Document GPS

Encrypt, track and recall your email attachments.

This document is designed to help you install and make the most of our features.

Features & Key Benefits: visit shelterzoom.com/document-gps

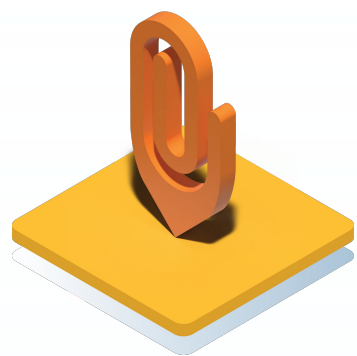Please choose the appropriate link below based on your email platform:

Installation Process
- Gmail
- Outlook for Individual Users (Web App, on Mac OS, on Windows)
- Enterprise: Admin Panel
- Enterprise: Outlook Admin Users

You can also download the Document GPS app on your mobile device.
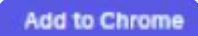- App Store
- Google Play Store

ShelterZOOM ®

Document GPS
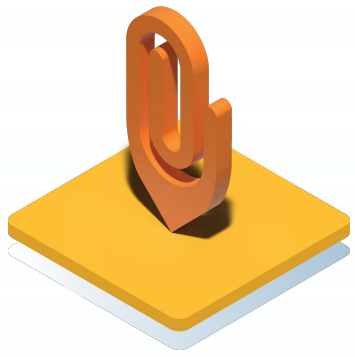### Encrypt, track and recall your email attachments.

Installation Process for Gmail

- An updated **Google Chrome**. *To check your version of Chrome*
  - *On your computer, open Chrome*
  - *At the top right, look at the three (3) vertical dots*
  - *Click Help > About Google Chrome*
  - *It should show a message that "Chrome is up to date"*

- An active Gmail account

How to Install:

1. Go to Chrome Web Store.

2. In the Chrome Web Store, Click on **Add to Chrome**

3. In the dialogue box that says "Add Document GPS" click on **Add extension**

4. After installation a confirmation screen shows "**Document GPS has been added to Chrome**".

5. **Go back to Gmail and refresh your screen.**
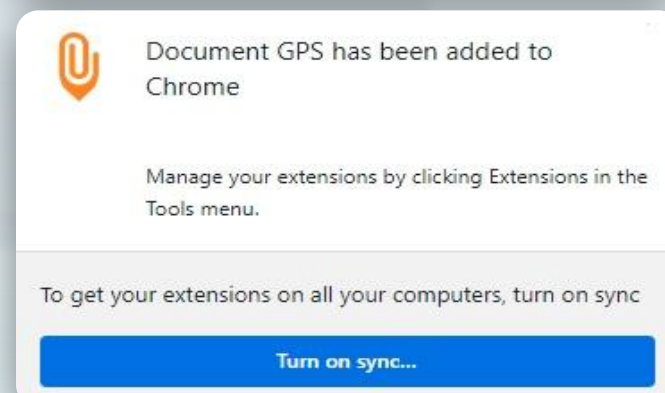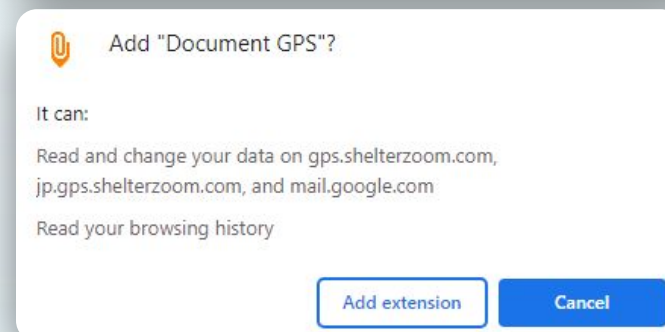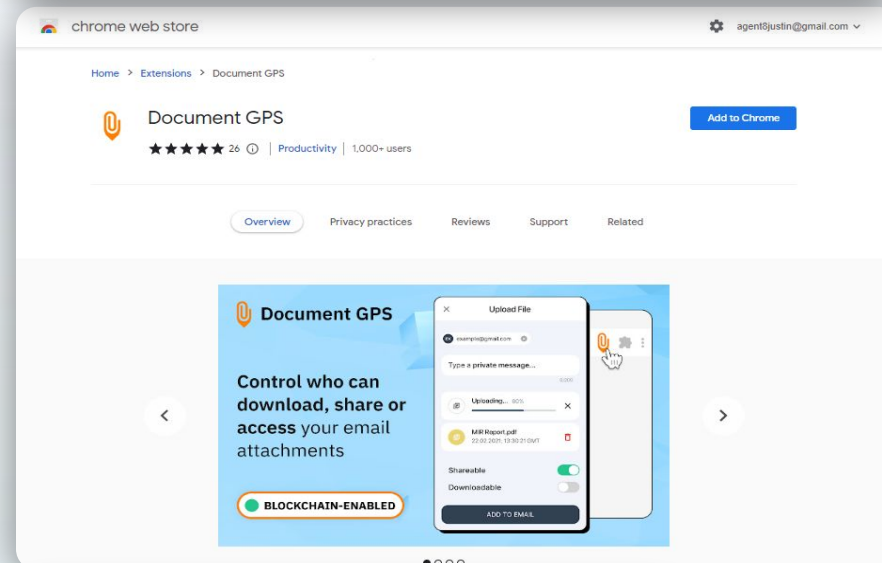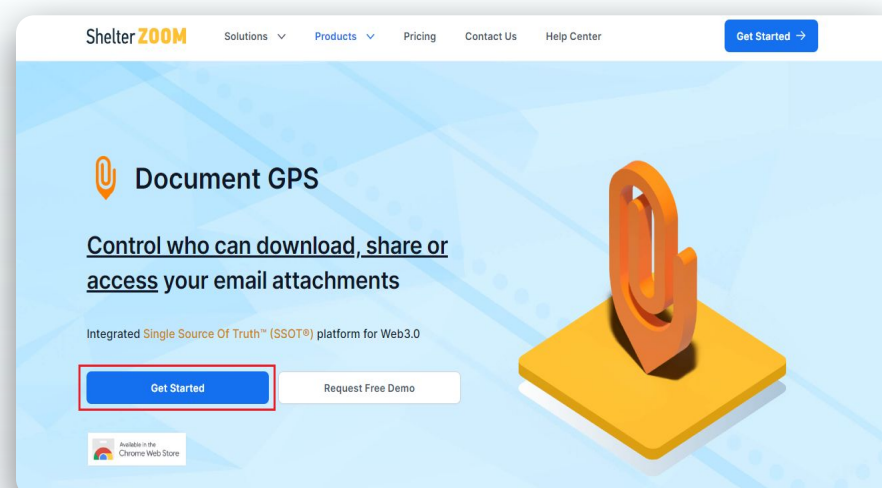
RETURN TO HOME PAGE

