

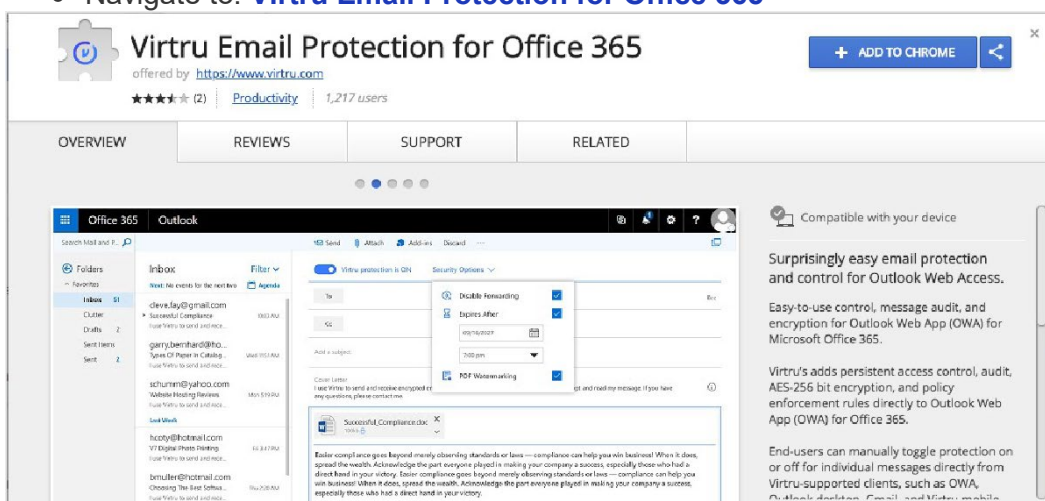


# Installing and activating Virtru for OWA (Office 365)

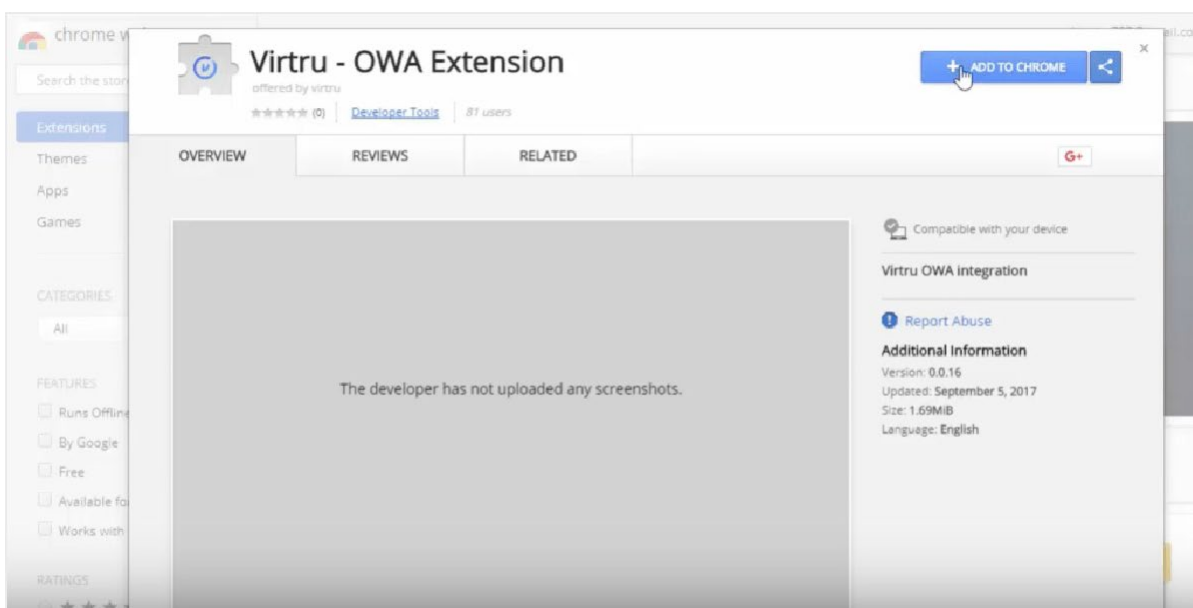
To see how to install and activate Virtru for OWA for Office 365, watch this video, or scroll down below for step-by-step instructions.

\*Please note that Virtru's OWA extension currently only works with Google Chrome.

