

## Sandcastles --- Upcoming Installation Procedure (once Beta testing has been completed)

### Prerequisite Tasks

To install you must have a desktop or laptop Windows environment with one of the following Windows and Microsoft Office environments.

1. Windows 7 Home Basic (Service Pack 1) / Office 2013 Standard
2. Windows 7 Home Basic (Service Pack 1) / Office 2016 Standard
3. Windows 8.1 (April 8 Update) / Office 2013 Standard
4. Windows 8.1 (April 8 Update) / Office 2016 Standard
5. Windows 10 Home (October 2107 Update) / Office 2013 Standard
6. Windows 10 Home (October 2107 Update) / Office 2016 Standard

Installation will also require two or more viable email addresses for which they have login access. The email can be web based or picked up via a desktop client. If the email is routed to a phone or some other internet device, it will make the tests difficult, if not impossible to perform.

If any of the tests produce a critical failure, prompting a major re-release of the software drivers and services, a detailed uninstall/re-install section can be found at the end of this document.

### Step 1 – Register on our Test Site

The purpose of this test is to simply prove that the test user site is running and working.

1. In your browser, navigate to the link: <http://datasage.com/apex/f?p=137:7>
2. You will see a page that prompts you for a username and a password.
3. Enter a username which is a valid email address.
4. Enter a password of your choosing, following the listed rules.
5. Click the [Register!] button.
6. You'll be navigated to a download page and a success message will appear.

### Step 2 – Download

For the Outlook add-in will to operate, you must successfully register AND download and install the Sandcastles Technology Security software.

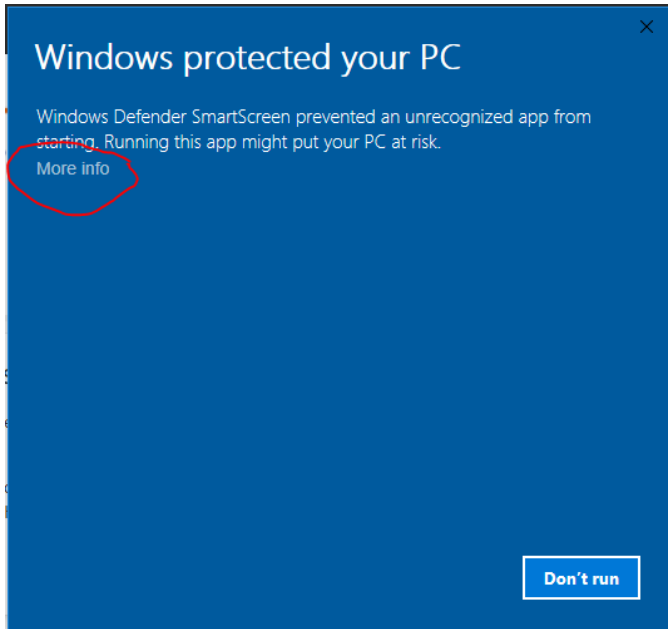
1. You should have been directed to a downloads page. If not, navigate to the Download page at: <http://datasage.com/apex/f?p=137:6>
2. Click the [Download] button

### Step 3 – Install

Depending on your security software, various products may warn you against installing.

1. Click and run the setup.exe file in the bottom left corner of your browser.
2. If the file disappears from your browser, press CTRL-J and the browser will list your recent downloads.
3. Click setup.exe.
4. Choose 'Yes' or 'Accept' for any questions in dialogues.

Note: If during the installation your Windows OS presents a Windows protection screen, click [More info] followed by [Run Anyway].

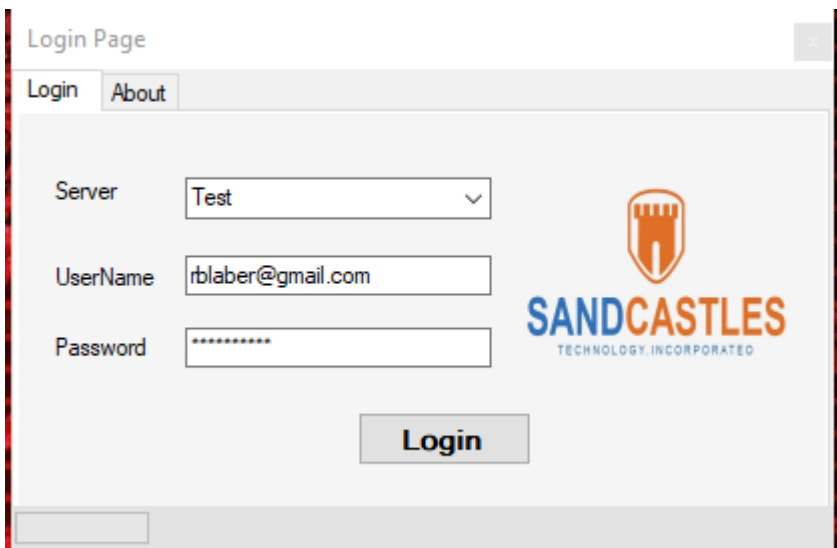


Also note: Because this is new software, not yet digitally signed by Microsoft, it's possible that various Anti-Virus programs may object or prevent installation. It may be necessary to stop these programs from running if they create a problem.

