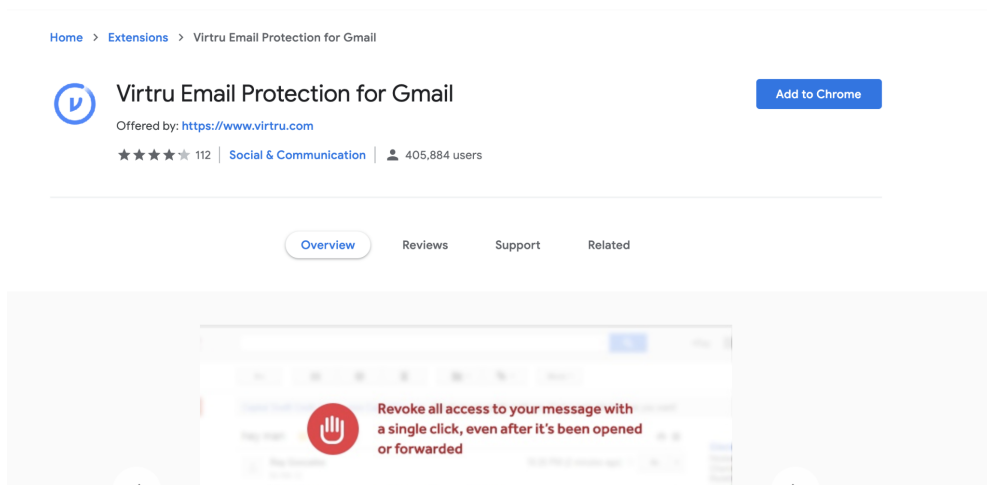


Install and Activate Virtru for Gmail

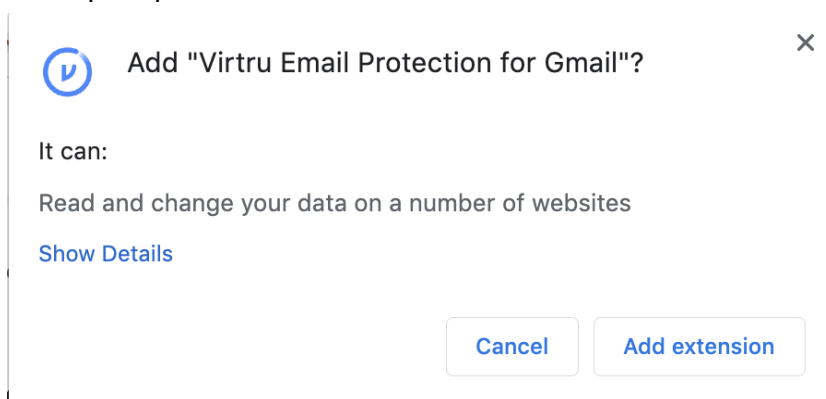
This guide provides step-by-step instructions to manually install, activate, and reactivate the Virtru plugin for Gmail using Google Chrome.

Installation Steps

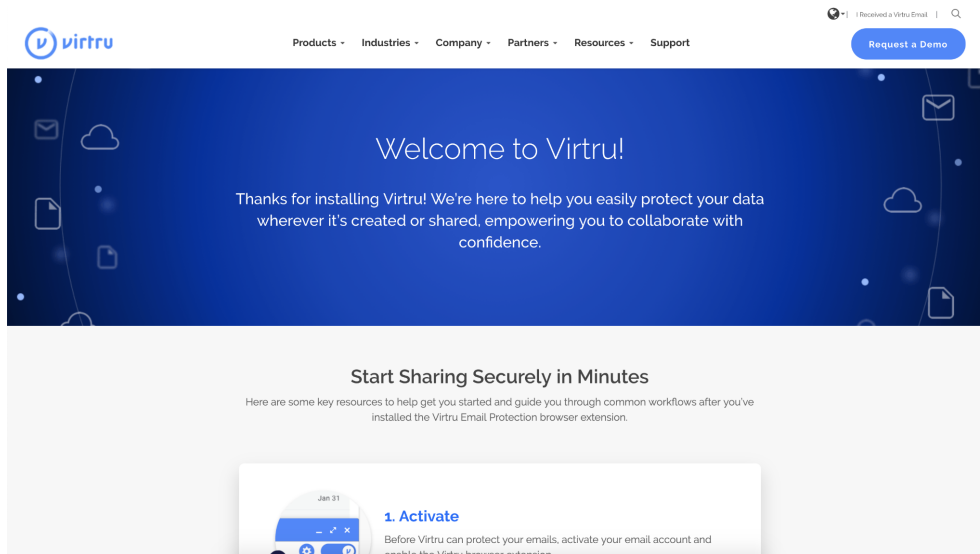
1. Navigate to the Chrome Web Store and search for "Virtru Email Protection for Gmail".
2. Click "Add to Chrome".