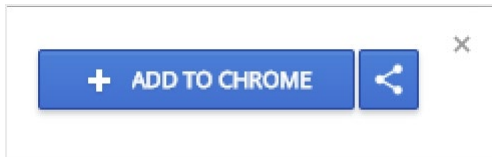
- Navigate to: [Virtru Email Protection for Office 365](#)



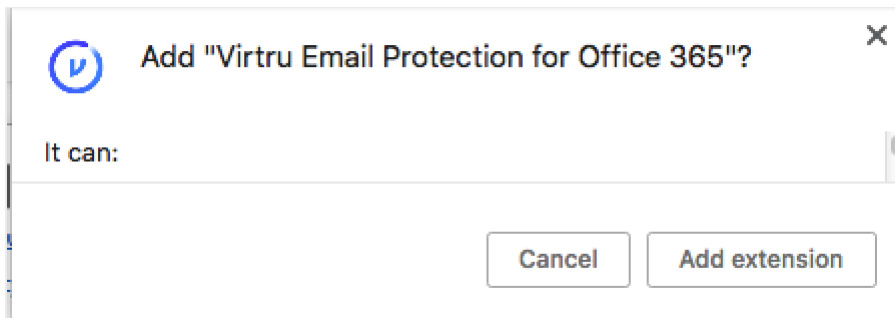
- Click on the download link and you'll be taken to the Install page on in the Chrome Web Store. Begin by clicking "Add to Chrome", and then continue installation by clicking "Add Extension".



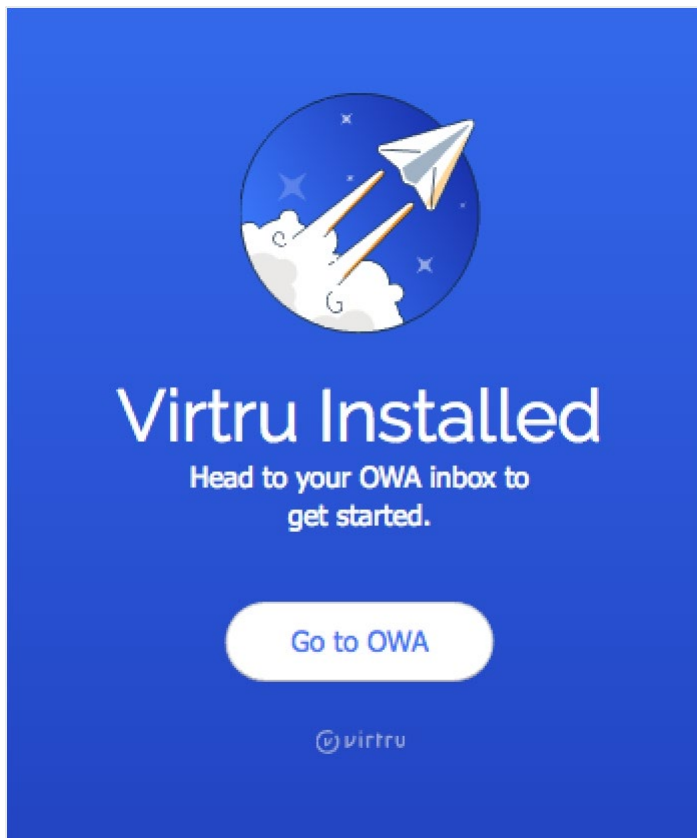
- Click "Add to Chrome"



- Allow installation of the extension
  - Click "Add extension"

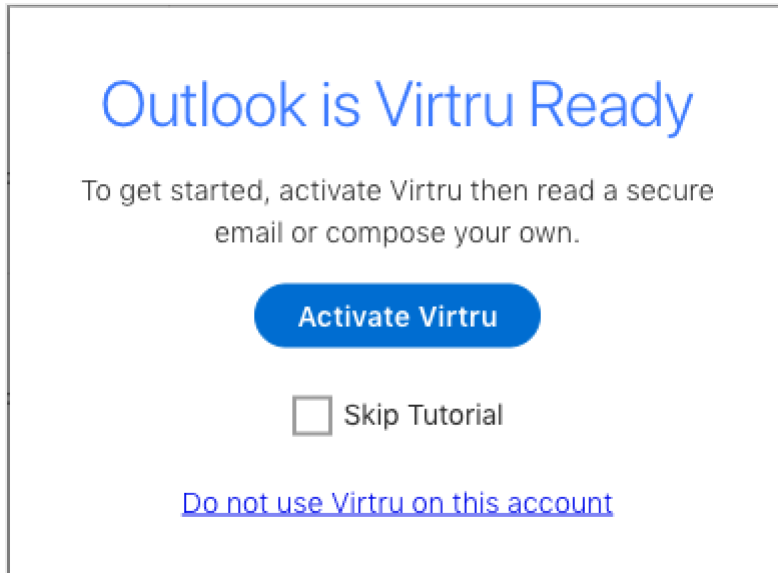


- A new tab will open indicating that Virtru has been installed and will allow you to redirect to your email.