#### Step 4 – Log in With Service

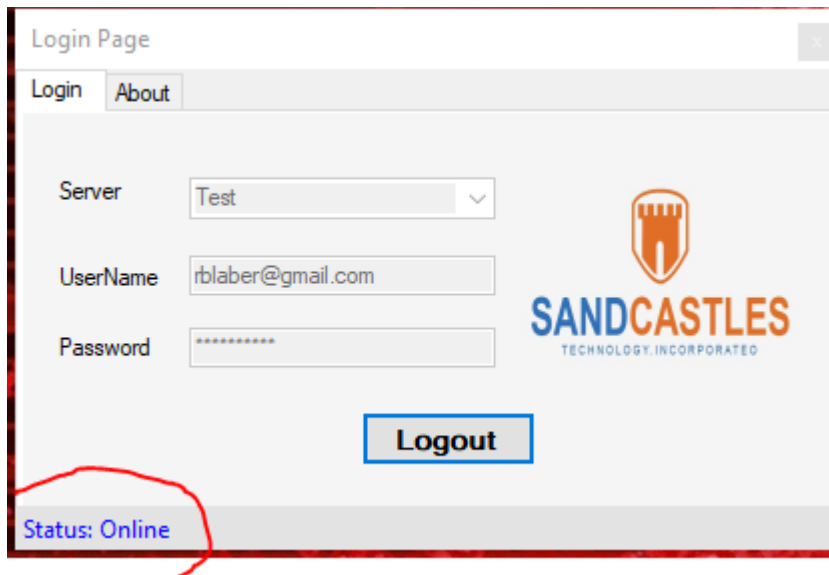
It's necessary to let Sandcastles know that you've installed the software. For secure communications using Sandcastles software it's necessary for you to log into the service.

1. On your desktop, post installation, there will be a little window that looks like this:



2. Choose [Test] (not Sandcastles) because this is our test site.
3. Enter your username (email address) that you used to register.
4. Enter your password (the one you used to register)
5. Click [Login]

Your login screen will change to look like this.



Note: If you don't see your login screen or you've accidentally closed it, you may re-open it by clicking on the orange castle logo in your applications tray in the bottom right corner of your windows screen.



### Step 5 - Verify Your Email Account

Sandcastles Technology needs to know that you have access to your email account.

1. Check the email account that you used to register. You will have received an email from Sandcastles Technology. Click the 'verification' link within.
2. Clicking on the link will take you to the email app login page.
3. You will see a green message on the Login page indicating that your account is verified.
4. You do not need to log in now unless you wish to.

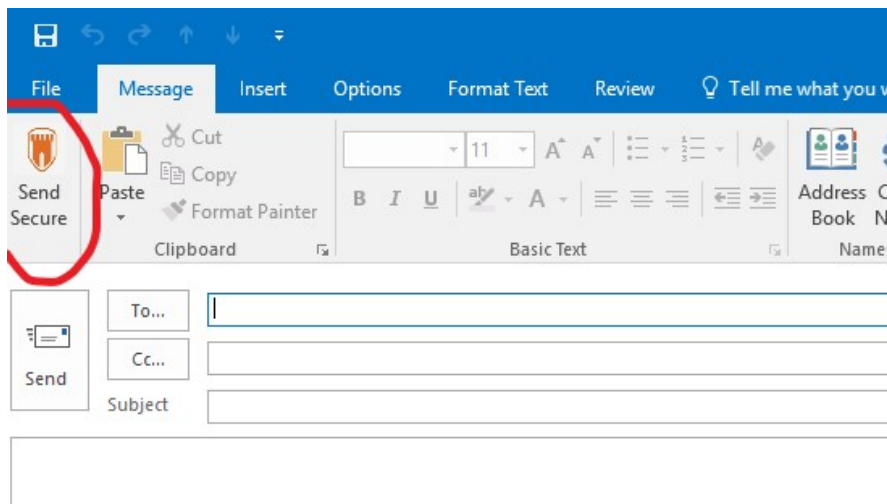
Note: If you do not see an email sent from Sandcastles Technology, please check your 'spam' bucket. Our test server is not (and will not be) registered and that may cause some services to mark it as spam.

## Step 6 – Send High Security Email

Test out our system by sending out a High Security email message using Outlook and Sandcastles Security Services.

1. Open Outlook and click the [New Email] button.
2. Enter **your own** Sandcastles registered email address in the To... box.
3. Optionally, you may choose to add additional email addresses to the To... line.
4. Optionally, you may choose to add one or more email addresses to your CC... line.
5. Enter something in the subject line.
6. Compose a short email.
7. Optionally, you may add one or more attachments of any file type.
8. Click the orange Sandcastles [Send Secure] button.

Caution! Be sure to click the Sandcastles Send Secure button, or you are only testing Microsoft Outlook.



## Step 7 – Check in with Sandcastles

In this step, you may check the email you have received from yourself.

1. Open your email entitled “High Security Message From... via Sandcastles Technology”
2. If you don’t see this email within 30 seconds, please check your spam bucket (spam filters hate test servers).
3. Follow the link in the email or navigate to: <http://datasage.com/apex/f?p=133:1>
4. Log in with your chosen username (email address) and password.
5. You’ll be navigated directly to your Inbox, where you can view your email message by waving a mouse over it or click to download your email attachments.