3. When prompted, click "Add extension".



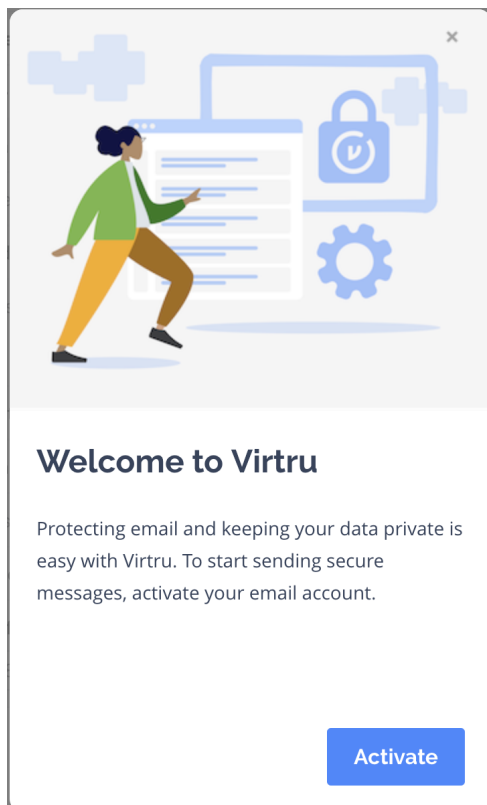
4. After installation, a confirmation message will appear and you'll be directed to the Virtru welcome page.



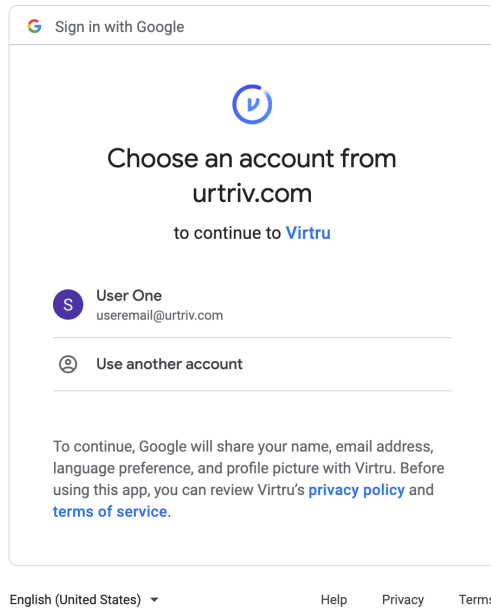
5. If Gmail is open in another tab, it will automatically refresh to load the extension.

Activation Steps

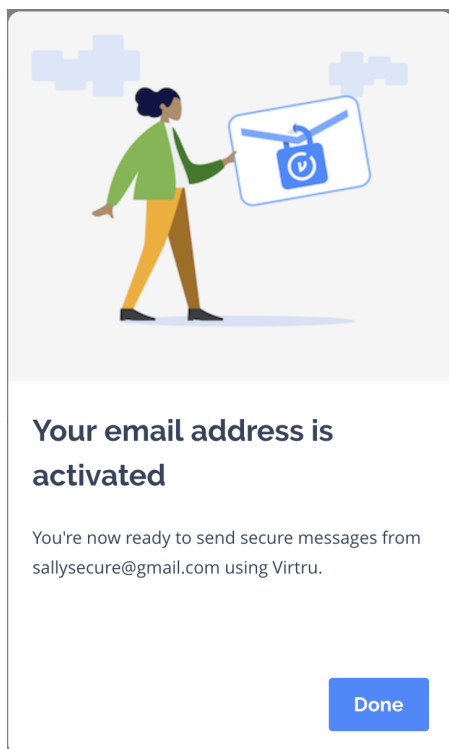
1. Open Gmail. You'll be prompted to activate Virtru. Click Activate.



2. A new tab will open with the "Virtru OIDC Login SPA".
3. Sign in with Google to complete activation. "user@huntsville-isd.org"