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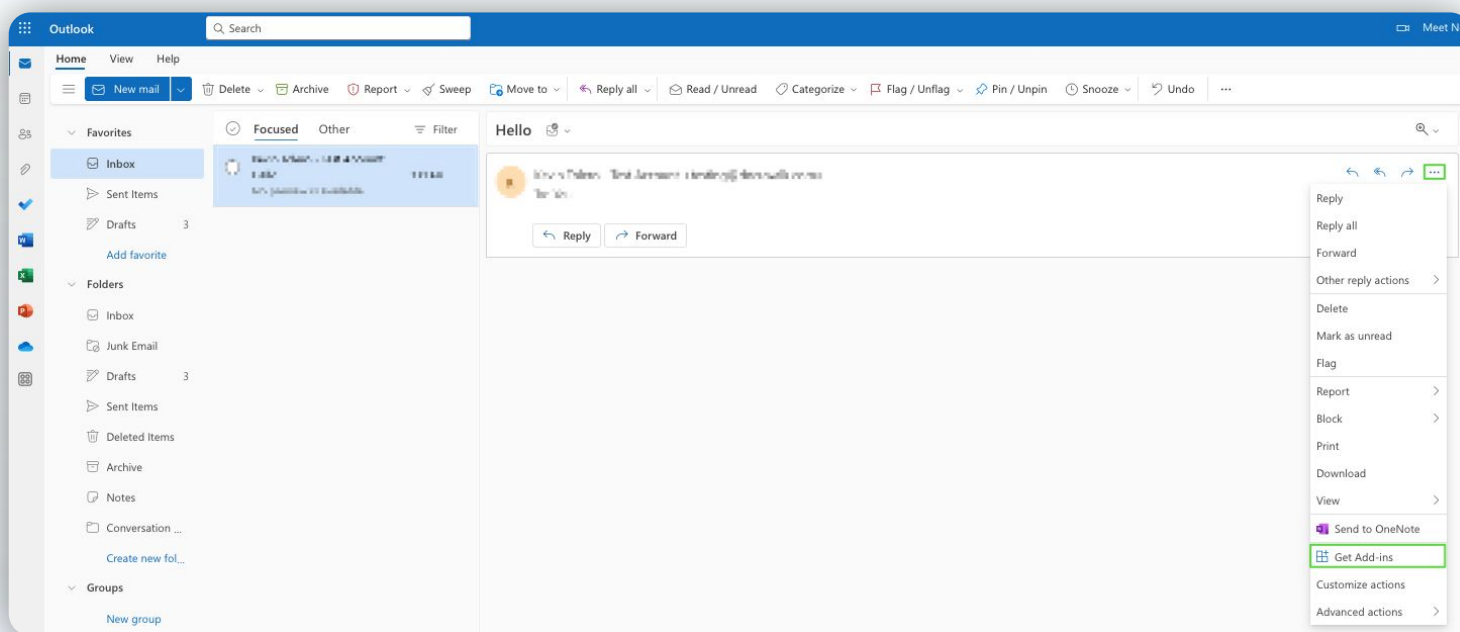### Installation Process for Outlook Web App (Individual Users)

To be able to use Document GPS:
- An active Microsoft 365 account (Outlook)
- The add-in can be accessed either through:
  - *Outlook on the Web app (https://outlook.live.com/mail/0/)*
  - *Microsoft Outlook Desktop (on Windows or in Mac OS)*

How to Install on Outlook on the Web:

