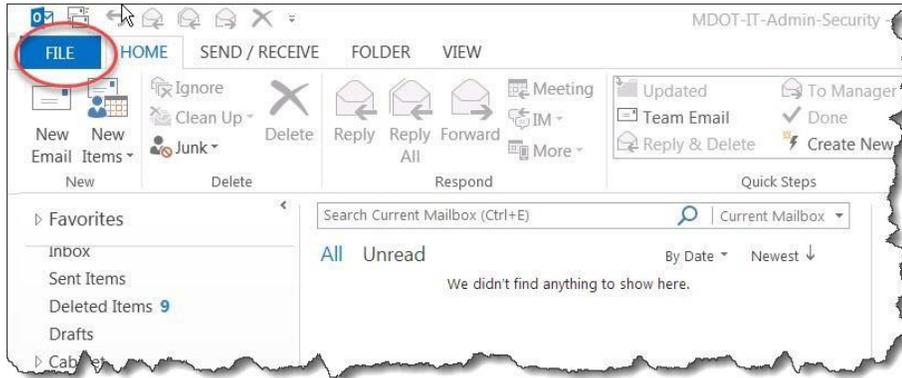


You should be able to right-click on a PDF attachment in Outlook and find a 'Sign With CoSign' option which opens the document for signing right from the email. If you do not see this as an option, it is most likely due to the fact that Outlook has disabled the CoSign add-in. To enable, it you can go through the following steps:

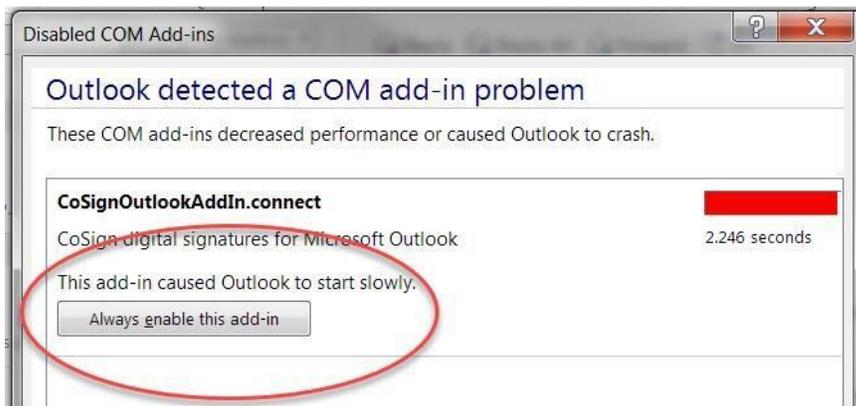
1. From the main outlook screen, select 'File'



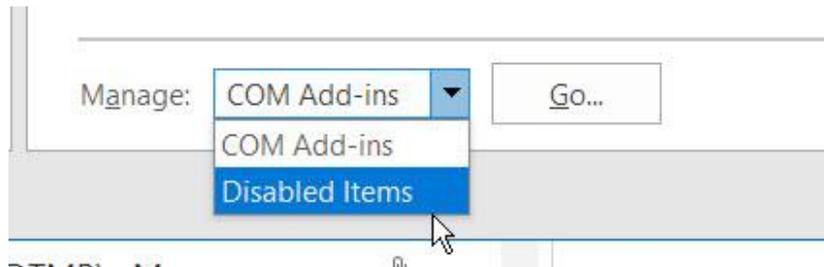
2. Select the 'Slow and Disabled COM Add-ins option. *If you do not see this in your list of options, skip to step 4.*



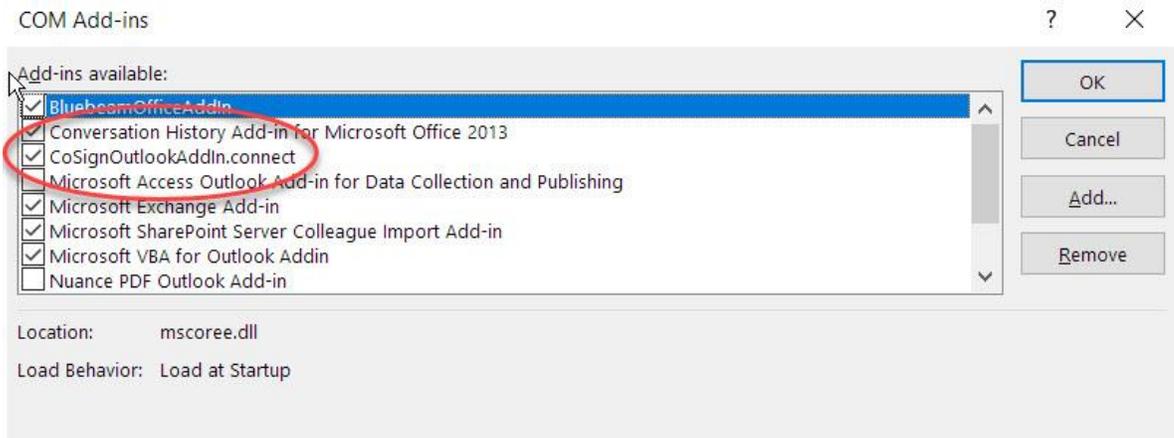
3. You should see an option in the list for 'CoSign digital signatures for Microsoft Outlook', with an option to always enable the add-in.



- Recent versions of Outlook may not have a 'Manage Com Add-Ins' selection in the list of available account options when selecting **File** (as in step 1). Instead, you should select 'Options' from the list of categories on the left side of the screen. Then, in the window showing your Outlook Options select 'Add-Ins' from the list of categories. At the bottom of the add-ins window that will be pulled up, you will see a 'Manage' option. Click on the arrow to open the drop-down menu and select 'Disabled Add-ins'.



If the 'CoSignOutlookAddIn.connect' application is in the list, select it and click the 'Enable' button. If you do not see it in the list of disabled add-ins, you may find that the CoSign Outlook add-in is in the list of inactive applications. In this case, you should select the 'COM Add-ins' option in the 'Manage' area and check the box next to 'CoSignOutlookAddIn.connect'.



NOTE: If you are opening a file directly from an email, it will need to be saved to a location on your computer other than the default 'Temp' folder that Outlook uses. Failure to do so will affect your ability to attach the document to an outgoing email.