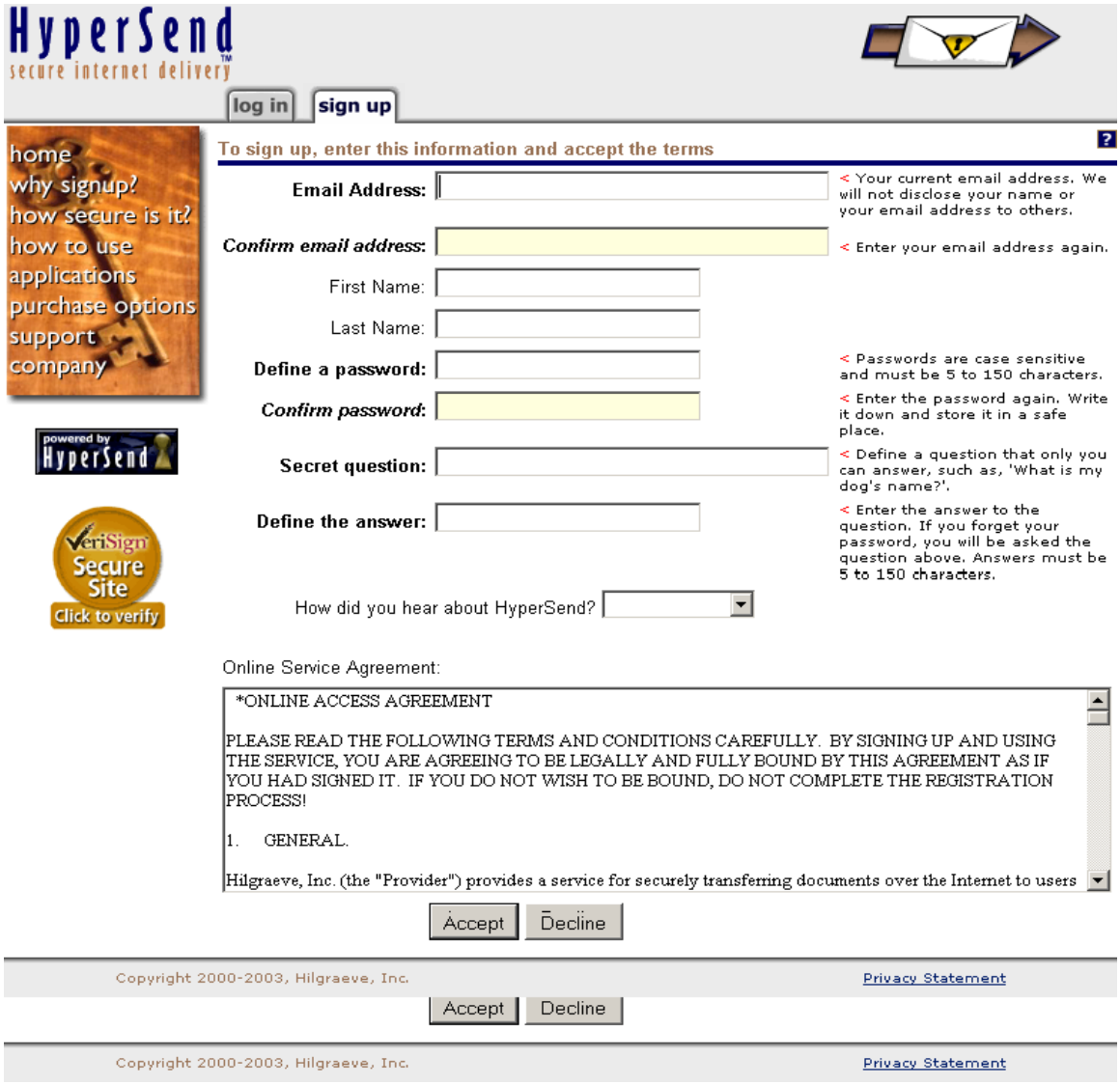
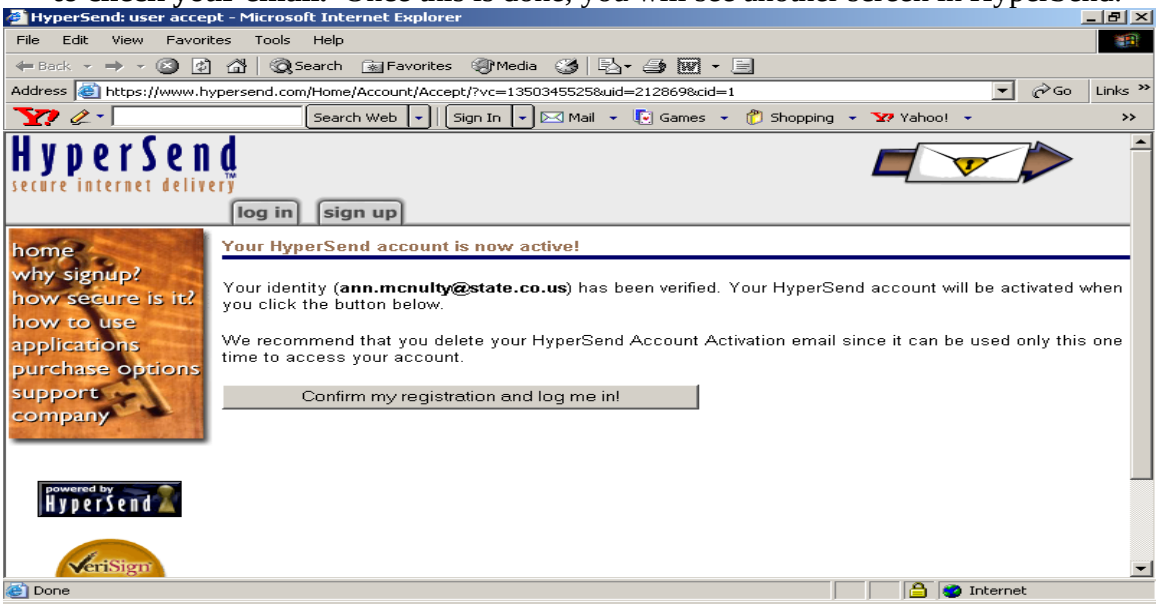
HYPERSEND Set-Up Instructions

