

SSLP365+ Installation & User Guide

Secure, encrypted email for Microsoft Outlook 365

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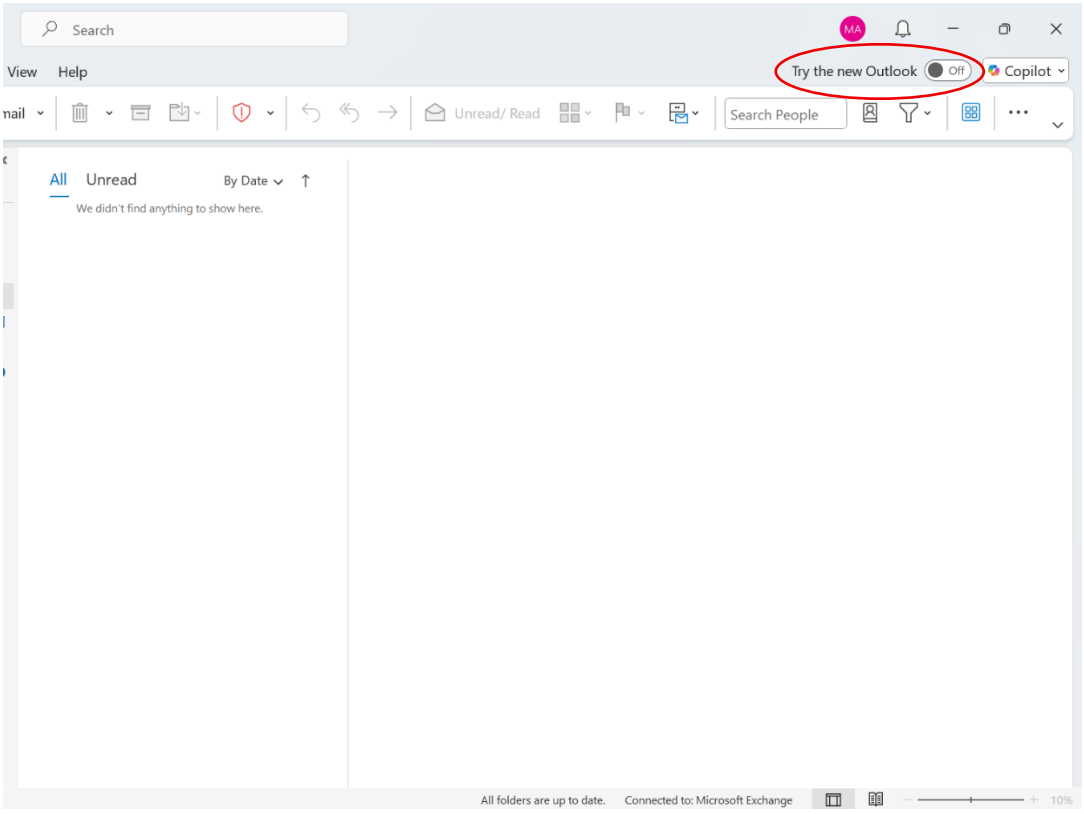
1. Installing SSLP 365+

You will need:

- Your Microsoft Office 365 login credentials
- Your SSLPost login credentials
- The Add-In file provided by SSLPost (XML, saved to your computer)

