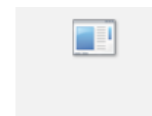
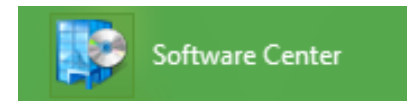


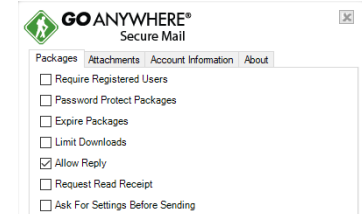
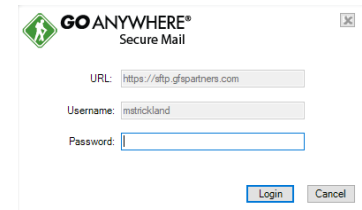
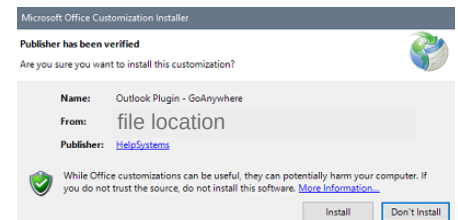
GoAnywhere Outlook Plugin

These instructions will walk you through setting up and using the GoAnywhere Outlook plugin software. GoAnywhere allows you to send secure emails.

1. Exit out of every Office program (including Skype for Business)
2. Click the Start/Windows button in the taskbar
3. Type "Software Center" in the search field
4. Click on the Applications tab on the left
5. Click the "GoAnywhere Outlook Plugin" tile
6. Click Install and wait for installation to complete
7. Open Outlook and click Install
8. Click the green envelope Secure Mail icon in Outlook
9. Select Settings
10. Enter in the following information in the URL field:
 - sftp.gfspartners.com
11. Click Submit
12. Type in your Windows username and password
13. Click Login
14. Select which settings you want from the pop-up window
15. Click Save



GoAnywhere Outlook Plugin



Installation and setup are complete!

The next time you send an email in Outlook, you will be presented with the options you selected for sending secure mail.