1. Go to www.HyperSend.com.

2. Click on the **New Account Sign Up** in the upper right hand corner of the screen. Read the Access agreement near the bottom of the screen, AND the Privacy Statement link also at the bottom of the screen. If you choose to continue, complete the required information and click on “Accept” near the bottom of the screen.

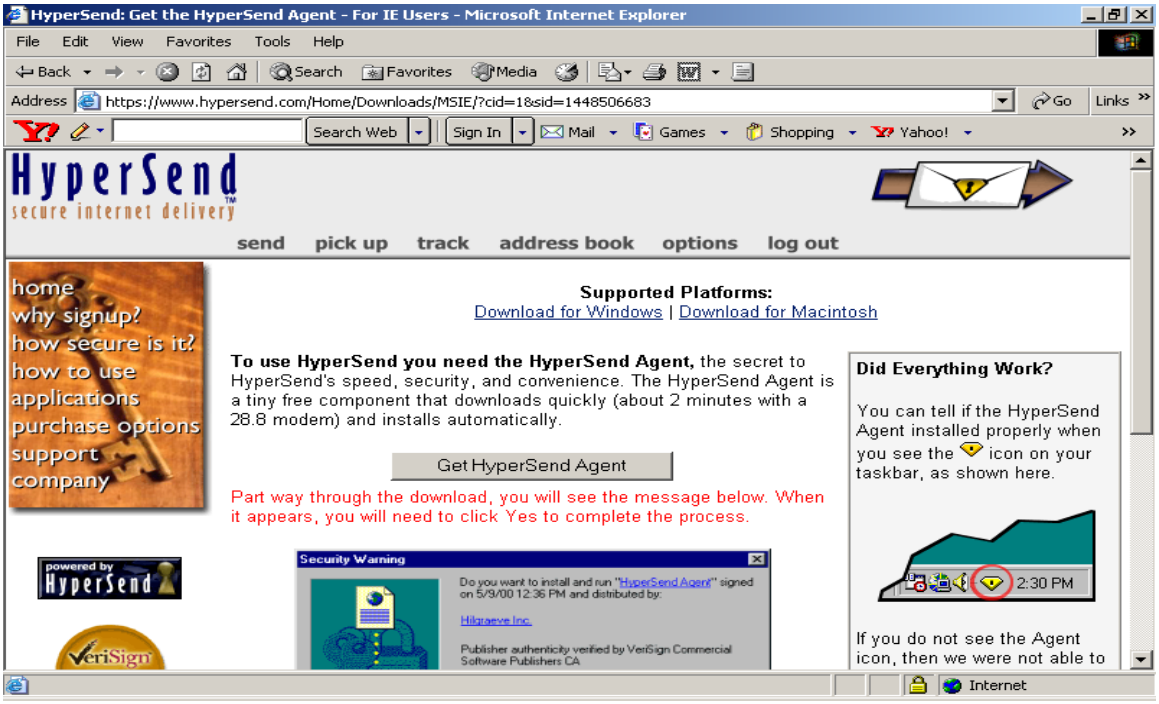


3. HyperSend will send a message to your email address. You need to respond to that message, as indicated to verify your email address. **Do NOT sign out of HyperSend to check your email.** Once this is done, you will see another screen in HyperSend:

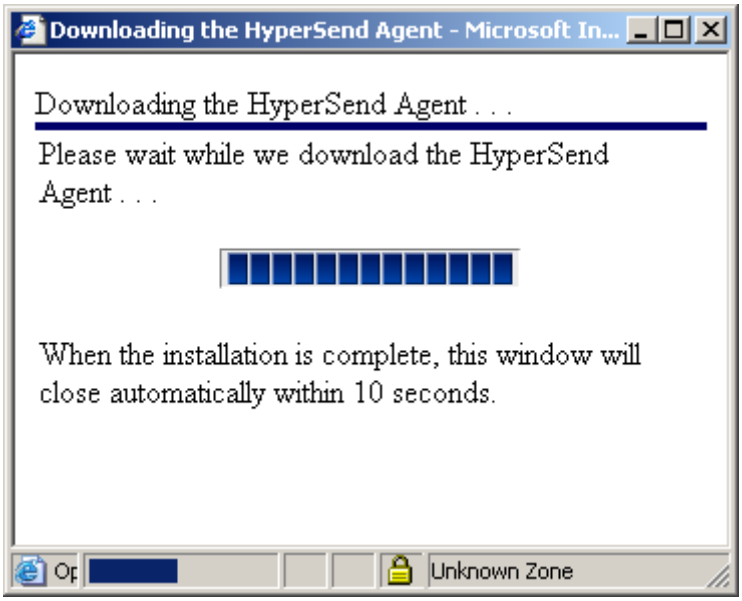


4. You then need to sign on with your new password into HyperSend. Click on "Confirm my registration and log me in."

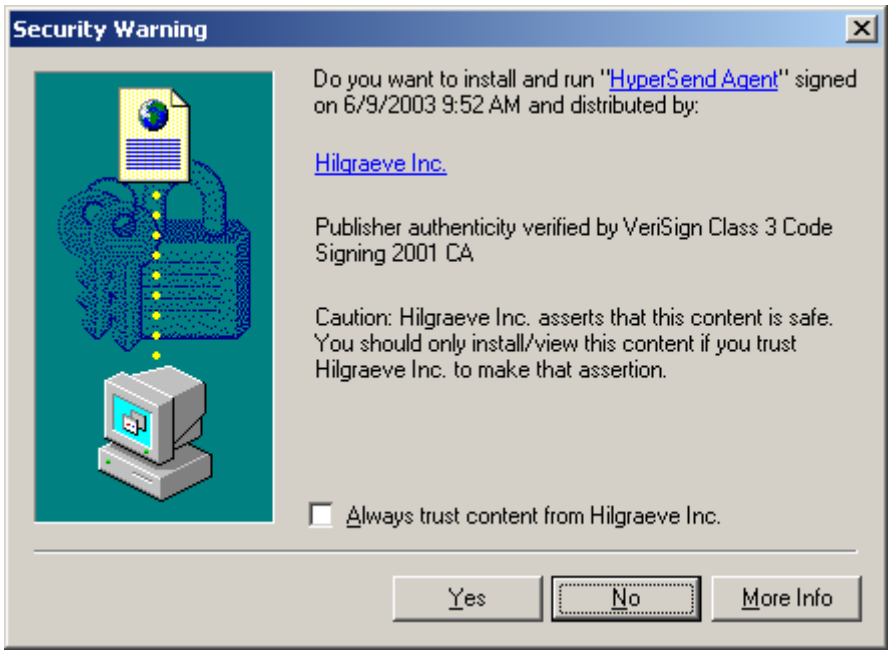
5. You will go to a screen that will allow you to download the HyperSend "Agent". This is what allows the secure email connections. Follow instructions for the download.



