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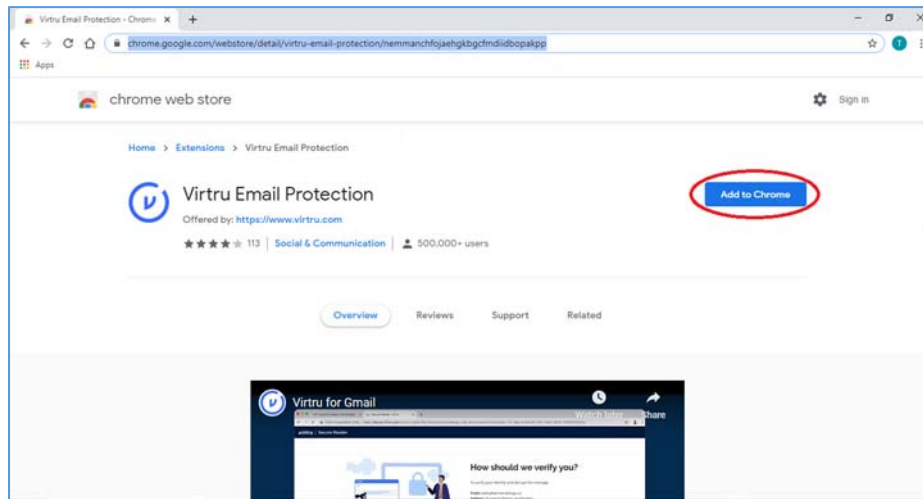


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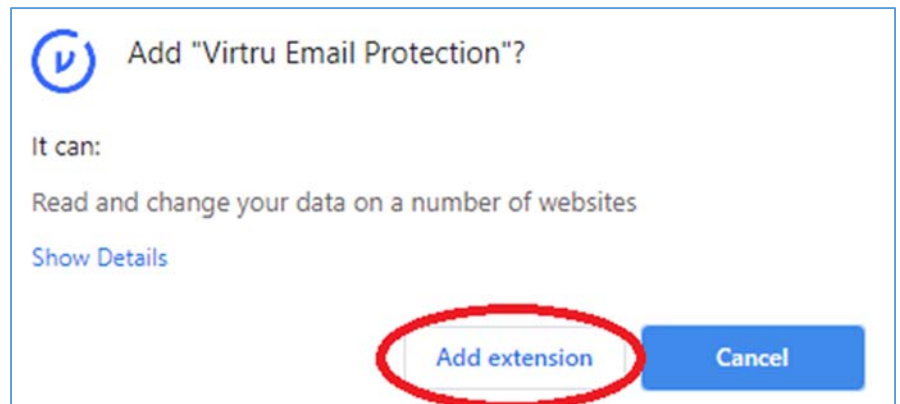
## Steps to install Virtru Chrome Extension

1. Open Google Chrome, and go to the following URL:  
<https://chrome.google.com/webstore/detail/virtru-email-protection/nemmanchfojaehgkbgcfmdiidbopakpp?hl=en>

