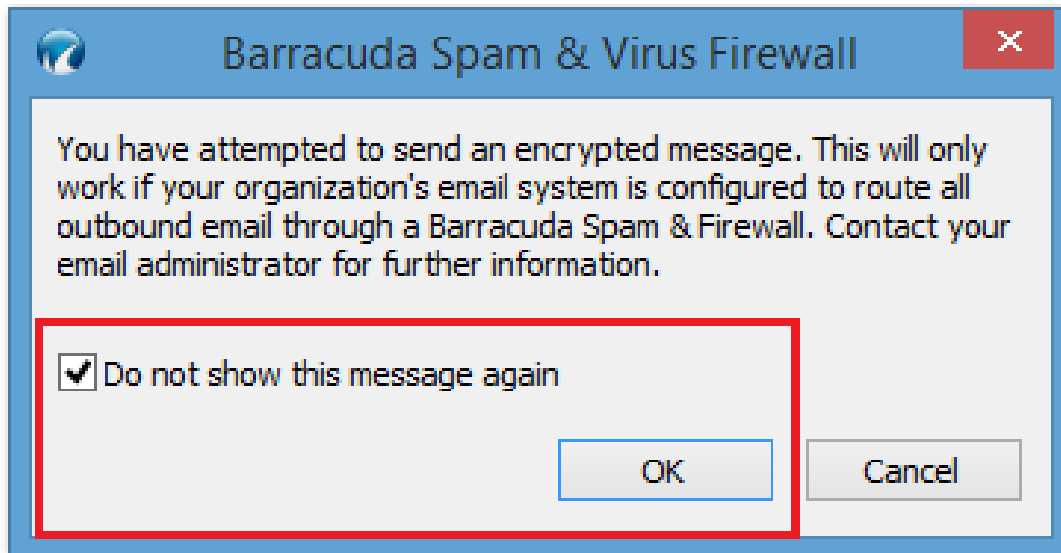
9. Click **Finish**

SENDING AN ENCRYPTED EMAIL

1. Open **Outlook**
2. **Compose** a new email, click **Encrypt Message**



3. Upon receiving a pop up, check **Do not show this message again** and click **OK**



4. Click **Send**
5. An encrypted email (similar to below) should be sent to the recipient.



You have a new encrypted message from user1@demo.onacclivis.com



You have received an email message from user1@demo.onacclivis.com that has been encrypted for privacy and security by the Barracuda Email Encryption Service.

To view the email message, [click here](#) to log into the Barracuda Message Center. You'll be prompted to either create a password or enter the one you may already have. You can also paste the following URL into your browser to access the Barracuda Message Center:

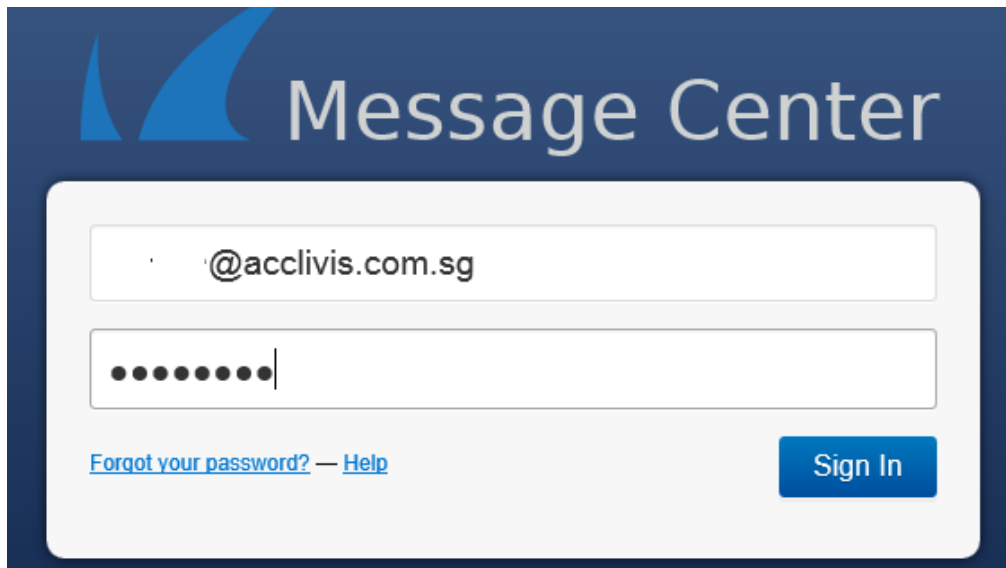
<https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX1%2BCGznEFCobWT9XY79B%2FLywUFFwJh2z32s9Afh0107p6g011N9Zqw5HpUVWqCzUX3nxlUGDkVLbL3E%2Fu%2FtLvqmtmOpe5H6xBNxYfLR8mSHkVofnD07vZW2iZaYWFqu2XGpy8RKMDKkAPf0zsDet5tni4JeQ4zPBNw8zGBwFAyFfujbwRE%2BpkOY11R4b5iaVJ2LvRcuTMBK5jArw9vGHxPrhqVQFFnug3Q4qchCSAFDtVeIMLMu7isQtDrQkgUUBbgSBt4XWMDg%3D%3D>

The secure message will expire in 30 days. [Need Help?](#)

Disclaimer: This email is confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

RETRIEVING AN ENCRYPTED EMAIL

1. The recipient should click the link in the encrypted email to register the login password (first time user) and retrieve the encrypted email at the Message Center



2. If you have already created the login, **Sign In** to Message Center
3. You should see the encrypted emails like below

Encrypted Messages

<input type="checkbox"/>	Time	From	Subject	Size
<input type="checkbox"/>	2014-07-07 10:40 AM	user1@demo.onacclivis.com	Test encrypted email	3,622
<input type="checkbox"/>	2014-07-04 2:15 PM	user1@demo.onacclivis.com	This is a test.	3,590
<input type="checkbox"/>	2014-07-02 5:28 PM	encryption_test_from_468322@encrypt.barracudanetworks.com	Test message	533

4. You may now delete, print or download the encrypted emails



Note: Encrypted emails older than 30 days will be automatically deleted