You will see this screen……

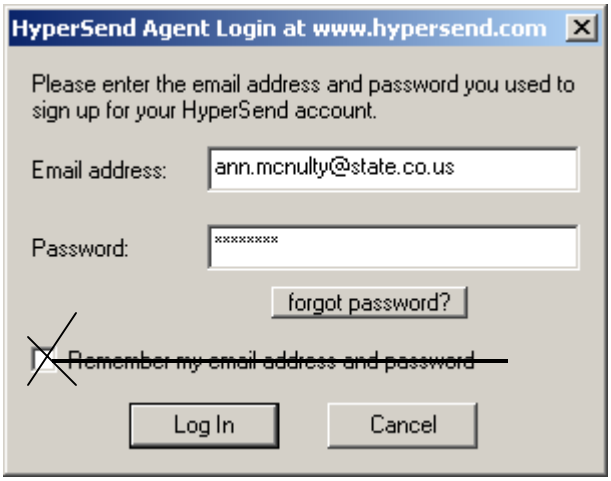


6. You will also see:

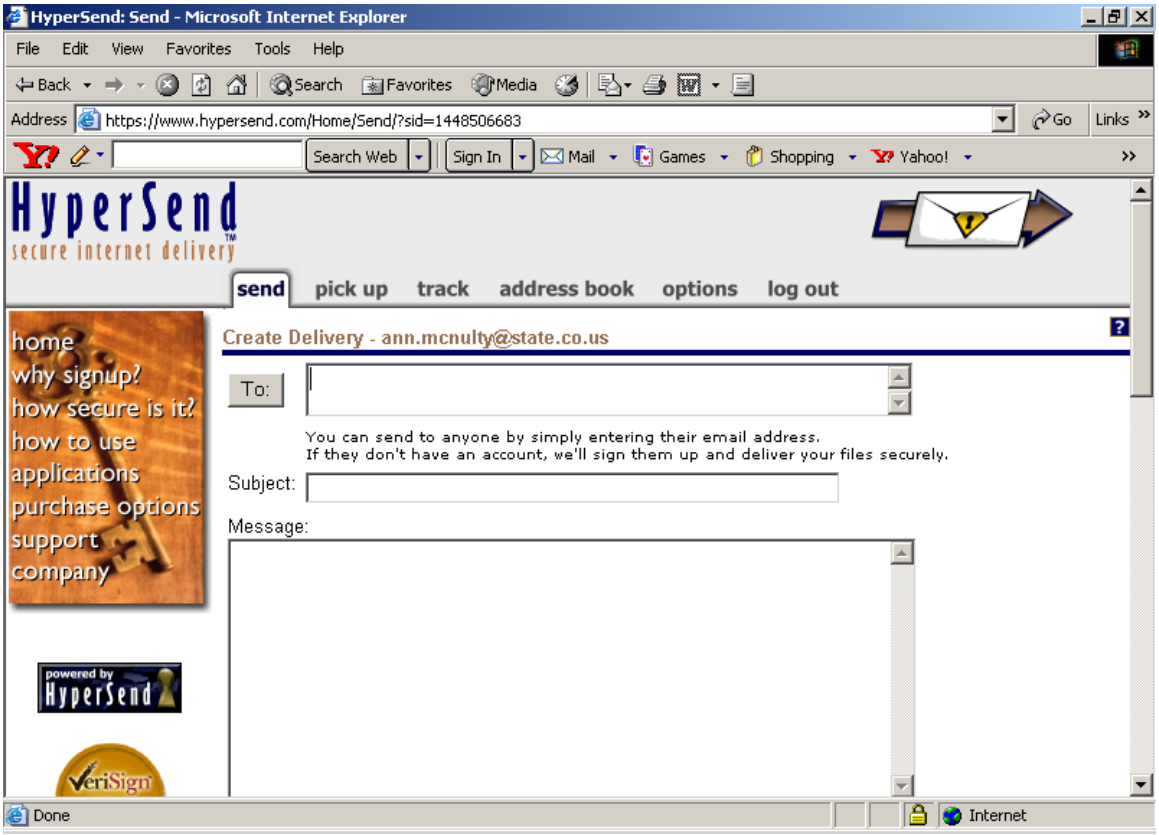


7. Click on Yes.

Finally, you will be asked to sign into HyperSend again. Do **NOT** select the option to have it remember my email address and password…that is a security risk!