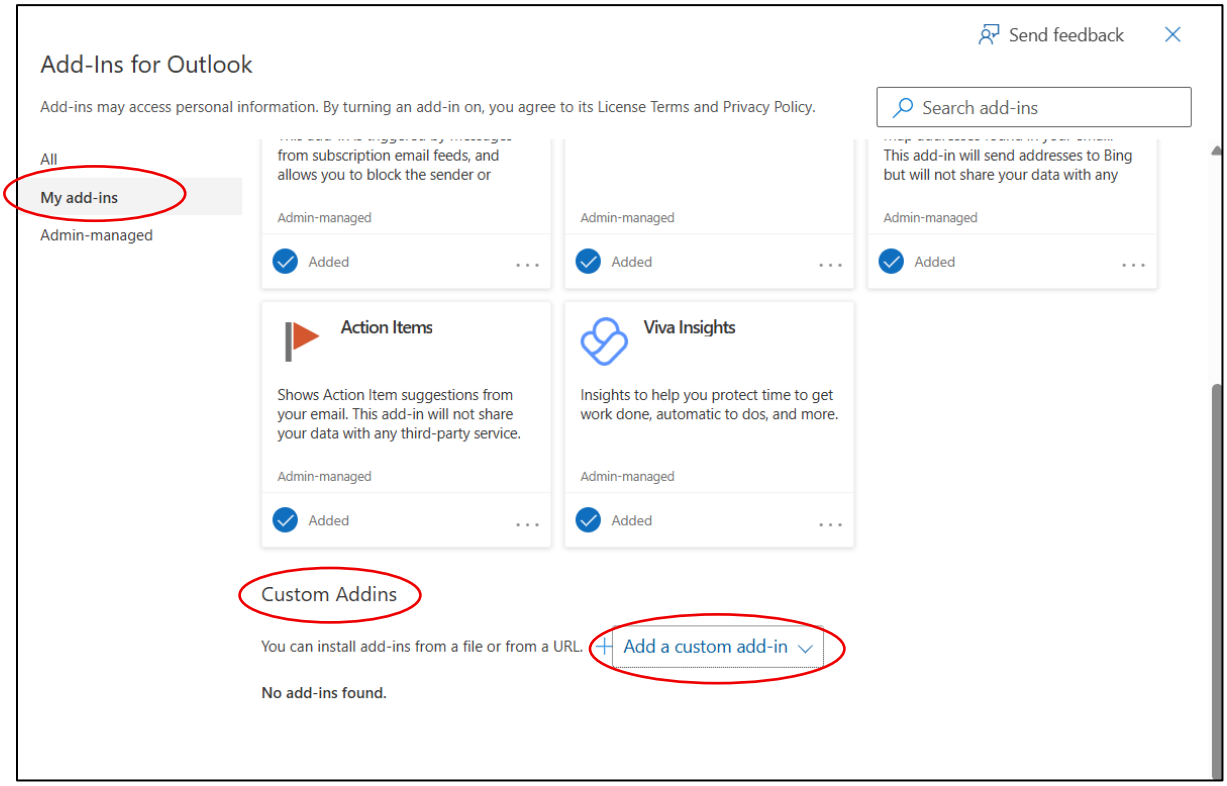
1.1. Open your Microsoft Outlook 365 account.

1.2. Ensure you are using the **"new Outlook"**. To establish this, if you are using the legacy version, this option will be available. Toggle this on to convert to the new Outlook.