1. Go to https://outlook.live.com/mail/ and Sign In

2. Click on any email on your Inbox. Click on the **three dots**, then **Get Add-ins**

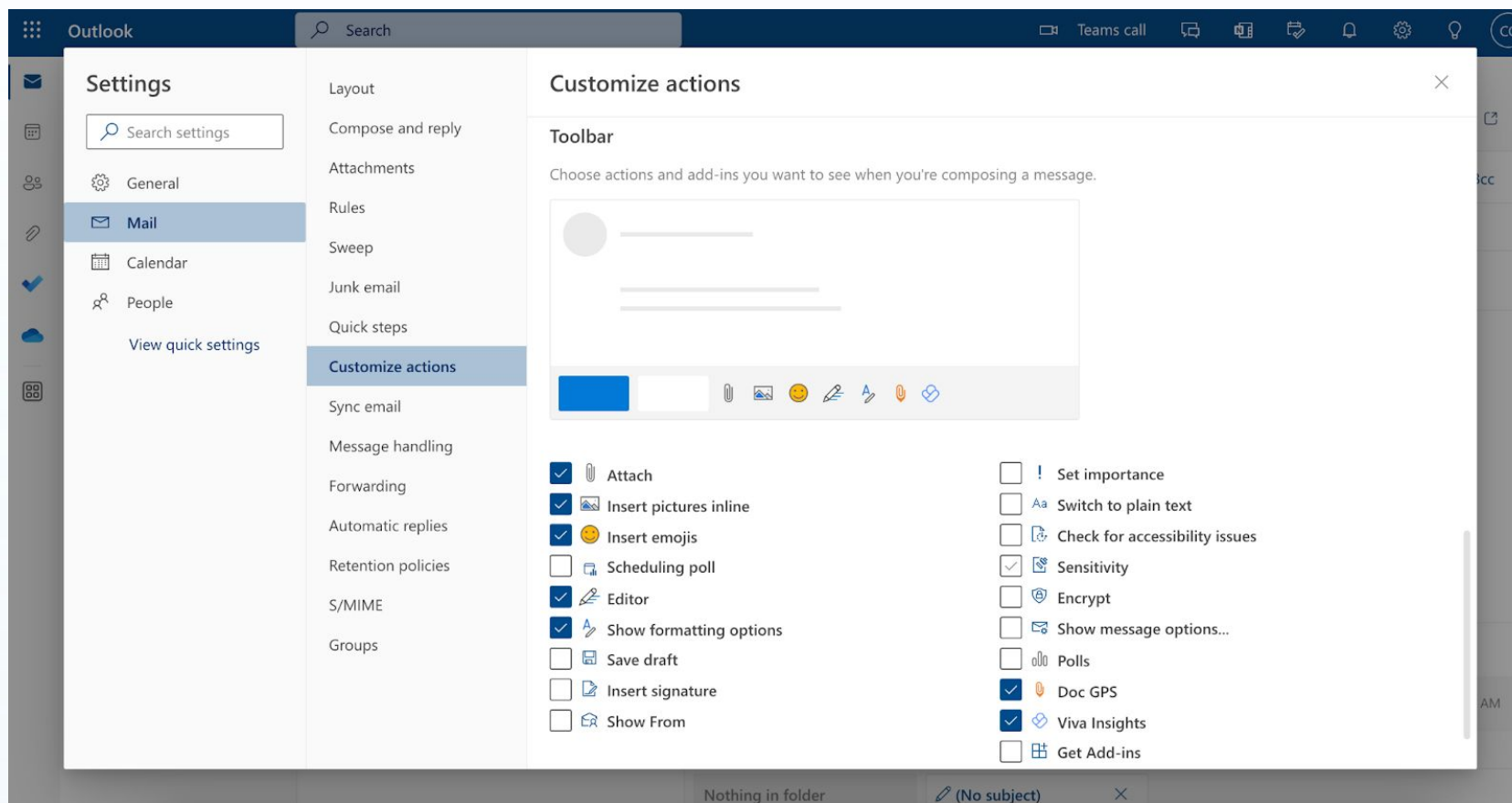3. Search for "**Document GPS**" and click on **Add**.
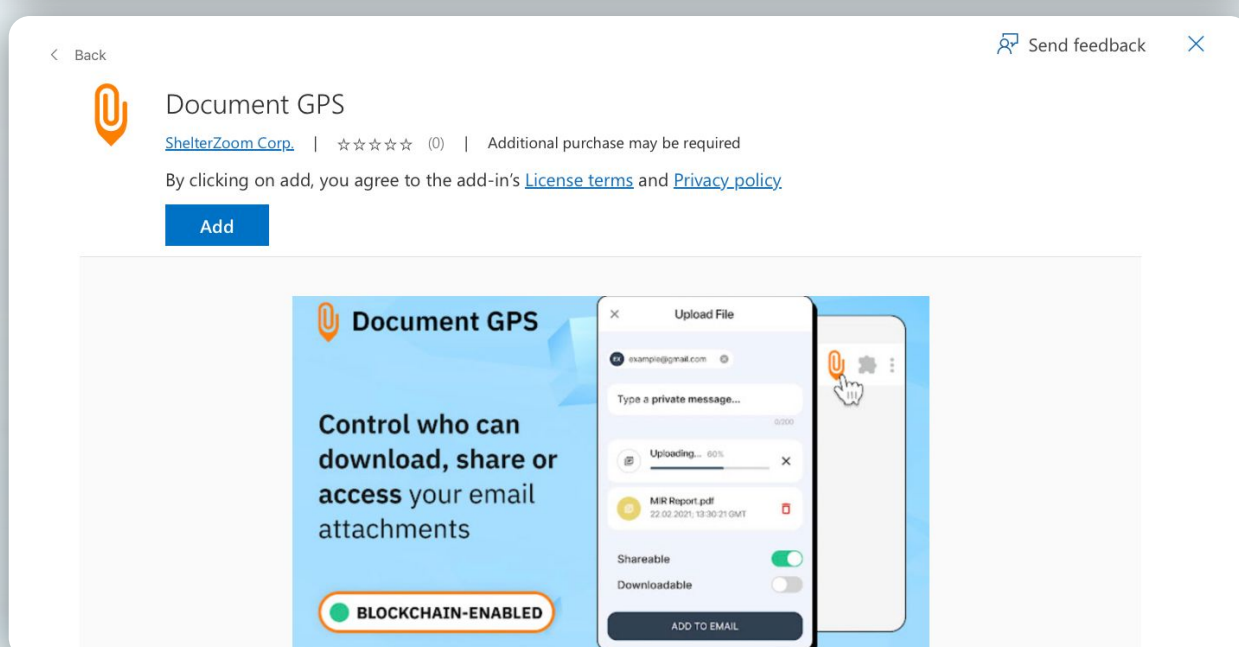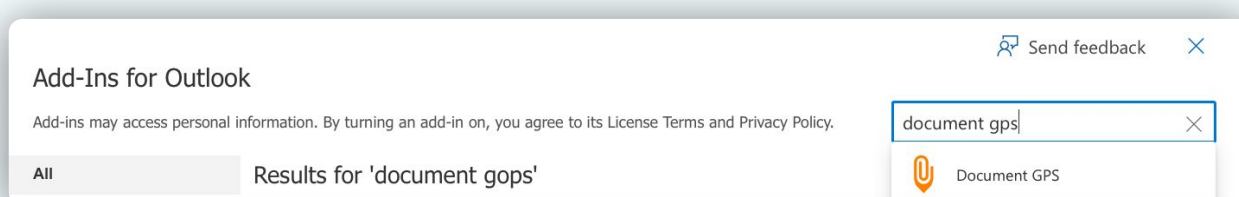
Document GPS
Encrypt, track and recall your email attachments.

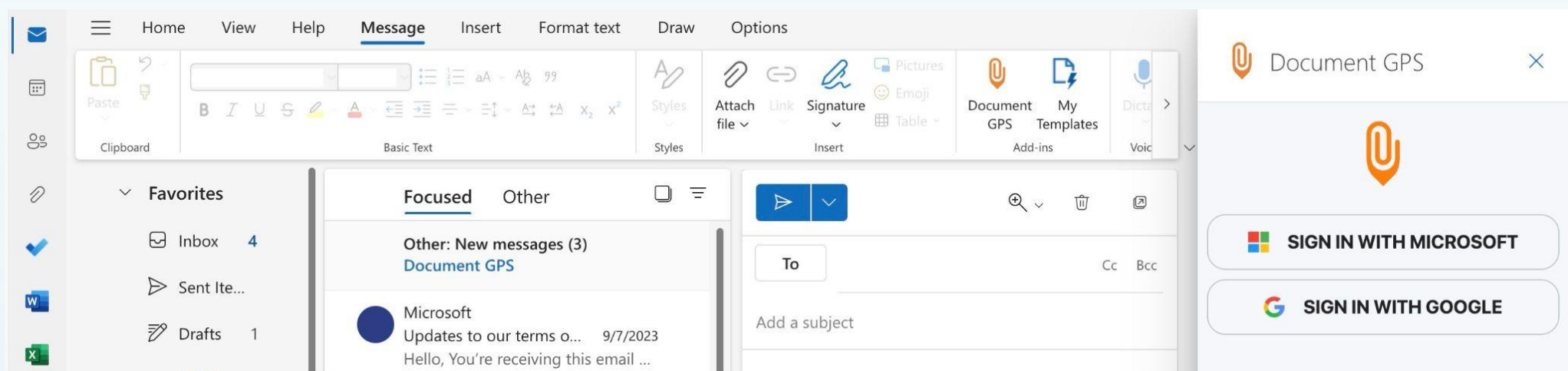### Installation Process for Outlook Web App (Individual Users)

If the Document GPS icon does not readily appear in the ribbon, some Outlook settings may be changed:

1. Click the gear icon (upper right-hand corner) for Outlook Settings > View all Outlook settings
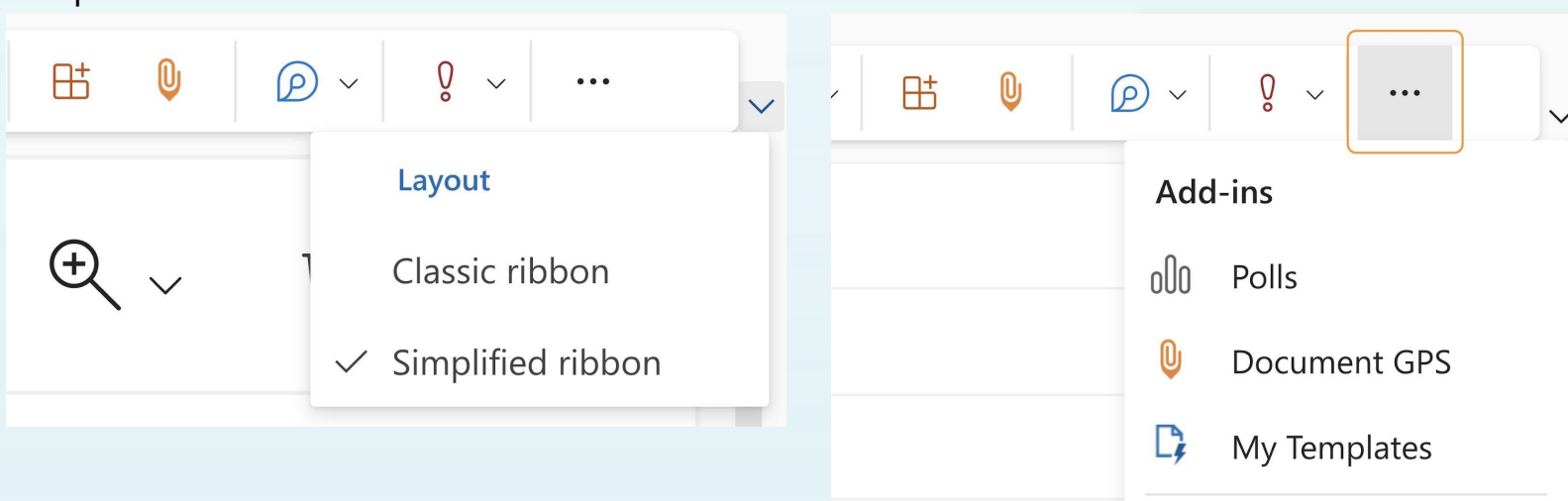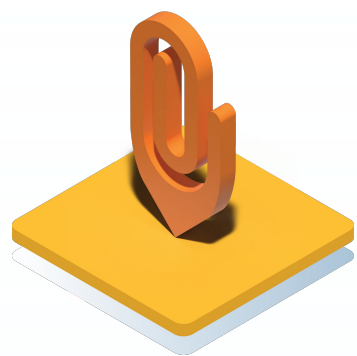2. Choose Mail > Customize actions > Toolbar. Tick ✅ Doc GPS. Save changes and reload the page.

3. Document GPS will be visible in the ribbon when **creating New Mail**
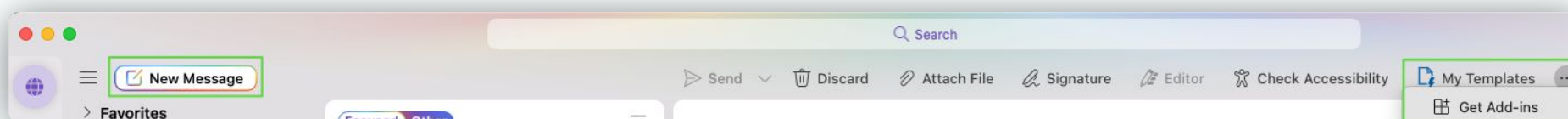
   • Classic ribbon

   • Simplified

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Installation Process for Outlook on Mac OS (Individual Users)

NOTE:
- **If you have installed the add-in on your Outlook for Web, it will automatically be installed on your Outlook Desktop, provided that both are associated with the same email account.**
- **The interface may vary depending on the layout and version of your Outlook.**

1. Go to **Applications** and look for **Microsoft Outlook**.
2. Once it's opened, click on "**New Message**," then click on the **three dots** and select "**Get Add-ins**."

3. Search for "**Document GPS**" and Click on "**Add.**"

If the add-in was installed on your Outlook for Web, the add-in will automatically be installed on your Outlook Desktop. If not, on the top screen click on "Sync."

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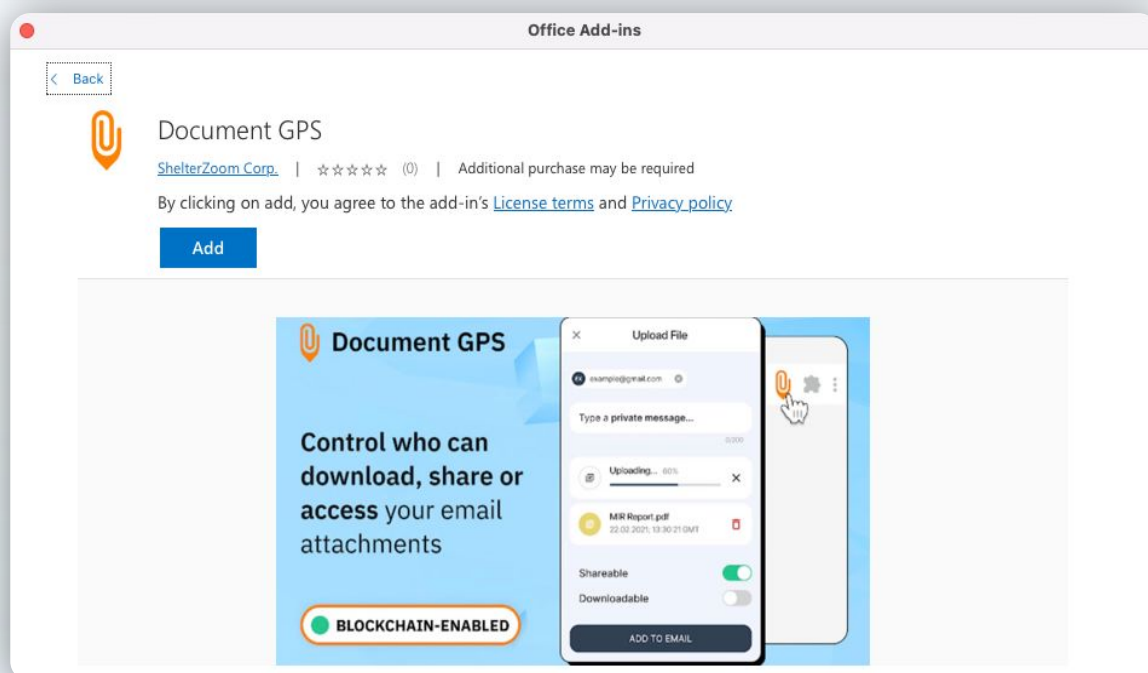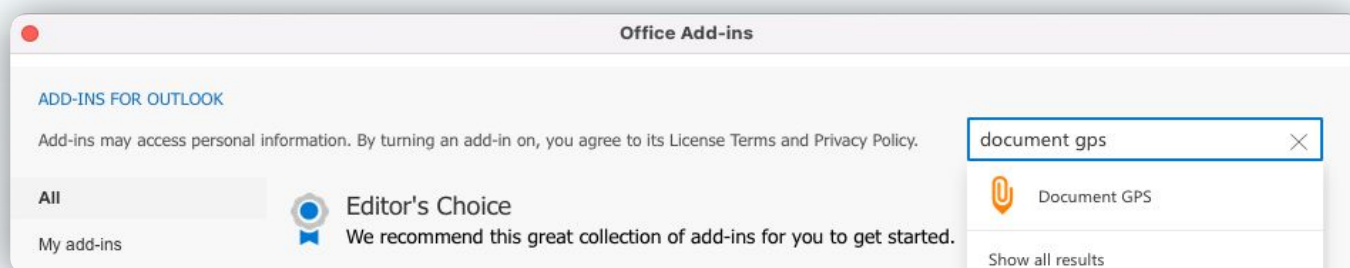## Installation Process for Outlook on Windows (Individual Users)