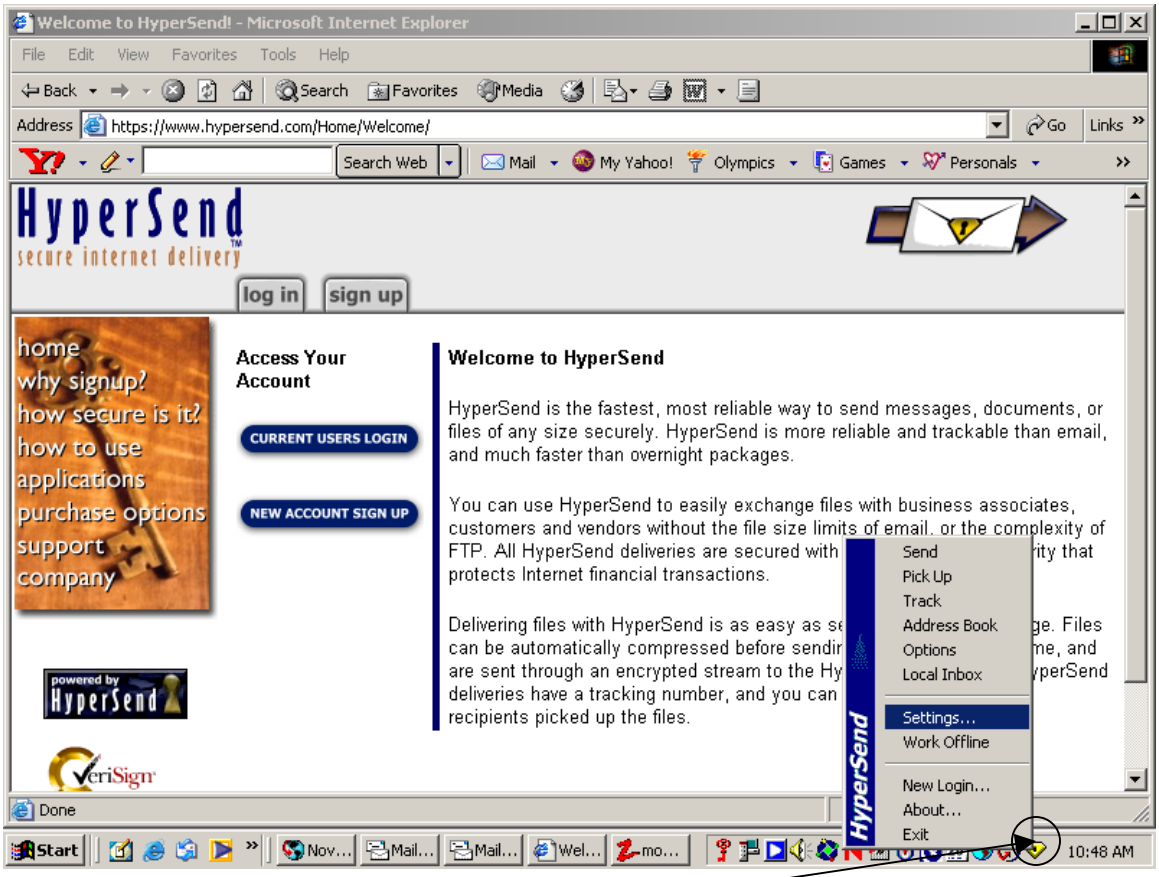


8. Next, send a message to someone with whom you wish to exchange information. If they are not on HyperSend, then they will be walked through getting an account, etc.

