

Onboarding guide

for Meaplus ID & Mailplus

Onboarding Overview

In this Onboarding Guide for Meaplus ID and Mailplus, we guide you through the 4 steps before you can start sending, receiving and signing encrypted messages with other users of the Add-In.



1

Step 1 - Get started with Meaplus ID

You need to download, install and register yourself in Meaplus ID and Meaplus CLOUD.

2

Step 2 - Get access to a company role

The current release of Mailplus requires each user to be registered to a company role in order to register to a Mailplus Server.

3

Step 3 - Get started with Mailplus

Now it's time to get registered to the Mailplus Server.

4

Step 4 - Add Mailplus to Outlook

To start using Mailplus you need to add Mailplus to your Outlook 365.

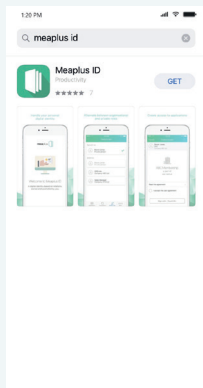


✓ Ready to use Mailplus!

You are now ready to use Mailplus for Outlook 365. We help you through the steps of sending and receiving messages

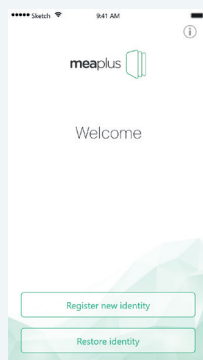
[Read more about every step →](#)

How to get started with Meaplus ID



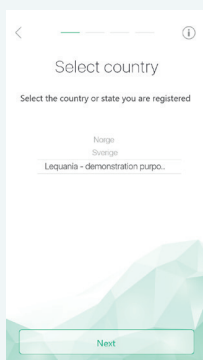
Step 1

Download Meaplus ID on Google Play or App Store



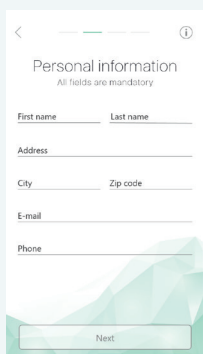
Step 2

Click on register new identity



Step 3

Choose Lequania

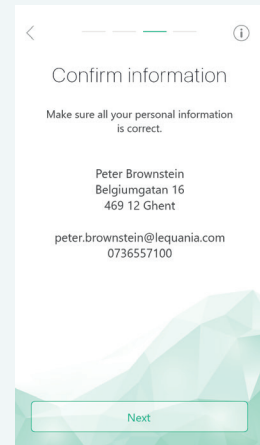


Step 4

Add your personal details to the list
(Note: All fields are mandatory)

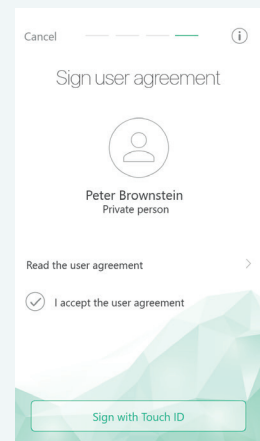
Step 5

Verify your information
and click next



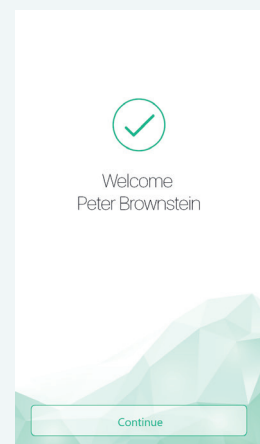
Step 6

Select and read the user agreement
for Meaplus ID and Meaplus CLOUD.
Sign and approve by clicking "Sign with Touch ID"



Step 7

Almost finished with registration for
Meaplus ID and Meaplus CLOUD. Please
verify your e-mail adress through the e-mail
wich is sent out. If it not shown up, please
check your spam filter.

