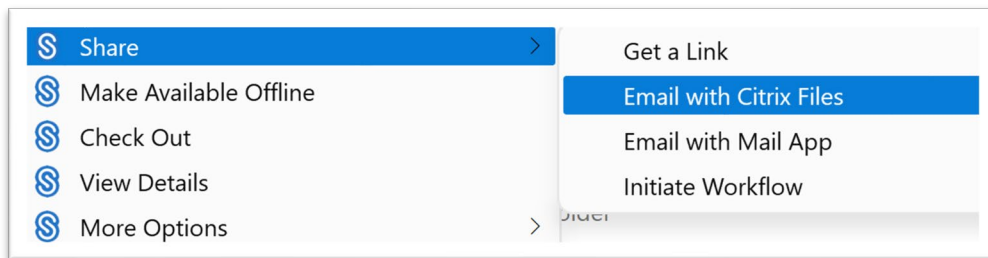


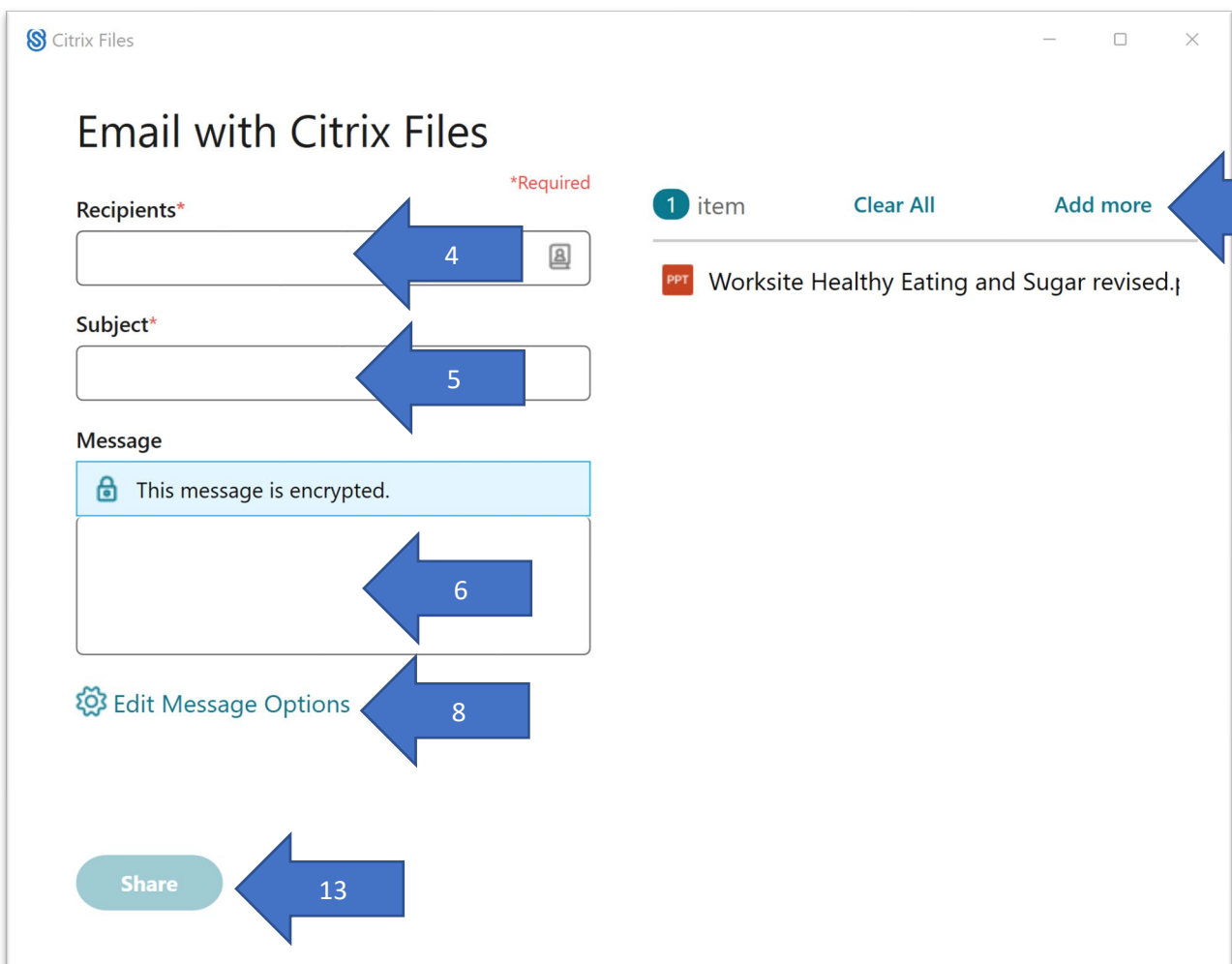
PREPARING AND SENDING ENCRYPTED MESSAGES AND FILES VIA CITRIX FILES

To Send an Encrypted Email Message using CITRIX FILES, please use the instructions below.

1. Locate the Citrix Files (S:) file that you would like to send via an encrypted email.
2. Right-click this file – several Citrix Files options (blue S to the left of the Option Name) will be presented as part of the drop-down menu



3. Select 'Share' → 'Email with Citrix Files'



4. RECIPIENTS: Enter the email address of the recipient
5. SUBJECT: Enter the subject of your email
6. MESSAGE: Type the contents of your email
7. The initial attachment will be listed on the right-hand side of the screen. If you need to add more attachments to this secure email, click the 'Add more' link.
8. Click the 'Edit Message Options' link

The screenshot shows the 'Edit Message Options' dialog box. At the top, there are fields for 'Recipients', 'Subject', and 'Message'. Below these are several sections with toggle switches and dropdown menus. A blue arrow labeled '9' points to the 'Encrypt Email' toggle switch, which is currently turned on. Below this is a notification box that says 'When Encrypted Email is enabled, some options cannot be adjusted.' Another blue arrow labeled '10' points to the 'Email me when files are accessed' toggle switch, which is currently turned off. A third blue arrow labeled '11' points to the 'Access expires' dropdown menu, which is currently set to 'one week'. A fourth blue arrow labeled '12' points to the 'Save' button at the bottom left of the dialog box.

9. Make sure 'Encrypt Email' is selected
10. You may select this option if you wish to know when the files are accessed.
11. ACCESS EXPIRES: User the most appropriate selection for this instance. The shorter this period, the more secure your transmission.
12. Click the 'Save' button
13. Click the 'Share' button to send the encrypted email

Email support@jsco.net if you have any questions.