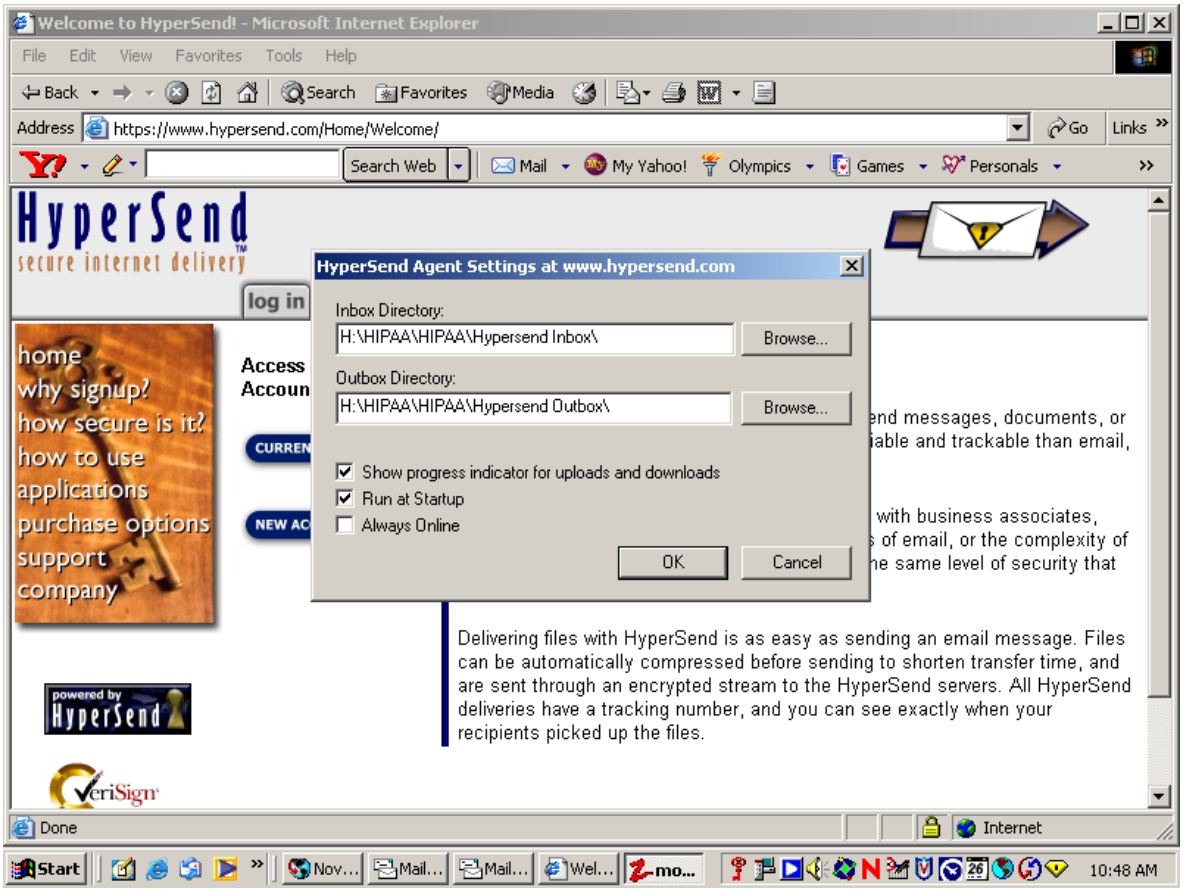


9. You will want to customize some of the settings. Hypersend creates an "in" and "out" basket on your C: drive. It puts messages there while downloading. It is more

secure to have the location moved to a network drive. This is easy to do. Once logged in there is an icon for Hypersend at the bottom of your screen. It looks like a yellow diamond. Click on the diamond and select “Settings.”