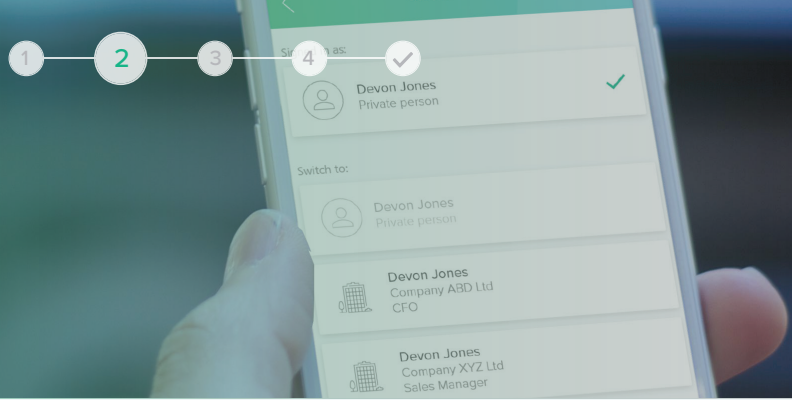


Step 8

Welcome, you're now ready
to use Meaplus ID and
Meaplus CLOUD



How to get access to a Company role

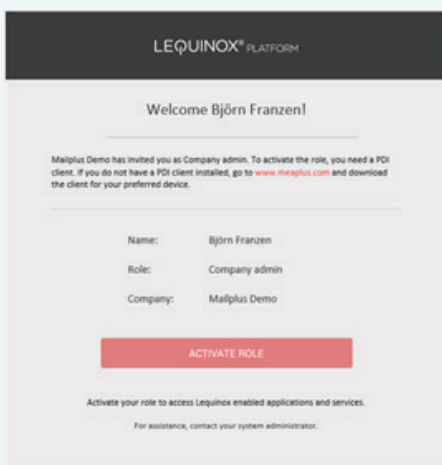


The current release of Mailplus require each user to be registered to a company role in order to register to a Mailplus Server. To activate the company role, please follow the below process.

Step 1

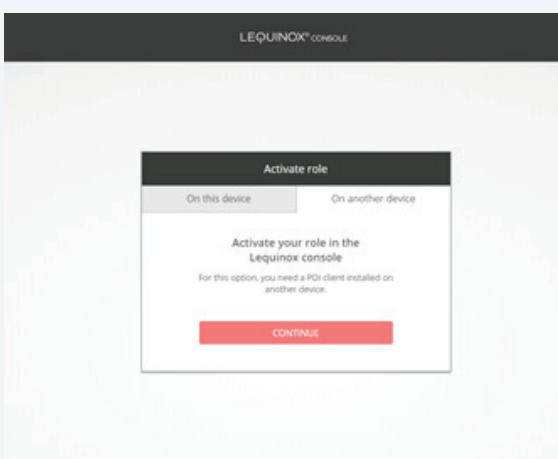
You will be added to the company Mailplus Demo, If you have registered yourself as a test user at: **meaplus.com/mailplus-test-user**

If you have not registered on the link above, you need to do this before following the next steps.



Step 2

Invitation to Company role is sent out to the e-mail address you have provided. To activate your role, click on the Activate Role button in the e-mail that you've received.



Step 3

Press continue and go to your Meaplus ID on your mobile device to scan the QR code.

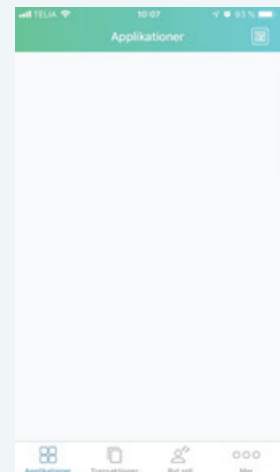
Step 4

This step provides information about how your personal information is managed. If ok, press Continue to proceed.



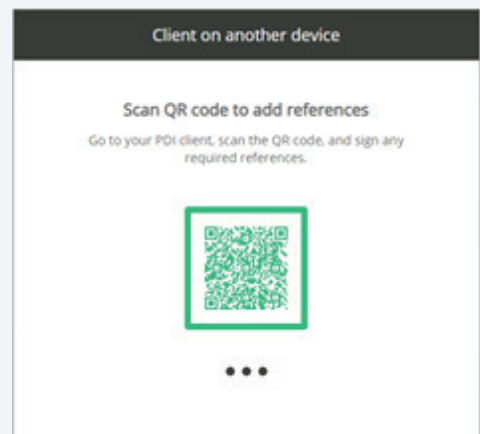
Step 5

To scan the QR-code on the computer screen, click on the icon for the QR-code in the top right corner of the Meaplus ID app.