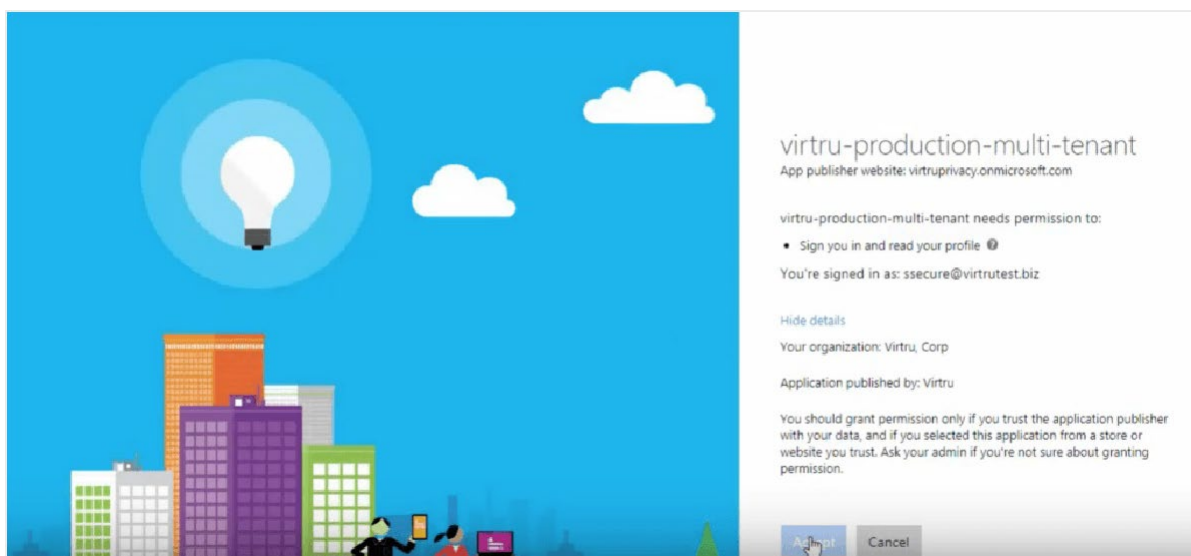


- Once you have opened OWA, you will be greeted with a pop-up.

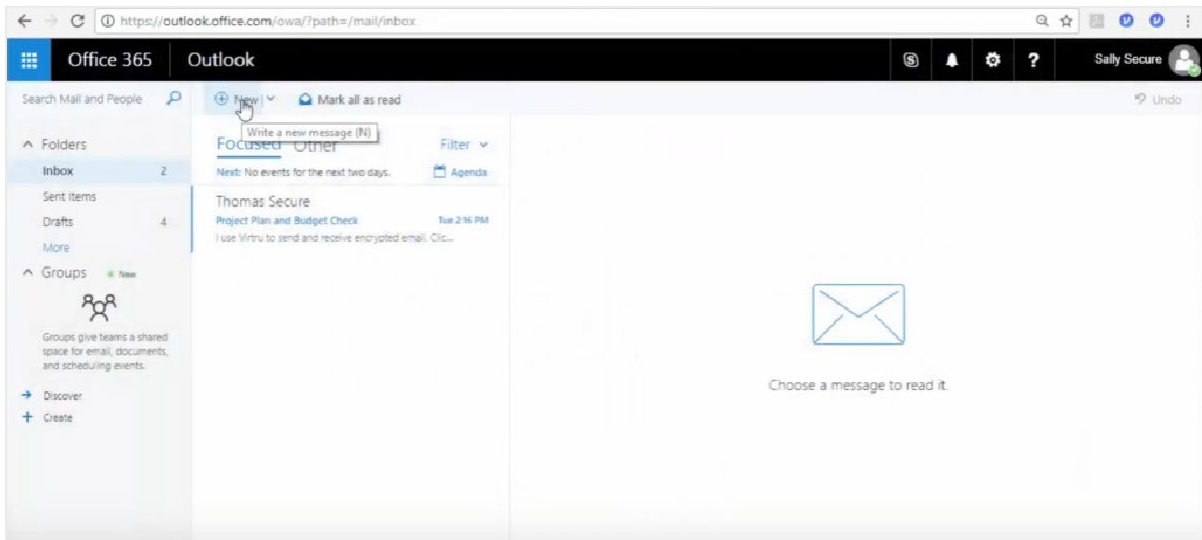
- Click “Activate Virtru”.