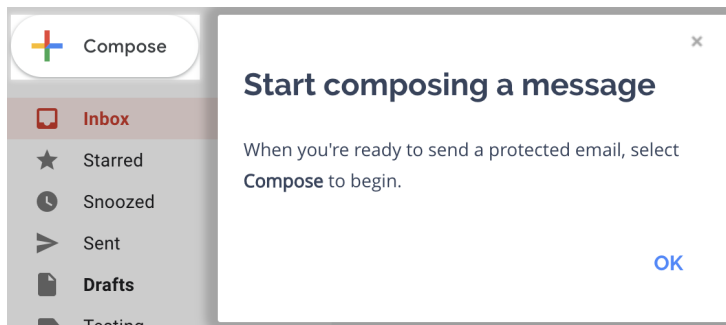


4. Upon success, the tab will close and Gmail will show a confirmation prompt.



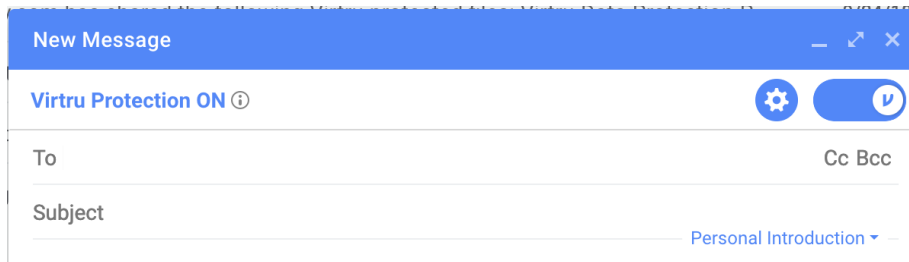
5. Click Done to begin sending secure messages.

6. A brief tour will guide you through sending your first secure email.

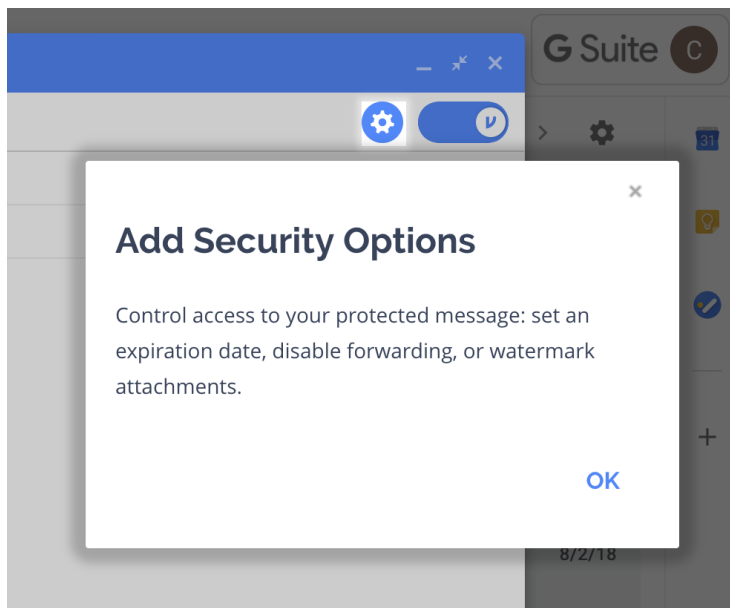


Sending a Secure Email

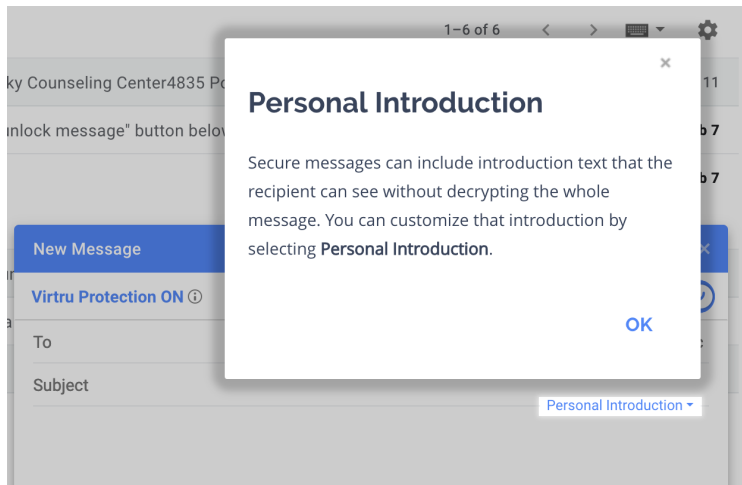
1. Click Compose in Gmail.
2. Toggle Virtru protection ON (top right corner of the compose window).



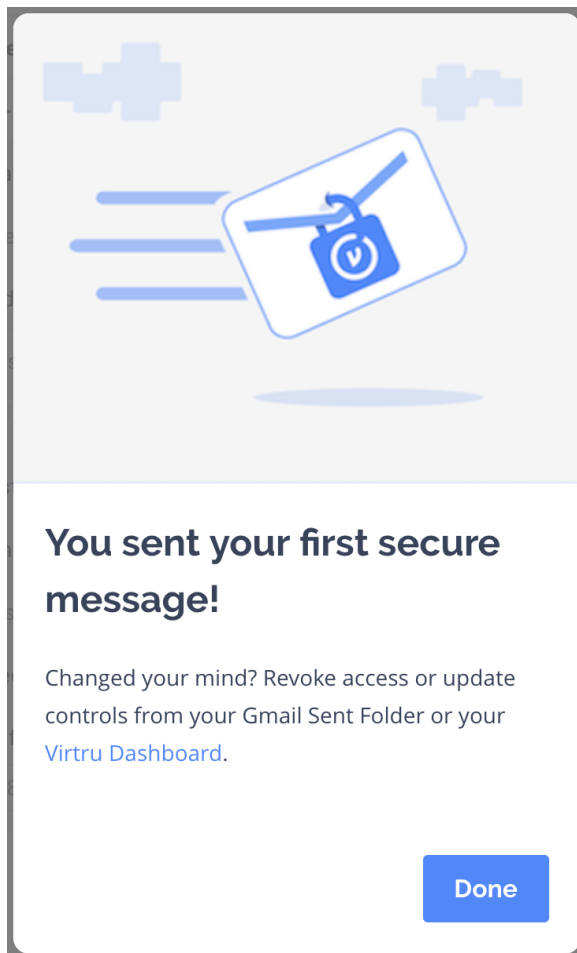
3. The toggle turns blue, indicating encryption is active.
4. Click the gear icon to access additional security options.