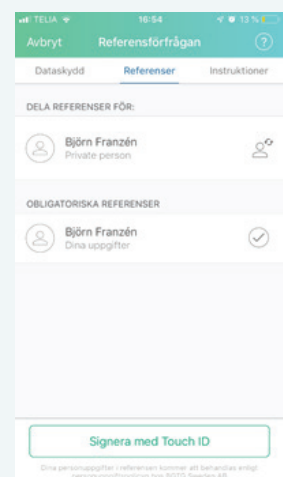
Step 6

Scan the QR-code with the Meaplus ID



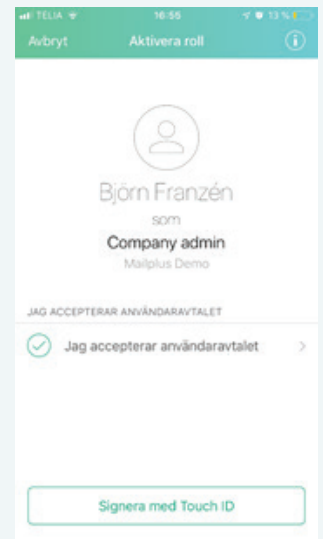
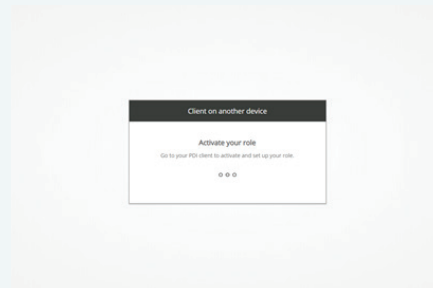
Step 7

Select your personal references in your Meaplus ID and sign.



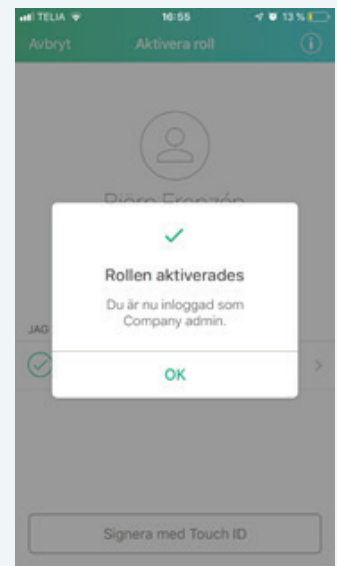
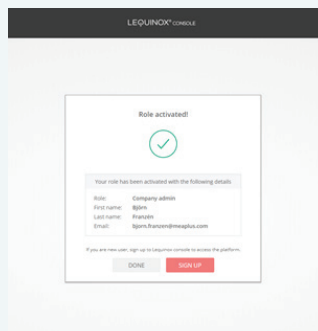
Step 8

To activate your role in the Mailplus Demo Company, accept the user agreement in your Meaplus ID and sign.



Step 9

Your role in Mailplus Demo Company have now been activated. Next step is not necessary to proceed with Mailplus. So click on “Done” and go the next step and register to the Mailplus Server.

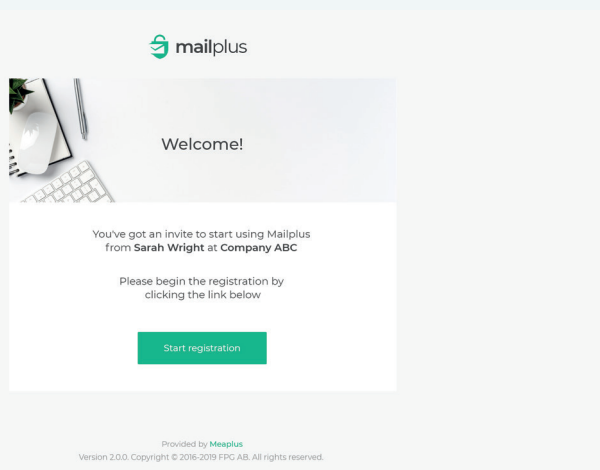


How to get started with Mailplus

Step 1

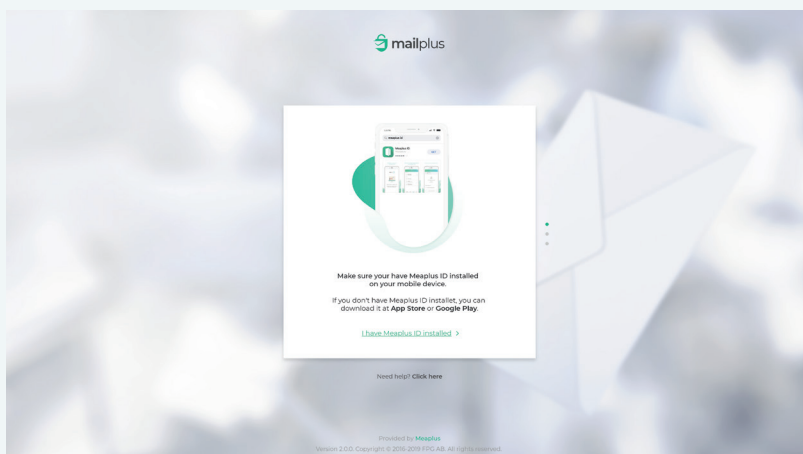
You will be added to the demo account,
If you have registered yourself as a test user at:
meaplus.com/mailplus-test-user

If you have not registered on the link above,
you need to do this before following the next steps.