1.2 Navigate to the Add-Ins window here: https://aka.ms/olksideload/

1.3. Select **"My add-ins"** from left hand menu

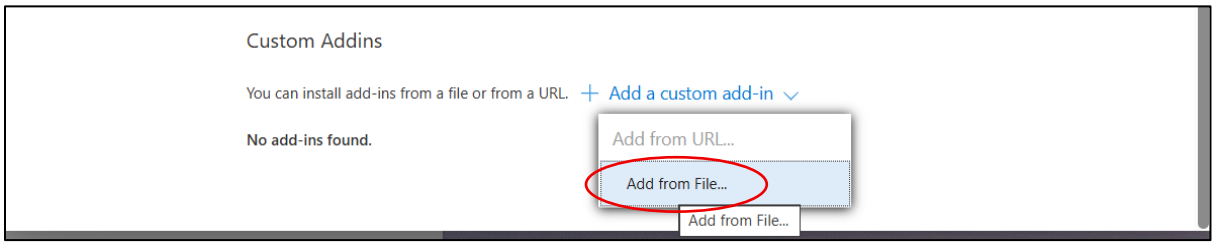


1.4. Navigate to **"Custom Addins".**

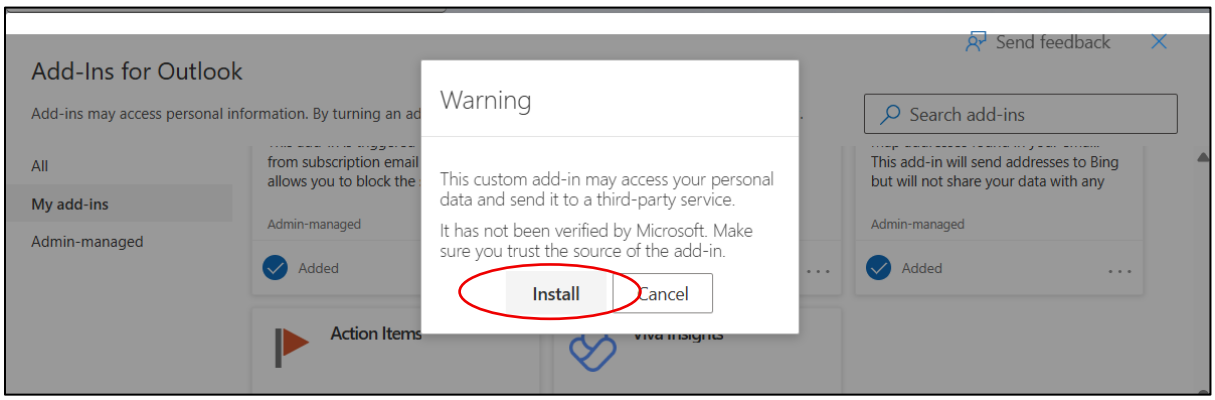
1.5. Select **"Add a custom add-in".**

1.6. Select **"Add from file".**

1.7. Select the saved XML file from your computer.

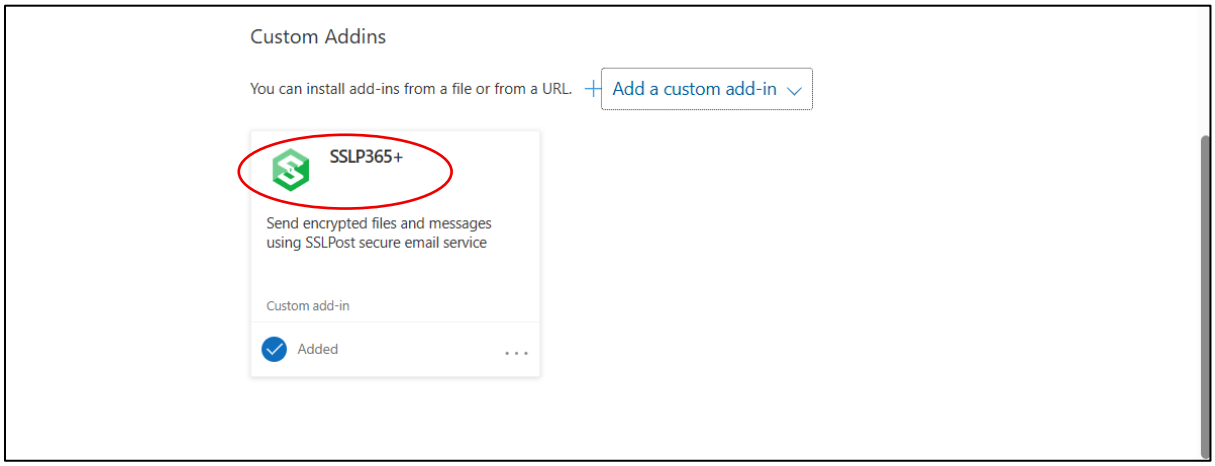


1.9 This warning will show. It is notifying you that a third party add-in has been selected to send your secure, encrypted email via a service outside Microsoft. This is normal.