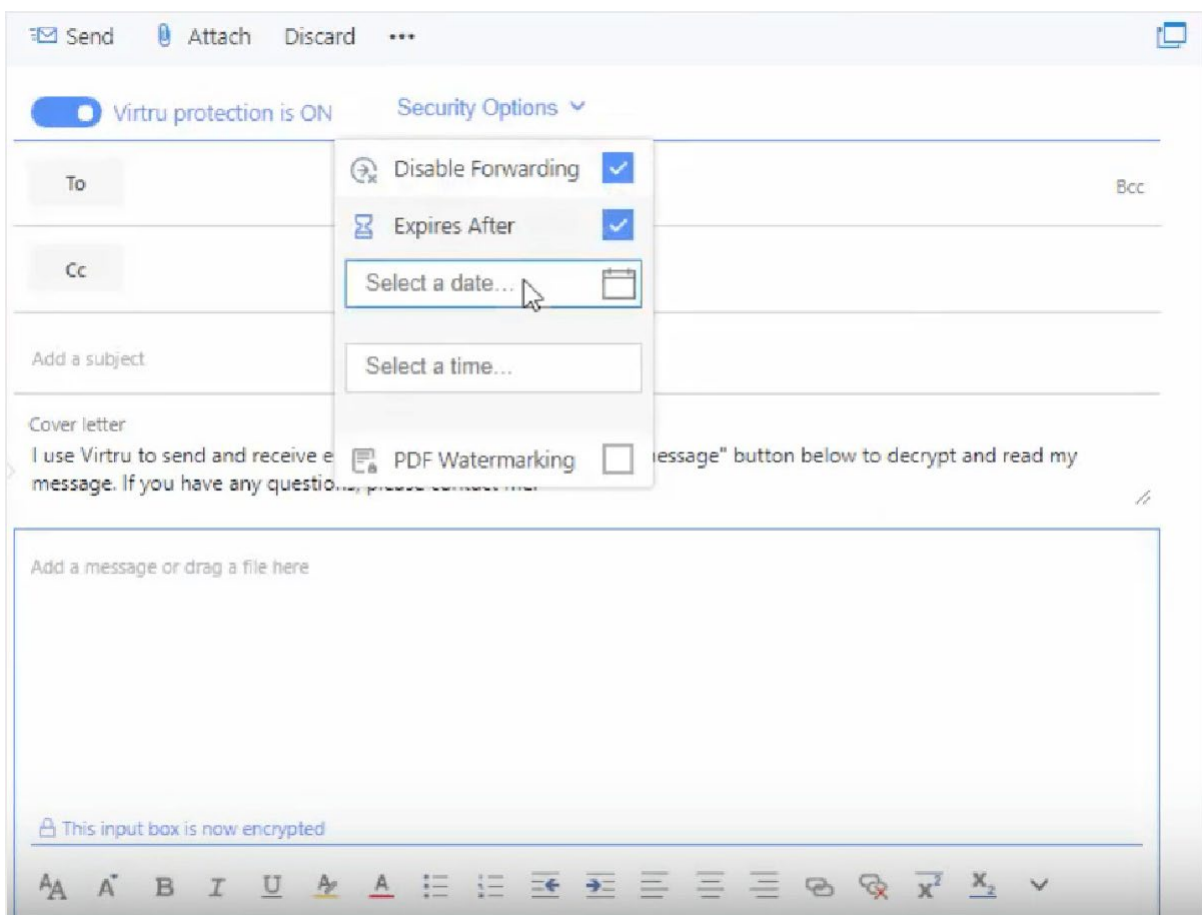
- A new tab will open, asking for your permission to integrate the app with your email. For more information, click “More Details. When you’re ready, click “Accept”.



- Once activated you are all set to start sending secure emails with Virtru for OWA. Here’s how:
  - Click “New” to compose your message and switch the Virtru Toggle “ON”.



- You'll then have the option of selecting from a number of security options from the drop-down such as Disable Forwarding, Message Expiration, and PDF Watermarking. Select any features you wish to enable.



- Fill in your email message, and then add any attachments.
- When you're ready to send, click "Send Secure".

Office 365 Outlook

Search Mail and People

Send Attach Discard

Virtru protection is ON Security Options

To: Thomas Secure

Cc:

Project Specs

Cover letter  
I use Virtru to send and receive encrypted email. Click the "unlock message" button below to decrypt a message. If you have any questions, please contact me.

comments\_sally\_project\_pla... 11.7 kb

Hi Tom,

To log in to the site, use your regular user name and the password "Bg074Jud36". Let me know if you have any trouble.

-Sally

This input box is now encrypted

Send Secure Discard