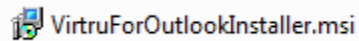
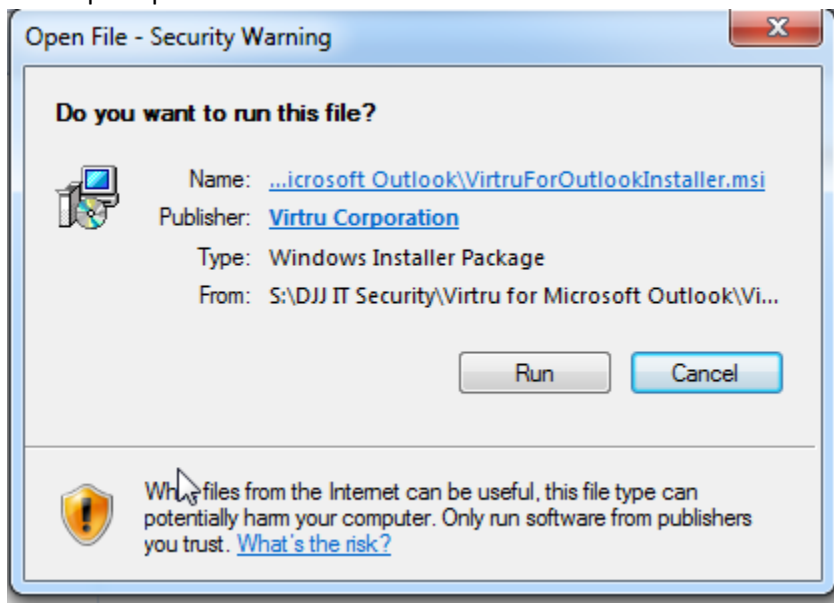


How to install Virtru for Microsoft Outlook

1. In windows explorer navigate to the installation file located at <S:\DJJ IT Security\Virtru for Microsoft Outlook>
2. If you have Outlook open, close the application before the installation.
3. Double click the installation file