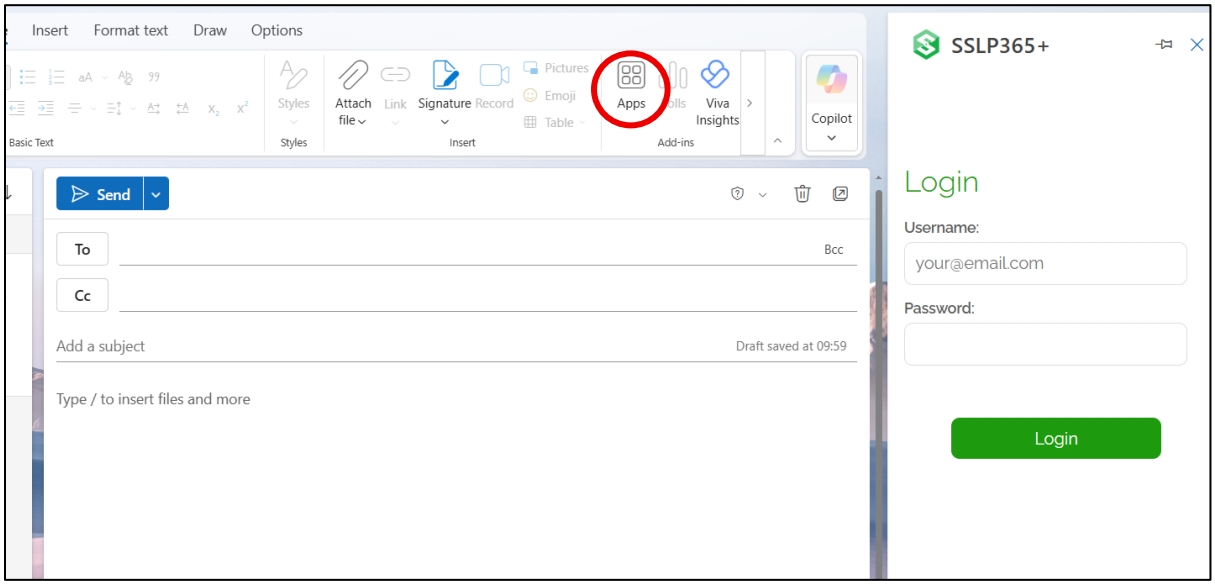
1.10 Click **"Install"**.

1.11 The SSLP365+ icon will now appear in your Custom Addins area.

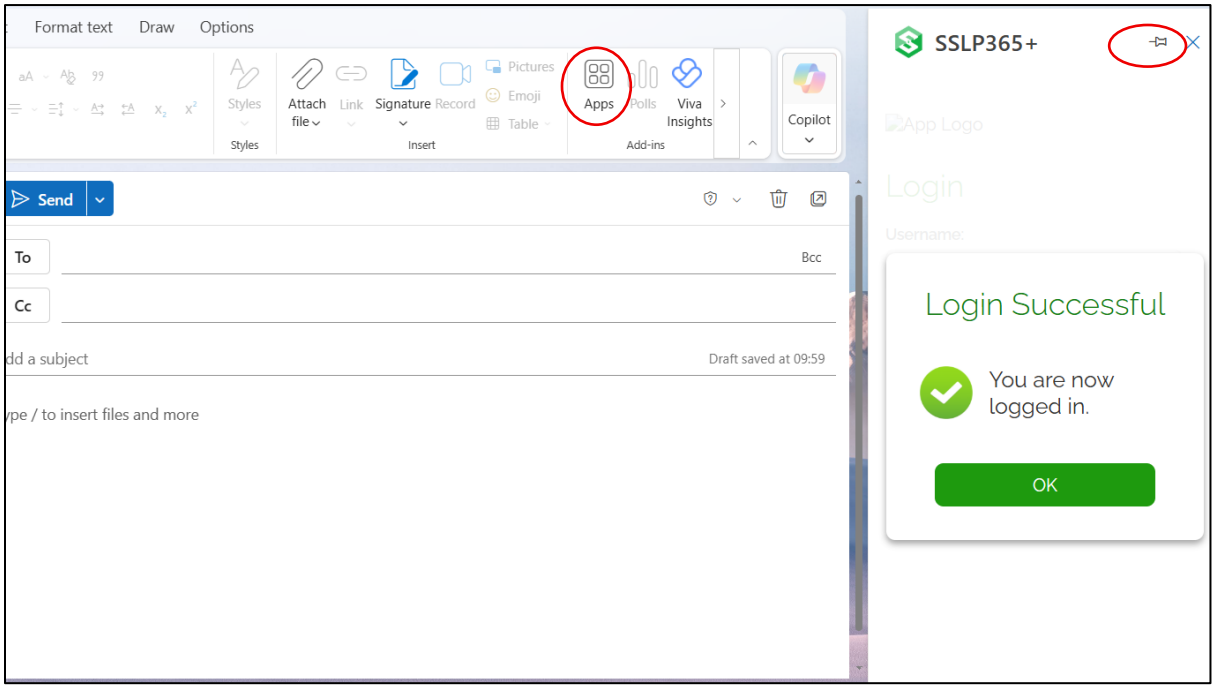


1.12 Ensure your Microsoft 365 administrator has changed your email master settings to allow third party add-ins: SSLPost365+. Log out of Outlook 365. Then Log back in. The Add-In will be available now.