NOTE:
- *If you have installed the add-in on your Outlook for Web, it will automatically be installed on your Outlook Desktop, provided that both are associated with the same email account.*
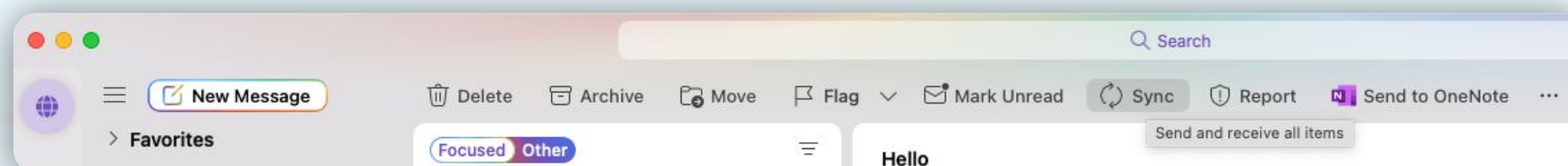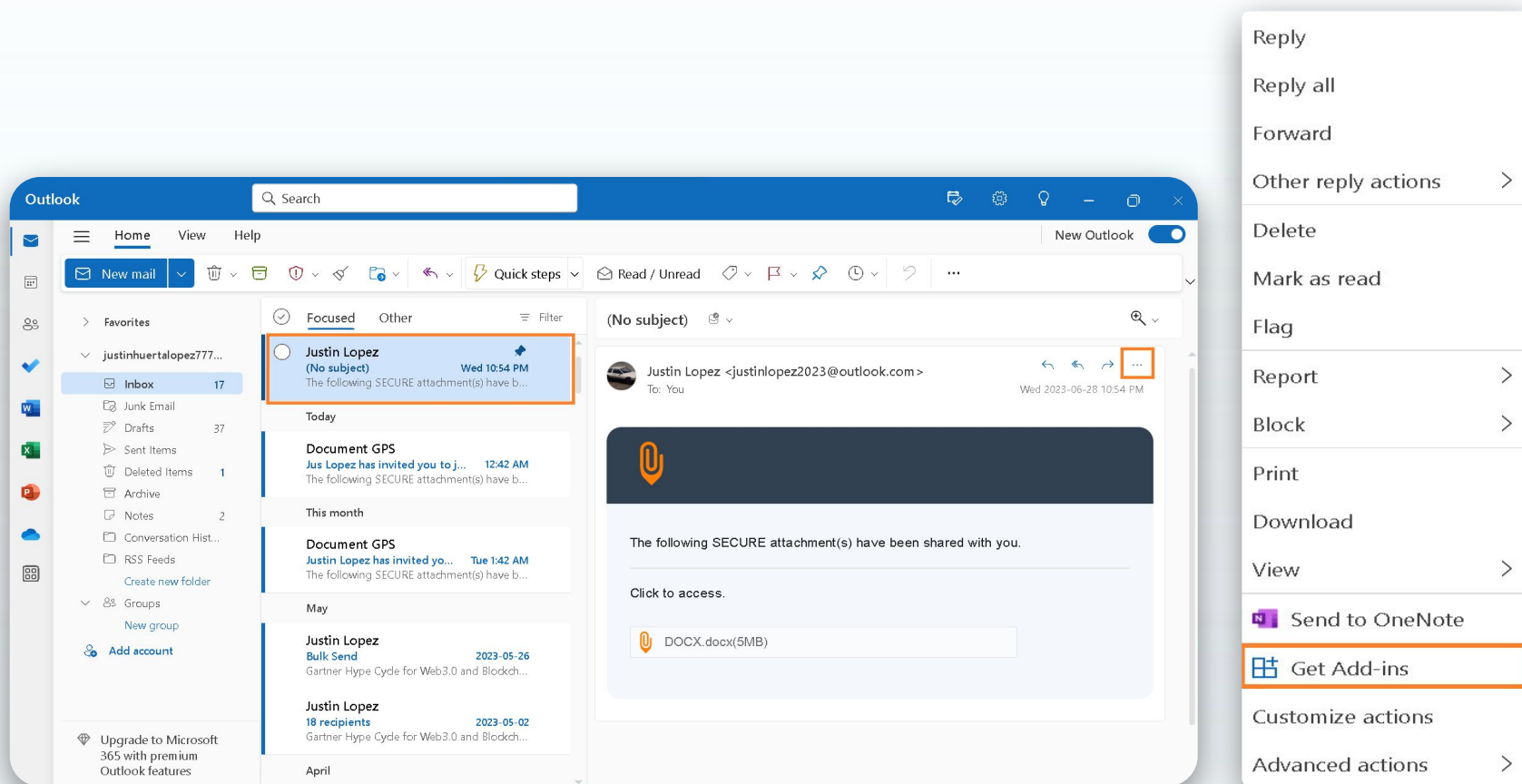- *The interface may vary depending on the layout and version of your Outlook.*

1. Open **Microsoft Outlook**
2. Once opened, select any **message on the inbox**. Click on the **three dots**, then choose **Get Add-ins.**