Step 2

You will receive an invitation through
e-mail. Start your registration to
Mailplus by clicking the green button.

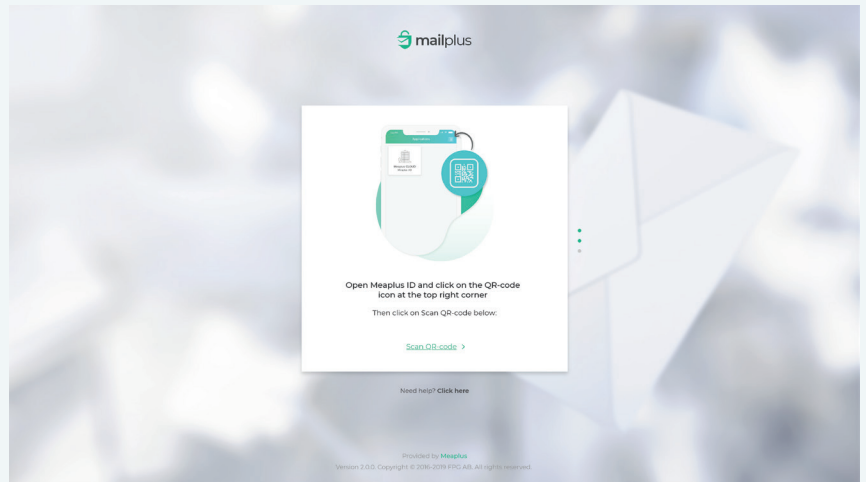


Step 3

As you already have your Meaplus ID
installed, please proceed by clicking
on the green link

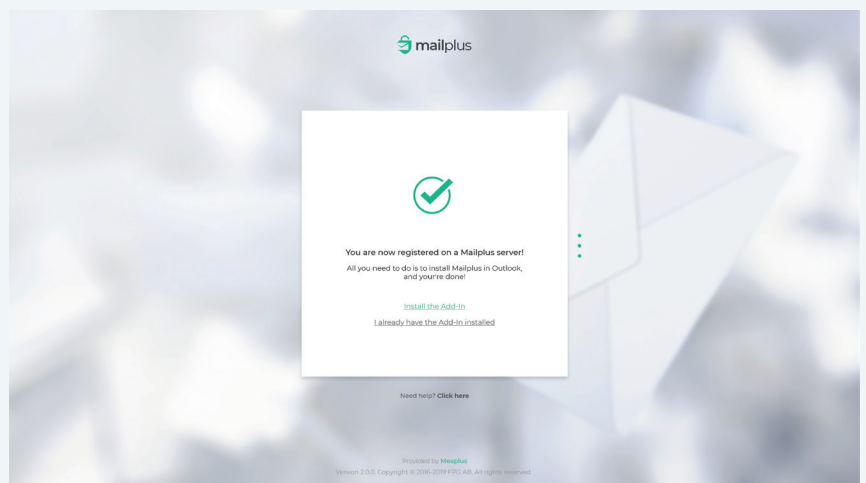
Step 4

Open your Meaplus ID and click on the QR-code logo in the top right corner of the app. Then click “Scan QR-code” on the computer screen to scan the code.



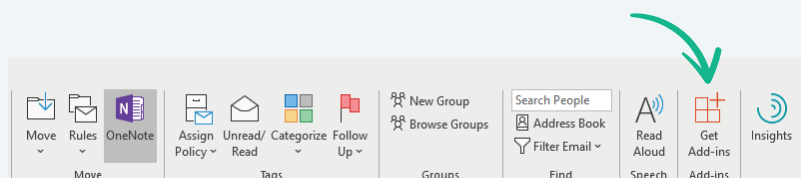
Step 5

Now you're registered to a Mailplus Server. Now just need to install the add-in to get started.