1.13 Open a new email. Click the Apps in the toolbar and select SSLP365+.

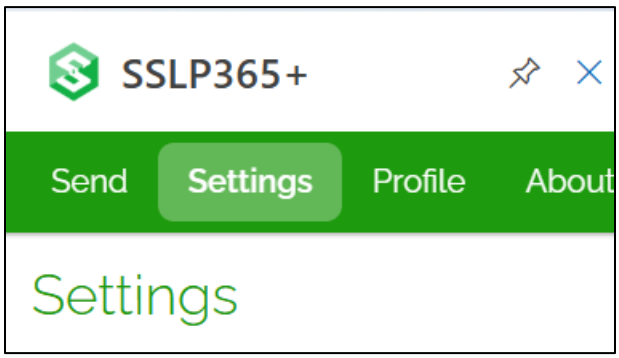


1.14 Log into your SSLPost account. If successful, this pop up will appear. **Pin the window to your new message screen by clicking the pin icon**. This means every time you open a new message to compose it, the SSLP365+ window will be pinned to the right hand side of your screen, reminding you to check if the email requires sending secure and encrypted. If you do not pin the pop up, after selecting "new email", click on Apps and select SSLP365+.

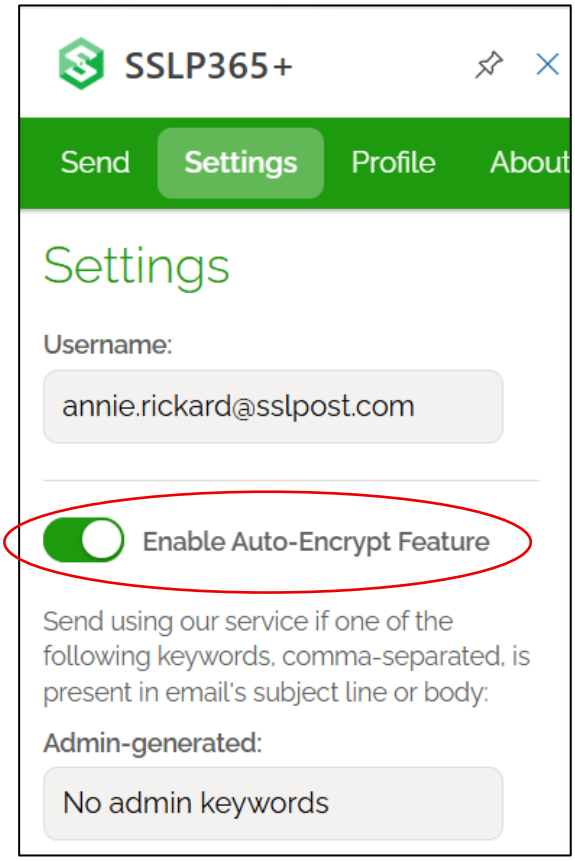


2. Settings

2.1 Navigate to **"Settings".**



2.2 Your Administrator may have preset some trigger words. You will be able to view them in the **Settings**, here. Toggle Enable Auto Encrypt Feature

