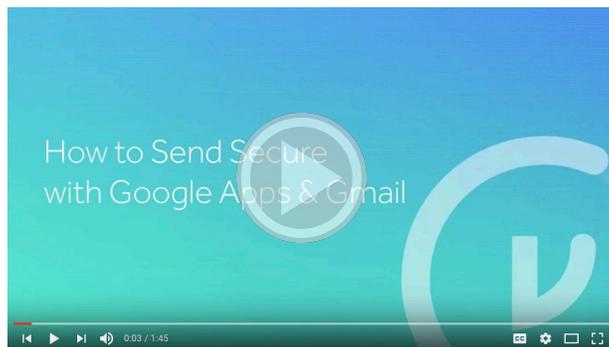


Virtru Pro for Google Apps & Gmail

Getting Started: New Users

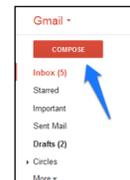
Now that you've successfully downloaded Virtru's Browser Plugin, get a tour of some of your new features:



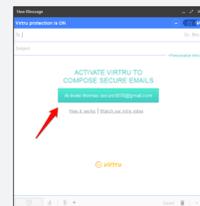
Still need to Activate Your Virtru Browser Plugin? **Here's How.**

*If you do not see the plugin in your browser, contact DTS Help Desk at 801-538-3440

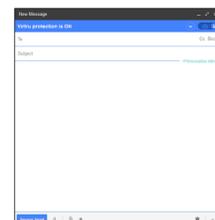
1. Open your email in Chrome and click the button to compose a new email.



2. Click the button that says "Activate [your email account]".



3. Once the email has activated, you will be able to compose emails using the features on the Virtru protection bar, as well as read emails that have been protected by Virtru.



For more information and management of Virtru extension, visit the "Virtru" icon at the top-right of the browser. For any questions or issues regarding installation and activation, please contact DTS Help Desk at 801-538-3440.

Virtru Email Encryption in Gmail - Feature Screenshots

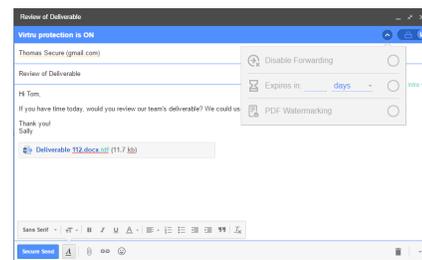
One Click to Encrypt Your Messages

Ensure the Virtru Protection Bar switch is toggled to ON to send secure. The protection bar will be blue when Virtru is enabled.



Activate Email Expiration, Disable Forwarding or add PDF Watermark settings right from your Virtru Protection Bar.

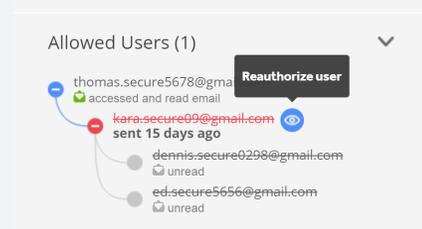
Advanced features are available in the protection bar drop down. When Virtru Protection is ON, you can activate these features before you send. And if you don't, you always have the option to change settings even after you've sent secure. This way, your private information is always in your hands.



Control Email Forwarding

You always have the choice to disable forwarding (before or after you send a secure message), so you know who has access to your message at all times.

Track forwarding, granularly revoke access and view read receipts from [your Virtru Dashboard](#) anytime.



Take Back Your Emails

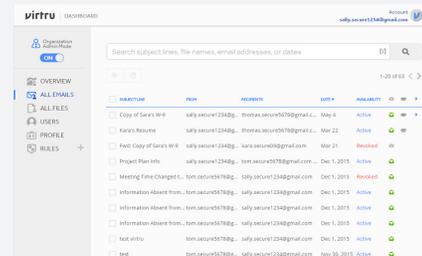
You can revoke access to your secure emails at any time, so you never have to think twice about hitting send. Just go to the secure message in your Sent folder, or in your Virtru Dashboard, and hit the "Revoke" icon. With our [Read Receipt](#) feature, you'll know if your content was accessed.

*To undo revoke, just hit the button again to regrant access.

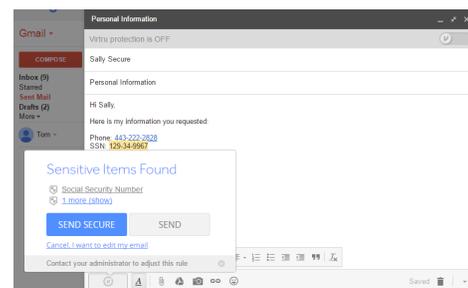


Access Your Virtru Dashboard Anytime

You can visit your Virtru dashboard at anytime by visiting: [virtru.com/dashboard](#). This is where you can easily view messages you've sent, track forwarding, view read receipts and granularly revoke messages others may have forwarded on.



IMPORTANT: When Virtru email encryption is turned 'OFF', we utilize a Virtru Data Loss Prevention (DLP) feature to detect potentially sensitive content in emails and warn you to encrypt before sending. If you see a Virtru warning box appear after clicking 'Send' on an email, please consider turning Virtru 'ON' before sending. These pop-up messages (example on the right) are not errors, but rather security measures to ensure that we are securing more sensitive emails. While you cannot edit which content triggers these warning messages, you can always choose to disregard the message and still send the email unencrypted if you wish.



Have questions? — We're here to help.

Please Contact DTS Help Desk at 801-538-3440

Your New Virtru Features (Demos & Resources)

- ✓ Easy for the sender: [One click to encrypt](#). Works with your existing Gmail account, devices, and tools.
- ✓ Easy for the receiver: No software to install, no portals, no new accounts. [Watch this demo to see for yourself](#).
- ✓ [Revoke access](#) to your encrypted emails even after they've been read.
- ✓ [Forwarding control](#): Track with whom recipients share your encrypted emails, or disable forwarding altogether.
- ✓ [Read Receipts](#): See when recipients read your encrypted emails.
- ✓ Message expiration: Prevent recipients from reading encrypted emails after a certain period of time.
- ✓ [Your Virtru Dashboard](#): View your secure messages and control where recipients share your encrypted content.
- ✓ Comply with [HIPAA](#), [FERPA](#), and [CJIS](#) requirements.

Key Resources for Getting Started:

- > Add a [personalized introduction](#) to your Virtru-secured emails ensure your recipients know this message is from you.
- > Here's [an email template](#) you can use to make sure your recipients recognize the Virtru-encrypted emails you'll be sending.
- > Virtru doesn't just encrypt email messages, it encrypts the files attached to them. [Here's how](#).

Have other questions? Visit [Virtru's FAQ](#) site for helpful support articles, or contact DTS Help Desk at 801-538-3440