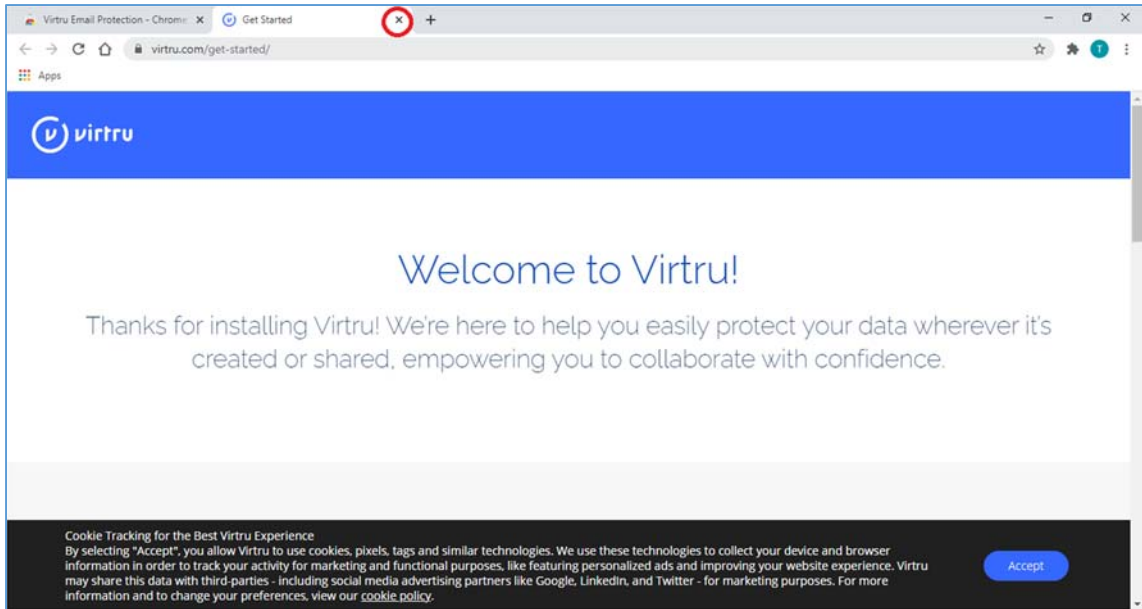
Once the Virtru extension installation page loads, you will click “Add to Chrome”. This step will install Virtru on your computer to be used with Gmail.



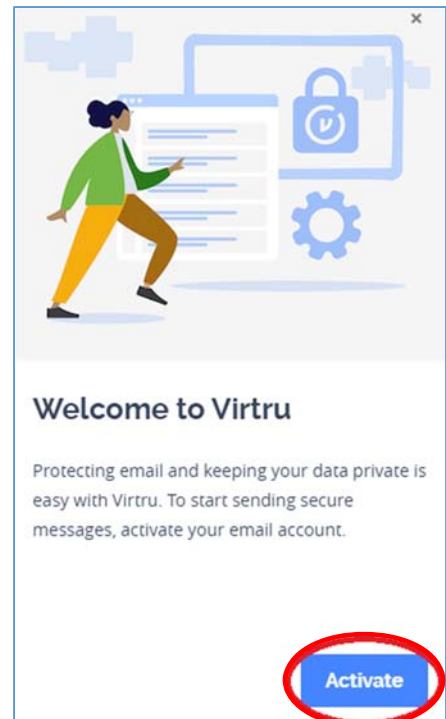
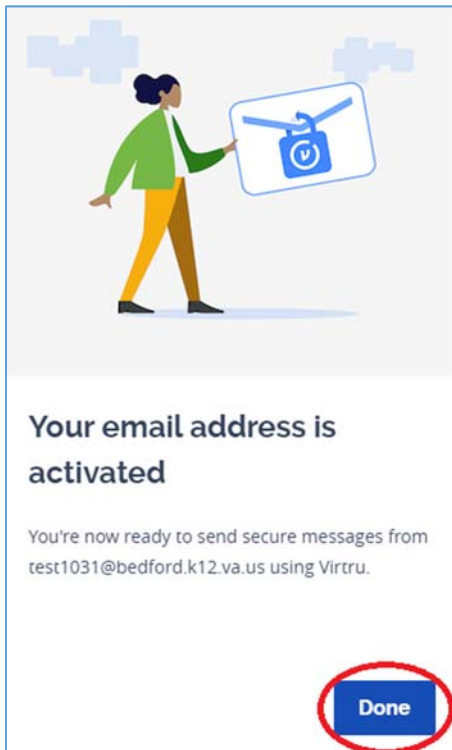
2. A confirmation box will appear and you will need to click “Add extension” to confirm the install.



3. A new Google Chrome tab will open that welcomes you to Virtru. You can close out of that tab.



4. Next, you will open your BCPS Gmail. You will be prompted with another Welcome message from Virtru. On this screen, you will need to click "Activate".



5. You will receive a final message letting you know that your email address has been activated. You will click "Done" and the Virtru Chrome Extension has been installed.

6. If you are not part of the group that has the ability to send an encrypted email, you will receive the following message if you attempt to enable Virtru. However, you will still be able to open and view encrypted messages that are sent you after installing this extension.