5. Optionally, add an unencrypted personalized message to help recipients recognize the secure email.



6. Click Secure Send to deliver your encrypted message.



7. Your last selection will be remembered for your next message so be sure to toggle the button off for regular email correspondence.
-

Reactivation Scenarios

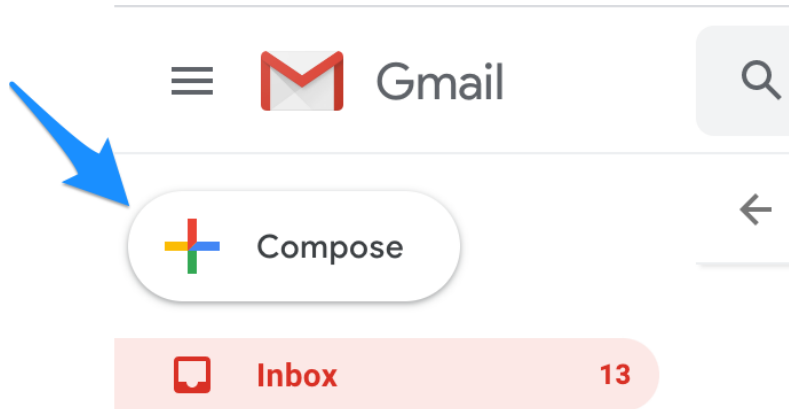
You may need to reactivate Virtru if:

- Your activation status has expired (120 days for personal mailboxes, 10 days for delegated mailboxes).
- You've reinstalled the plugin.
- You've cleared Chrome's local storage.

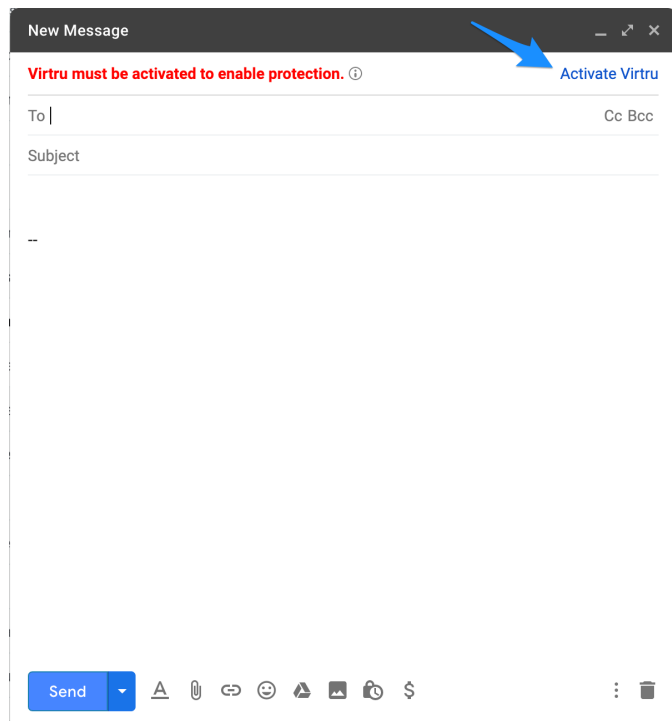
Reactivation Methods

Via Compose Window:

- Click Compose in Gmail.

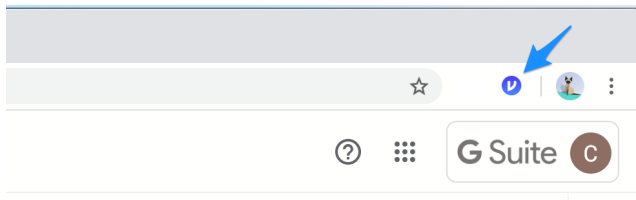


- Click Activate Virtru where the toggle normally appears.



Via Chrome Menu Icon:

- Click the Virtru icon in Chrome's menu bar.



- Select Activate Virtru for "user@huntsville-isd.org".