3. Search and select **Document GPS.** Click on **Add.**

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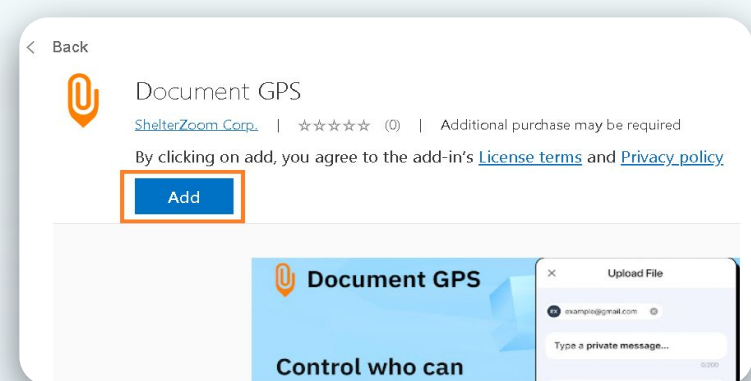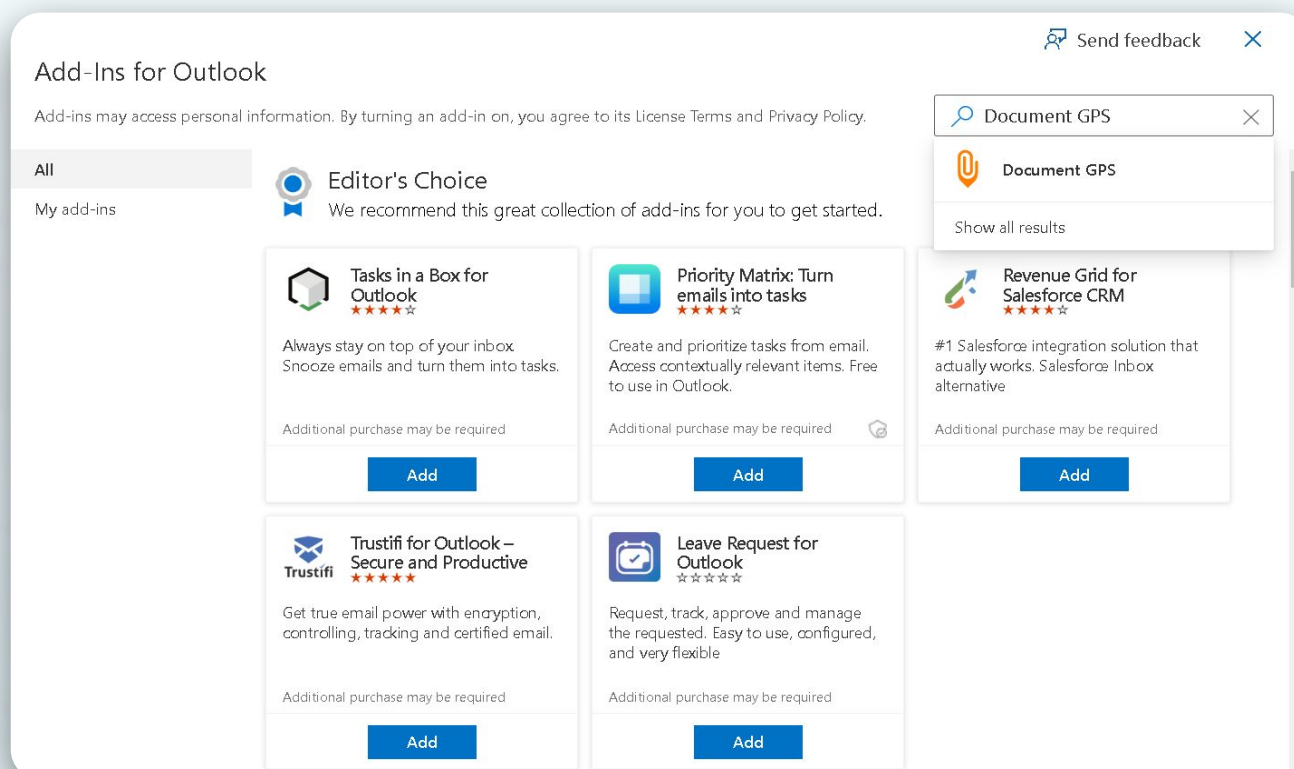
Document GPS
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Admin Panel for Enterprise

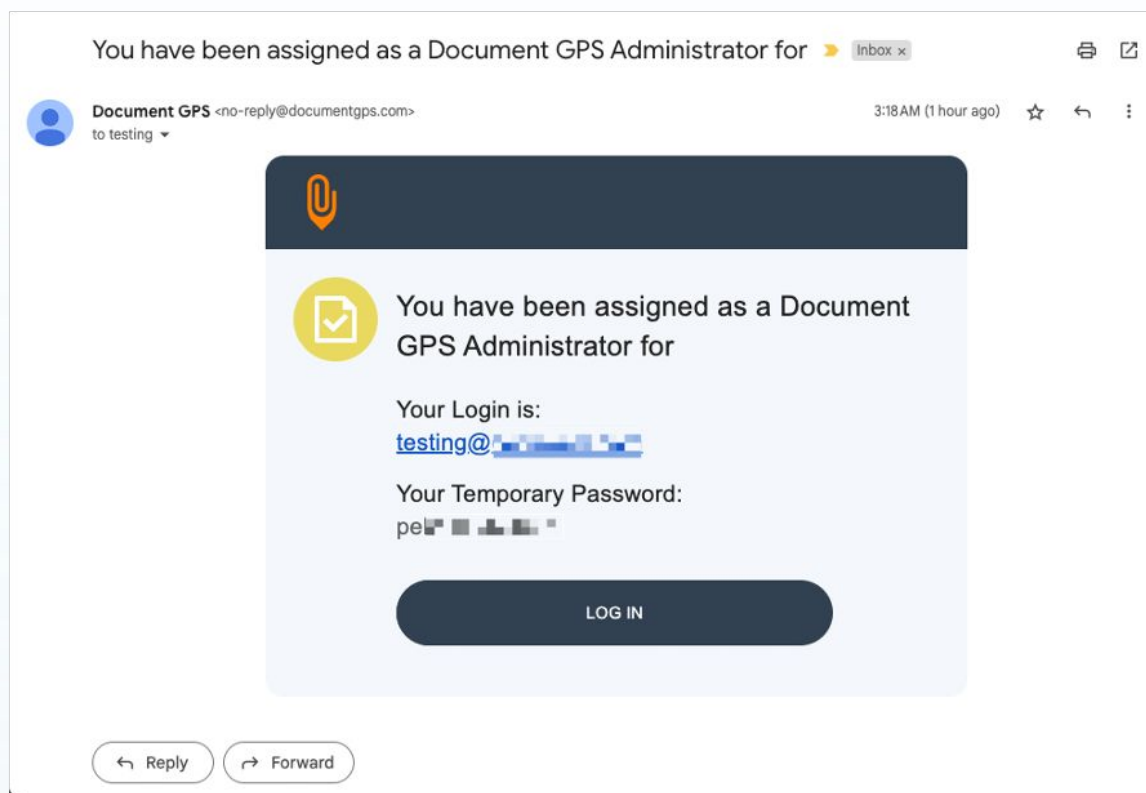1. The assigned admin for the Enterprise account will receive an email with a link to log in to the Document GPS Admin Panel. Click on the link to be taken to the login page.

2. Enter the email address and temporary password provided in the email.

3. Once logged in, you will be prompted to change your password. Enter your desired password and click Change Password.

4. You will now be taken to the main interface. On the right side of the screen, you will see two icons: **Add User** and **Upload Users**.
    *   **Add User** allows you to add a new user by entering their first name, last name, and email address. The phone number is optional.
    *   **Upload Users** using CSV allows you to import a list of users from a CSV file. Click **here** for more instructions.