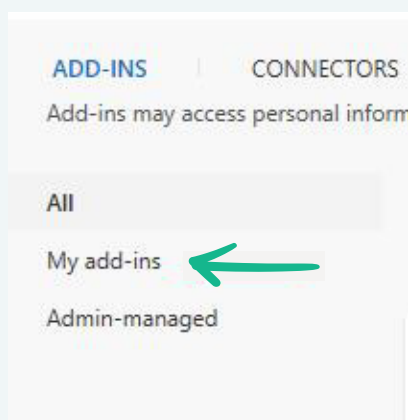
How to add Mailplus to Outlook

Process for Outlook desktop version – Single user



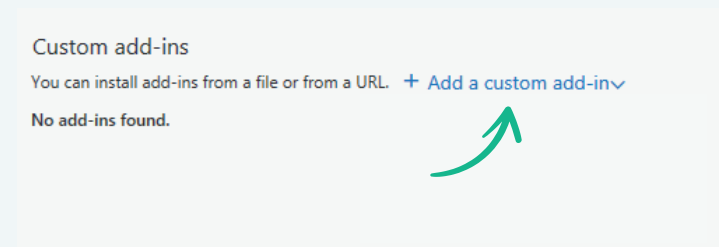
Step 1

Open Outlook and Go to Manage Add-ins



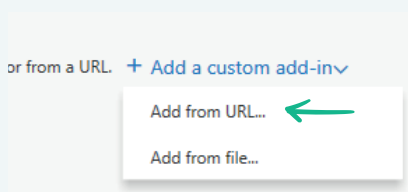
Step 2

Choose **My Add-ins**.



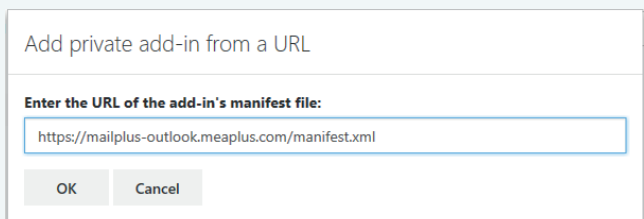
Step 3

Click on **+ Add a custom add-in**



Step 4

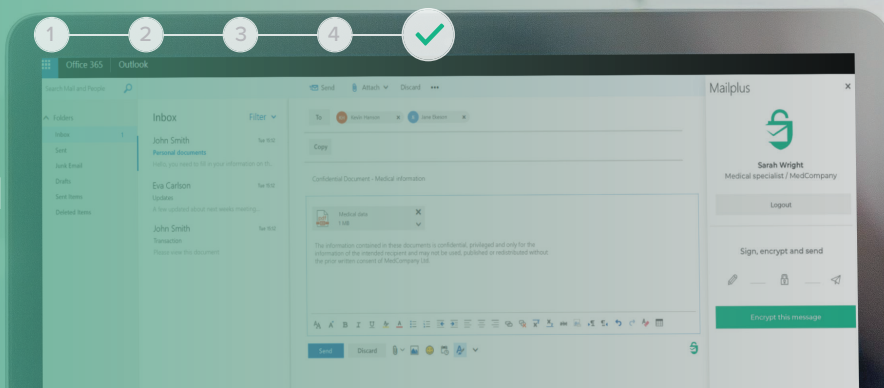
Click on **Add from URL...**



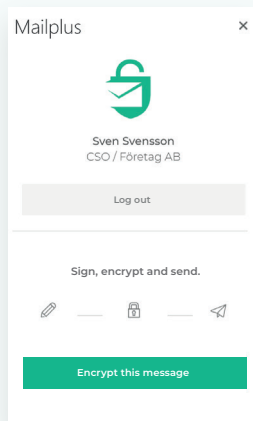
Step 5

Paste
<https://mailplus-outlook.meapplus.com/manifest.xml>
 in the empty field for the URL and press Ok.

How to use Mailplus After you've logged in to the Add-in



Sender

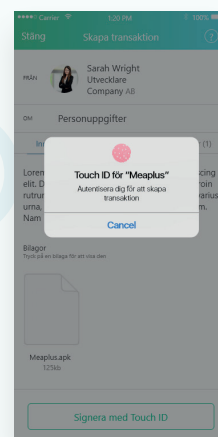


1. Encryption

Start the encryption process with a simple press on the button

2. Sign

Sign the email using your e-ID and encrypt the message



3. Send

The email is sent as an encrypted file

Receiver

4. Activate

Verify yourself and activate Mailplus with your e-ID

5. Read and Sign

Open the message via Mailplus and if necessary, sign the information