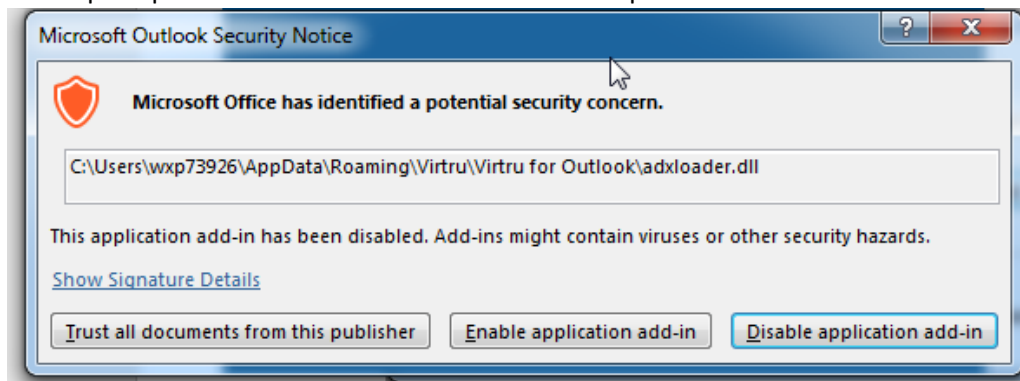


4. At the prompt select RUN

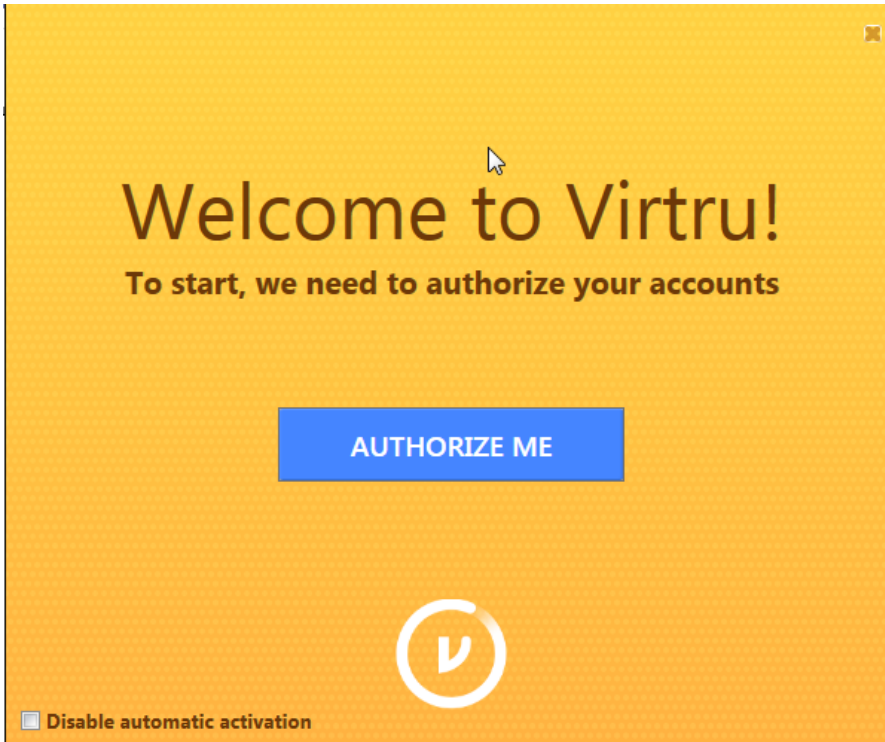


After the installation is completed, Outlook will open automatically.

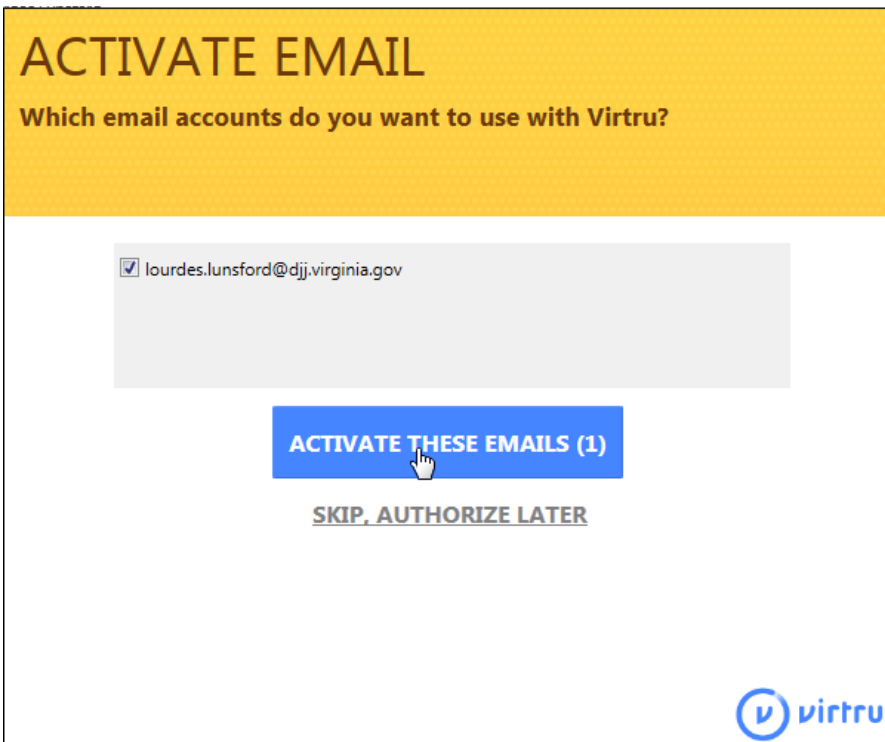
5. At the prompt select "Trust all documents from this publisher"