5. Once you have added a user, they will appear in the list. See the screenshot below for an example.

First Name ↑	Last Name	Email Address	Status		Phone Number	Storage Used	
Hello	Test	hello@test.com	Active	🟢	+1 (234) 567-8900	0.0 GB	✏️

6. To edit the information of the user, click on the pencil icon on the right side.

7. To disable the user, toggle the Status from **Active** to **Inactive**.

First Name ↑	Last Name	Email Address	Status		Phone Number	Storage Used
Hello	Test	hello@test.com	Inactive	⚪	+1 (234) 567-8900	0.0 GB

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14 Wall Street, 20th Floor, New York, NY 10005 USA
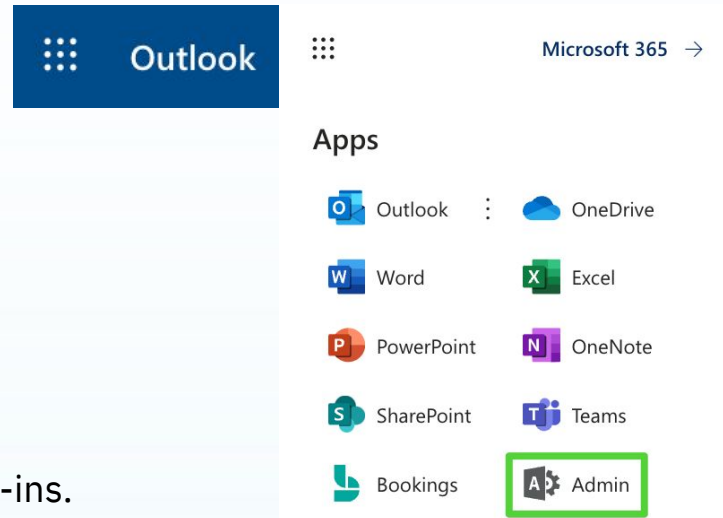support@shelterzoom.com
WWW.SHELTERZOOM.COM

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Installation Process for Outlook Admin Users (Enterprise)

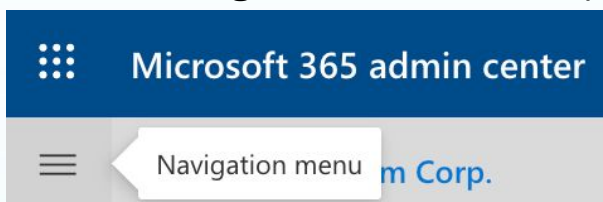1. Sign in with your Microsoft account. Note that, the admin should be the one logged in. https://outlook.live.com/mail/0/

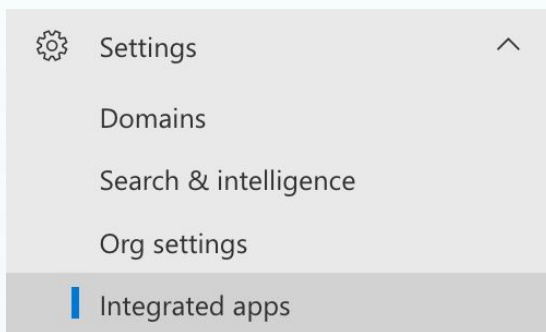2. On the top left corner, you will see a square with 9 dots. Choose **Admin**.

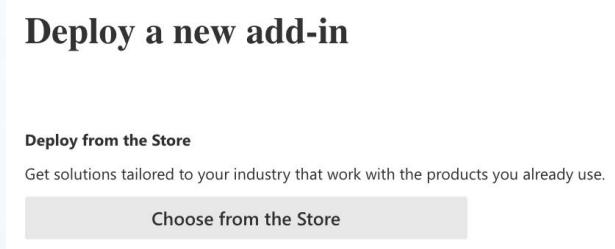3. The next screen shows the Microsoft 365 Admin Center.

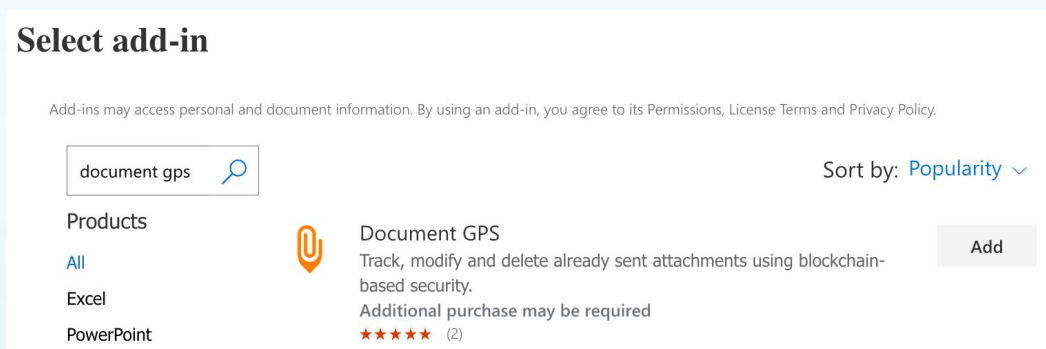4. Click the Navigation menu on the upper left corner of the Admin Center.

5. Go to Settings > Integrated Apps. In the Integrated apps screen, click Add-ins.

6. On the next screen, click Deploy Add-in > Next. **Choose from the Store**.

7. On the Search box, type in Document GPS. Click on Add, then Continue.

8. Configure Add-in screen > Choose User Assignment (Everyone, Specific Users) > choose Deployment Method (Fixed, Available, or Optional) > hit Deploy at the bottom > Next > Close