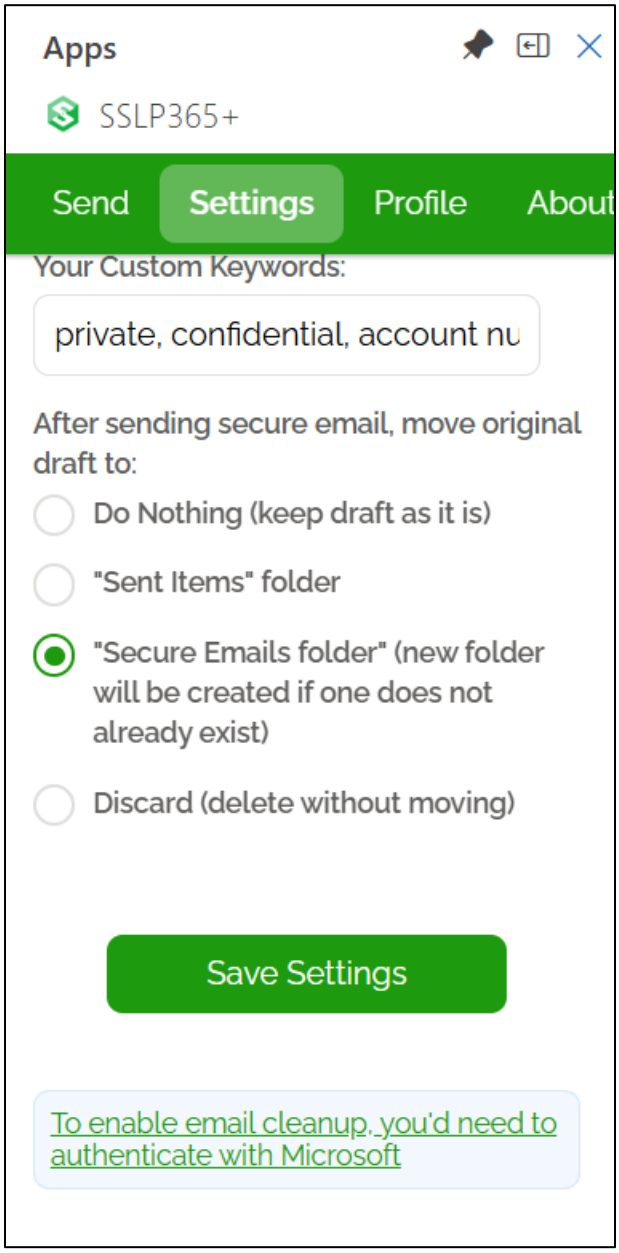


2.3 If you want any emails containing trigger words such as Private, Confidential, Account Number etc. to be encrypted and sent using SSLP365+, you can set these up here. This means that whenever SSLP365+ detects the word within the Subject Line or email body text, it will **automatically** send the email using SSLP365+, securely. This mitigates the risk of error when communicating sensitive or private information over the internet.

Enter your trigger words in the box, **"Your Custom Keywords"** **separated by a comma.**

You can choose what you would like Outlook to do with your sent secure emails by selecting from the list. Most users prefer these to be kept together in their own folder; **"Secure emails folder"** as shown on this example.

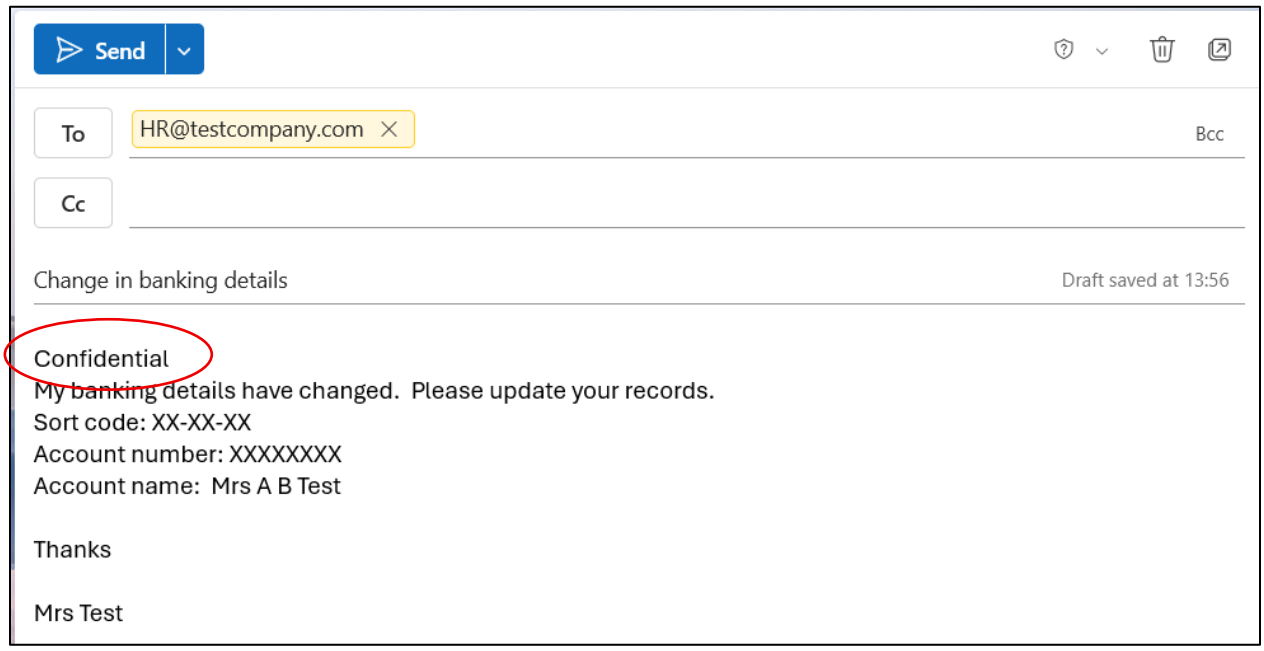
Then click **"Save Settings"**.