6. At the Welcome to Virtru! window click "Authorize Me" button

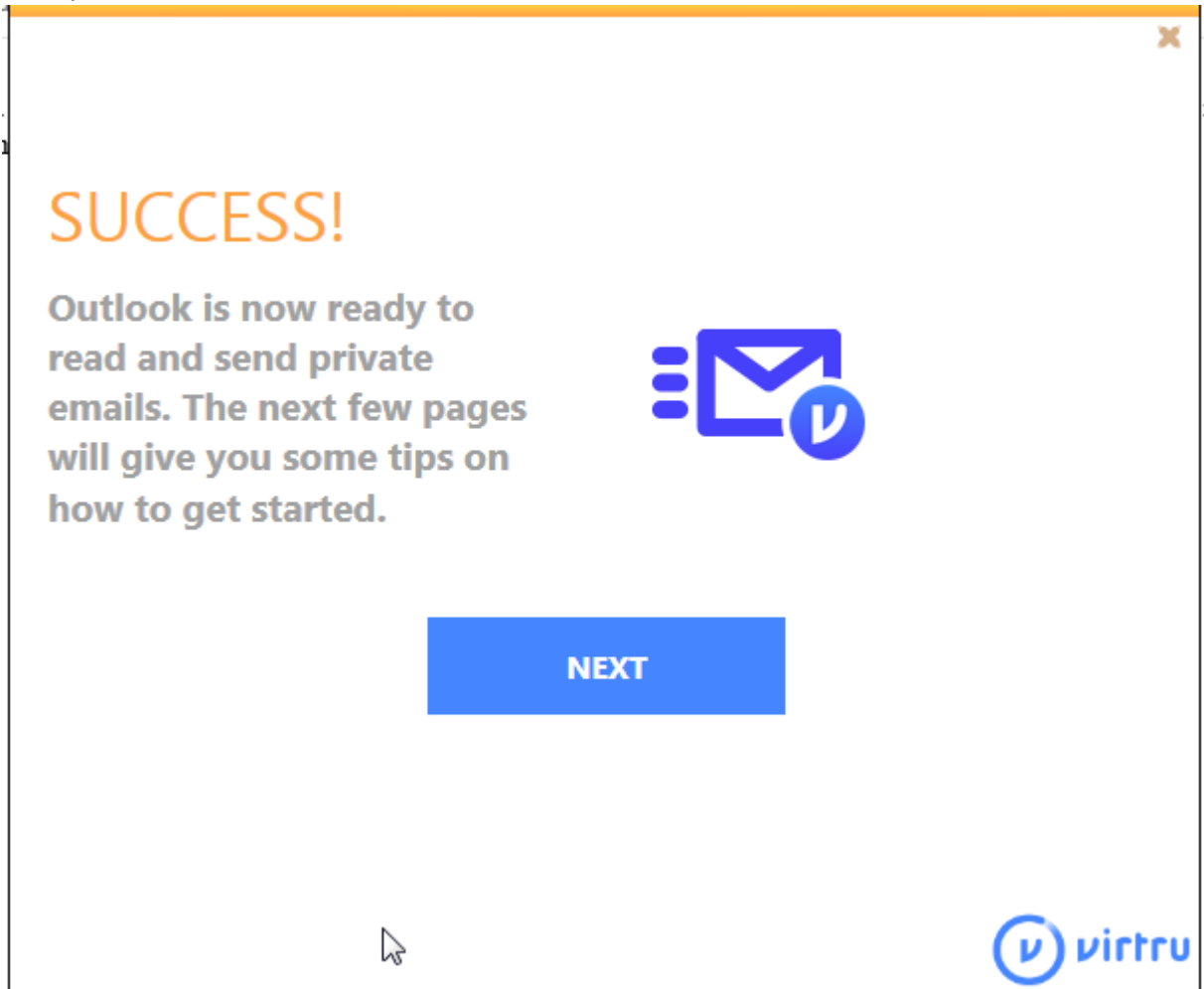


7. At the Activate Email window, select your email address and click "Activate these emails (X)" button



8. Once the authorization is completed, you will see the Success! window.

Then you can click Next to see the Tutorial or click  to close the window.



9. To use Virtru create a new email, to enable Virtru click the “Virtru ON/OFF” button.