9. After a few hours or the next day, check Outlook Mail for successful installation. Some settings need to be configured to make the Document GPS appear in the ribbon, as shown below.
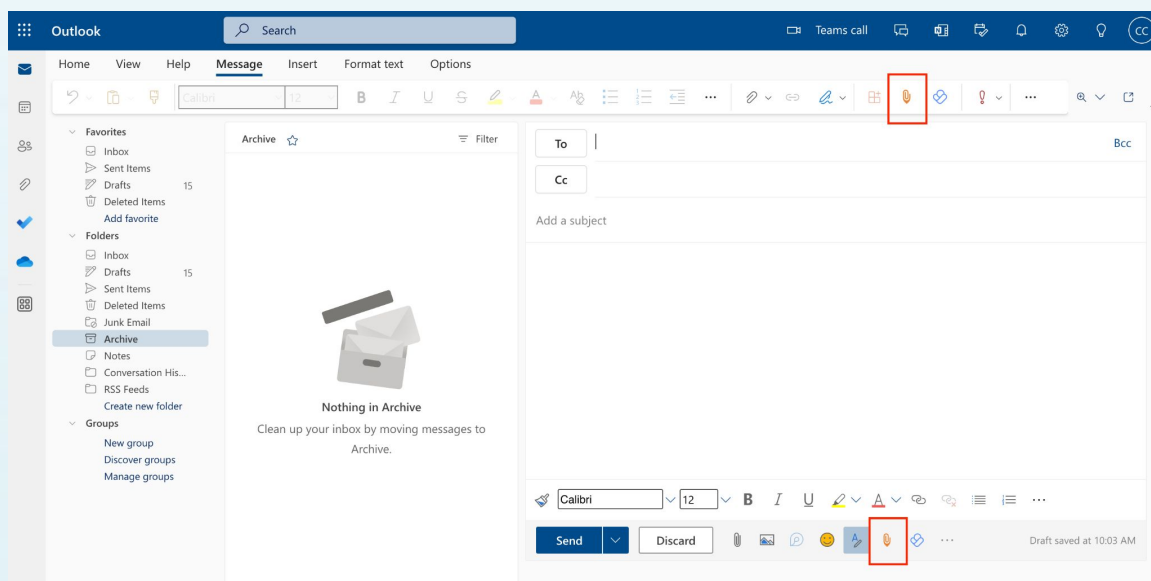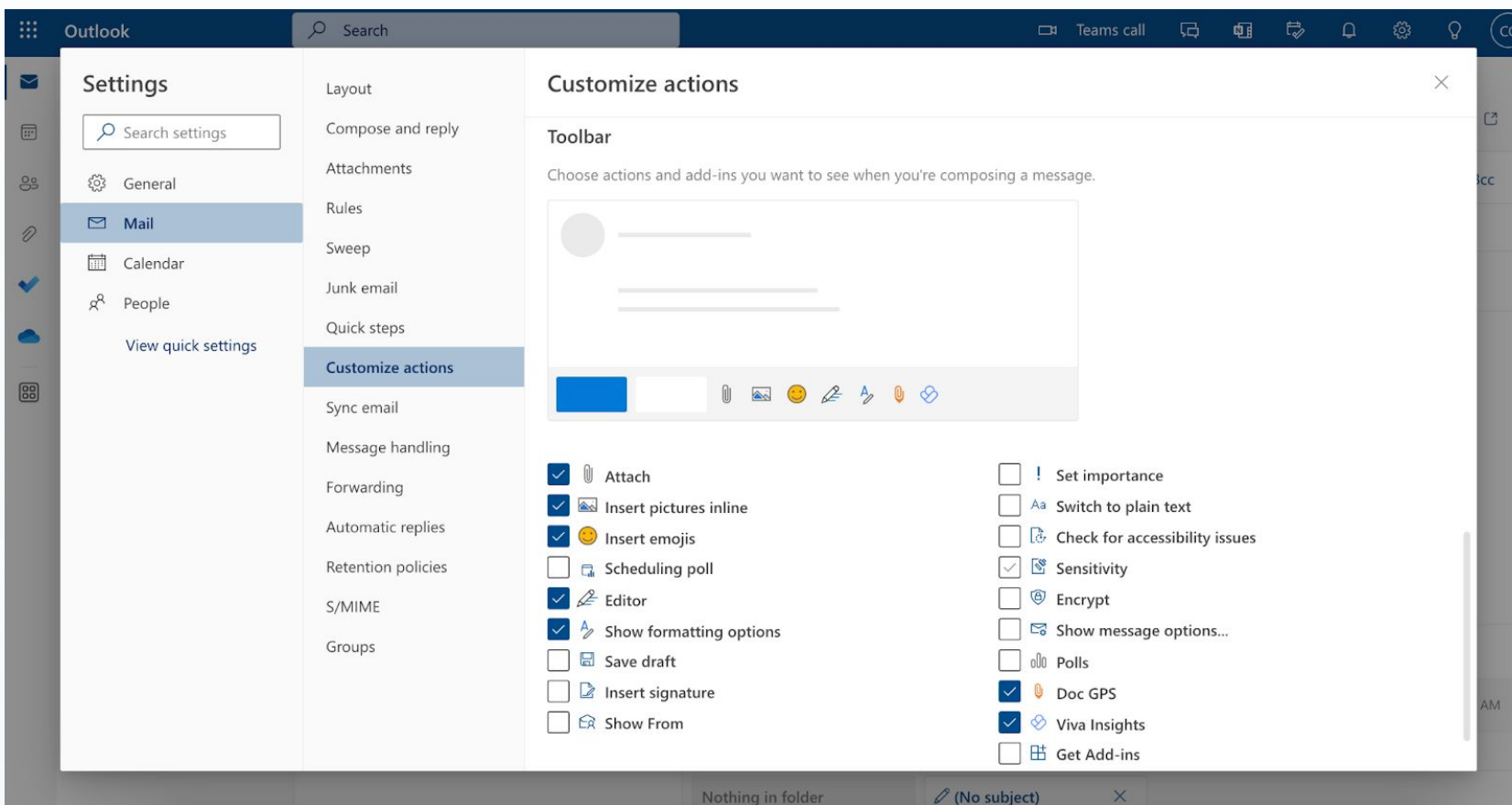
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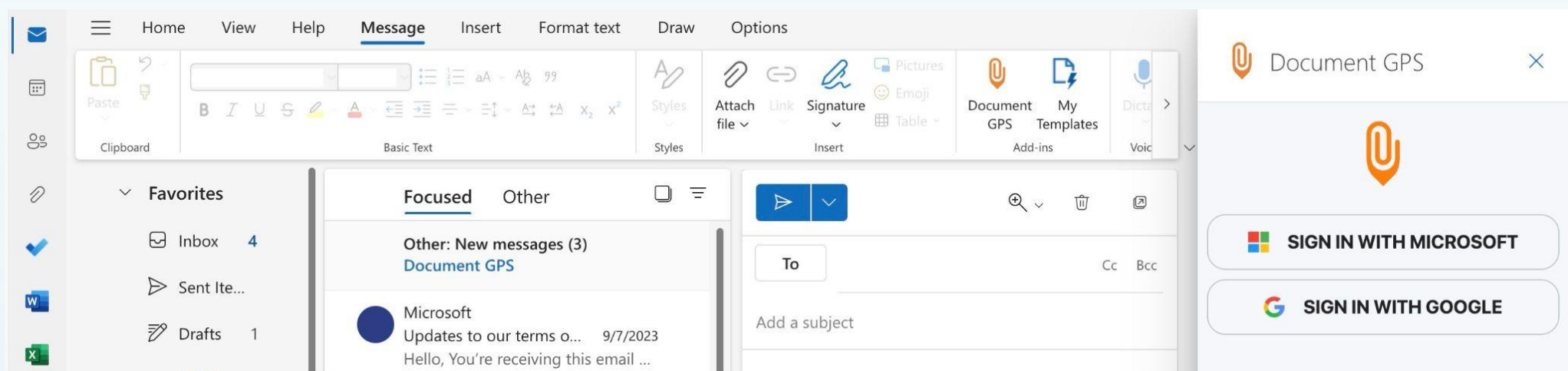### Installation Process for Outlook Admin Users (Enterprise)

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