3. Sending an email using SSLP365+

3.1 Complete your Outlook email as you would normally. If you need to add any sensitive or private information you can either use a preset trigger word (see section 2 – Settings) or you can add this sensitive content in the "encrypted message" box in the SSLP365+ pinned window.

In this example, the trigger word appears in the body text. It will automatically be sent via SSLP365+ as this trigger word is set up in Settings.

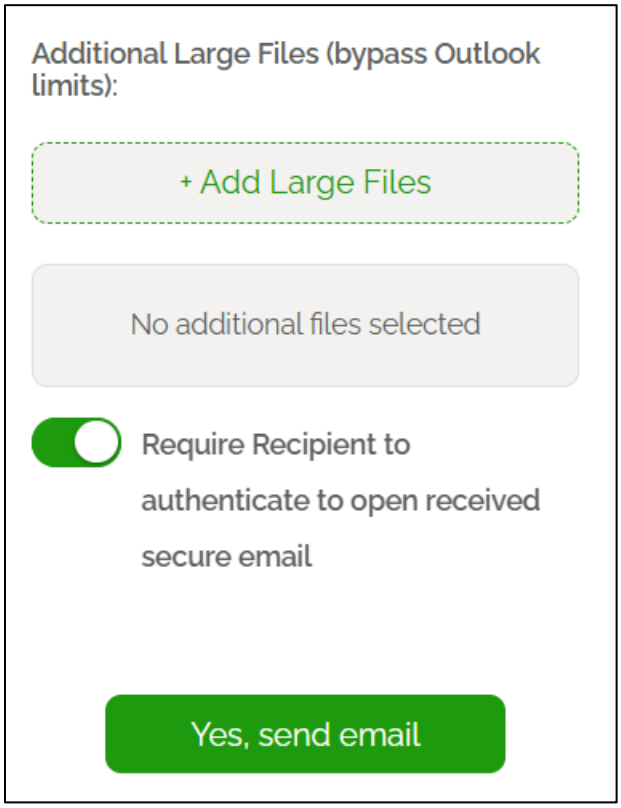


In this example, the confidential information containing bank account details has been added to the encrypted message area in the SSLP365+ window.



3.2 You can attach large files to your secure email by using the file upload button and selecting the files you wish to attach. Files that usually cannot be delivered due to their size can be delivered using SSLP365+. If you want to add more than one file, you can use Ctrl and Click as you would normally or select each file separately using the + Add Large Files feature.

You then have the option whether to require the recipient to enter their login credentials to access the encrypted email or not. For security reasons, we recommend that whenever sending private, confidential information over the internet, this should be on.



3.3 Click **"Yes, send email"** on your SSLP365+ screen or 

on your Outlook.

3.4 You will briefly see messages pop up above your message box. These are nothing to worry about, they show the status of your secure email.

3.5 The email you have created and sent via SSLP365+ will then follow the instruction you have chosen in step 2 **"Settings".**