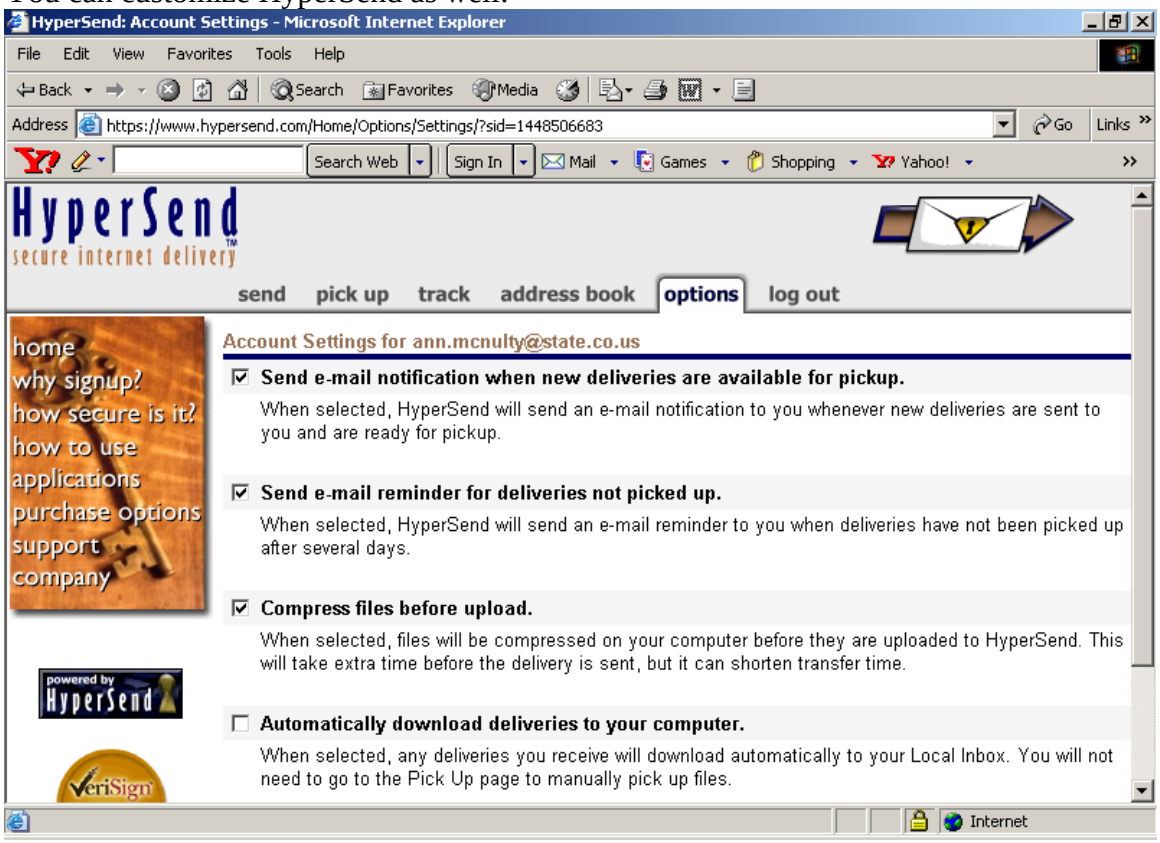
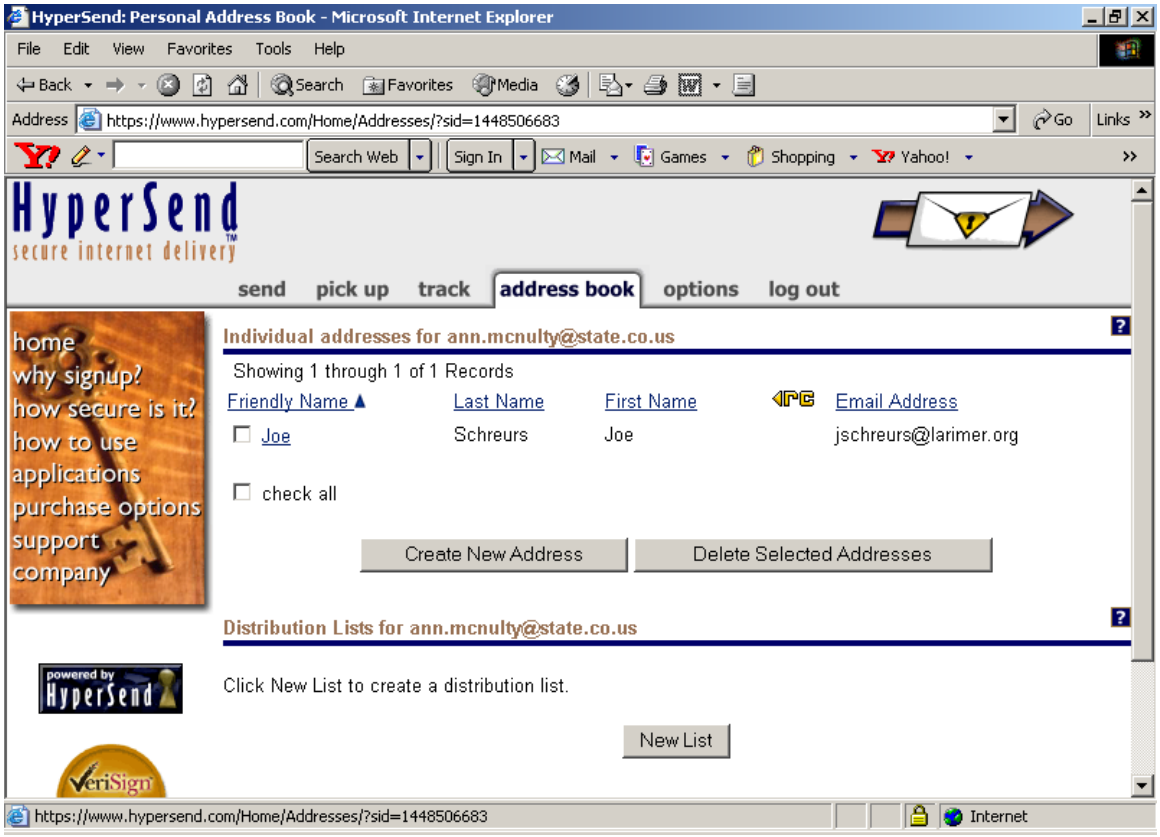
Click on yellow diamond once logged in and select Setting:



10. Settings will bring up the above window. Change the “in” and “out” baskets to a network drive, not the C: drive.

    If you want to be asked to sign into Hypersend when you start up the machine, make sure “Run at Startup” is checked. You will be prompted to sign onto Hypersend whenever you start your computer.

11. You can customize HyperSend as well:



12. You can also set up an address book: