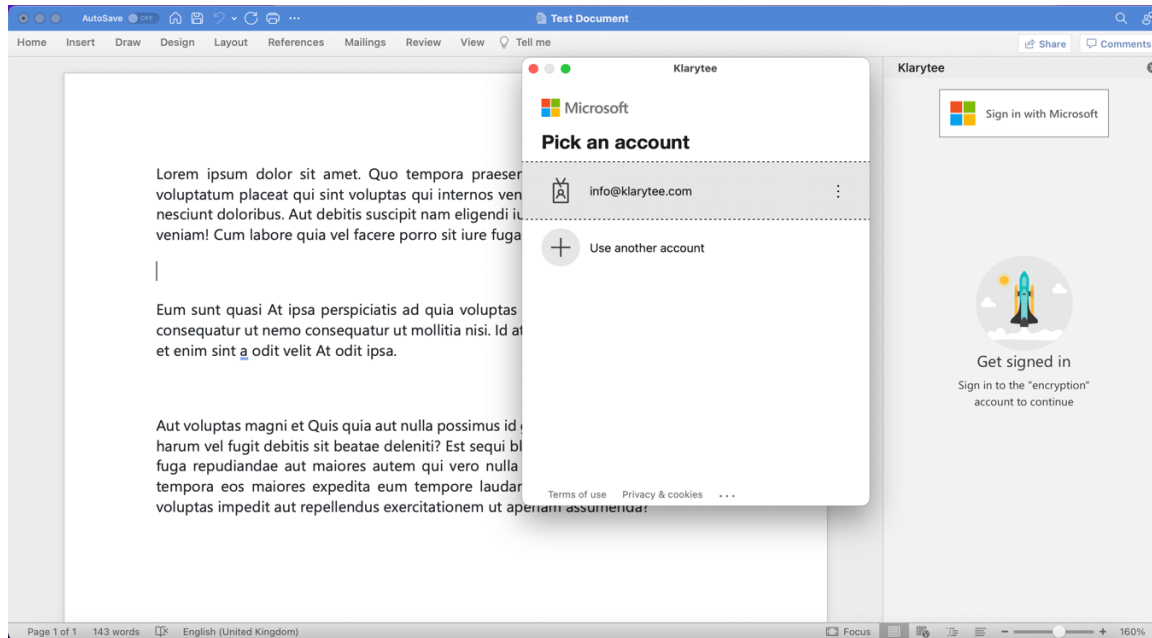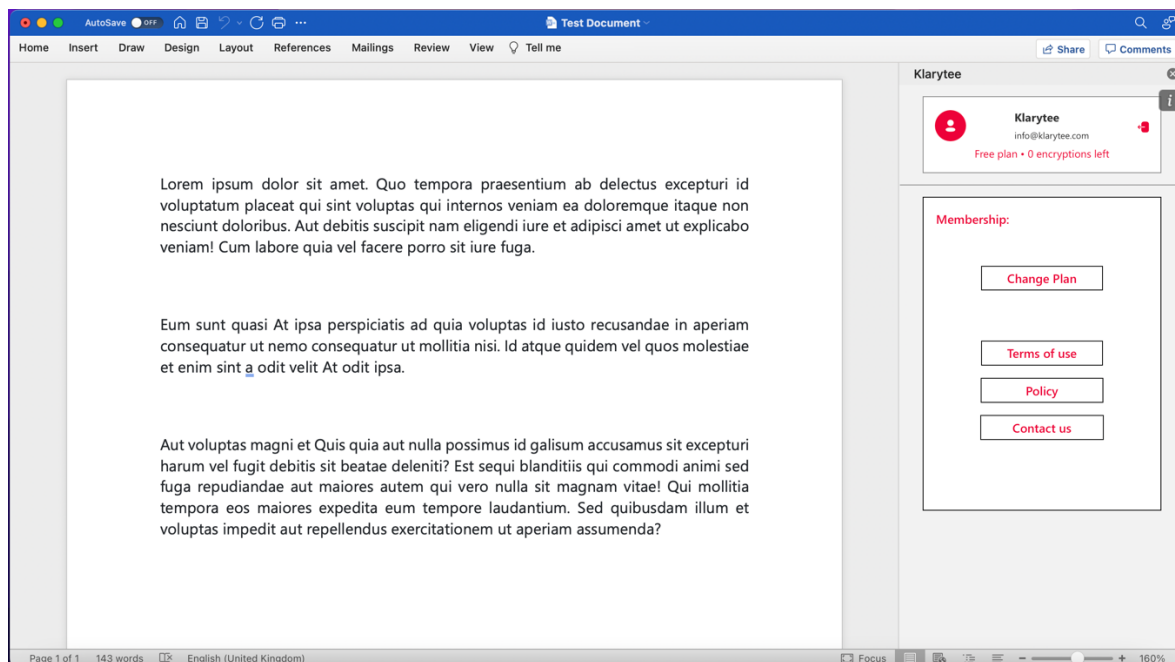# *KLARYTEE ADD-IN TESTING INSTRUCTIONS*
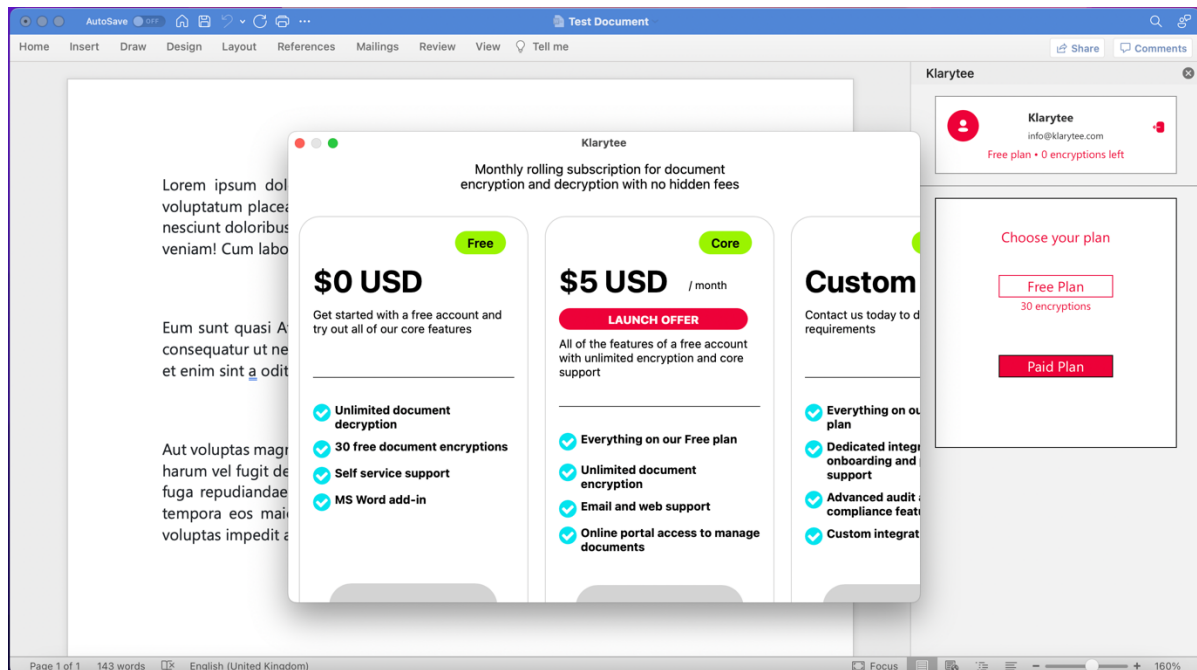
## *ENCRYPTION*

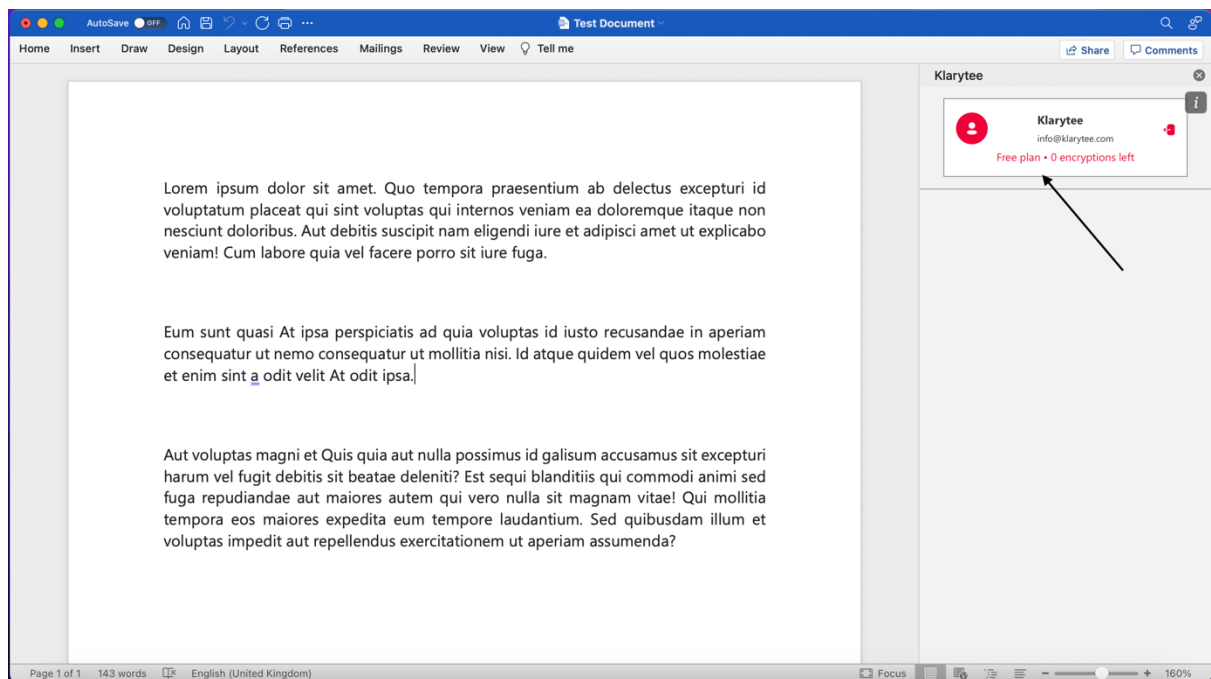*Step 1*: Sign in with a Microsoft ID



*Step 2*: Clicking the profile box, choose a subscription plan and select the desired plan by clicking the subscription box
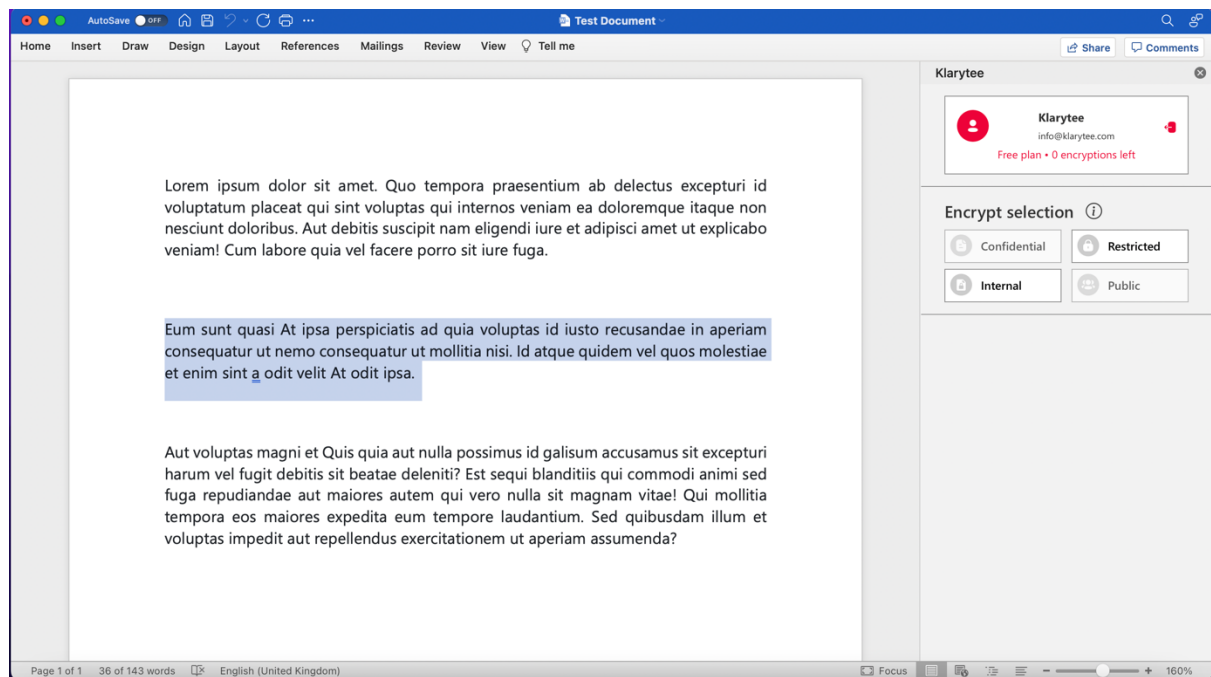
*Step 3:* Select a paid plan to be redirected to the stripe checkout screen in order to perform a payment



*Step 4:* Users should be able to see the plan that they have activated, beneath the account box
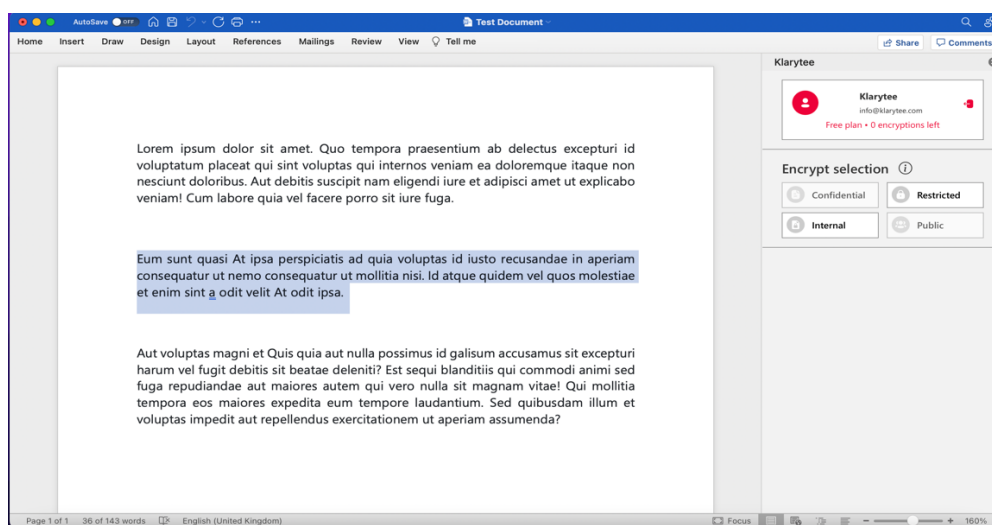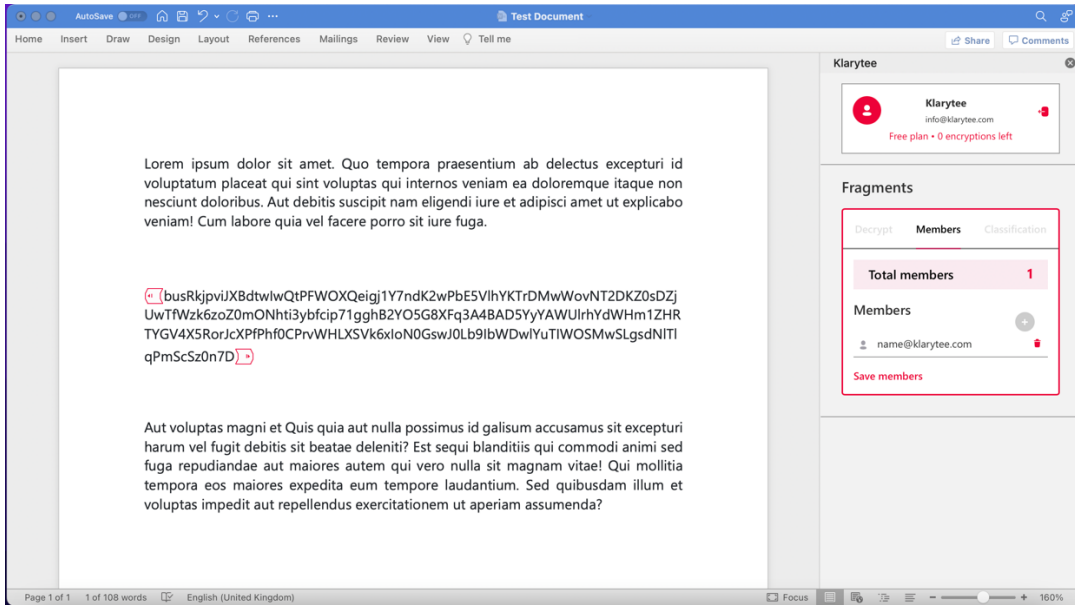
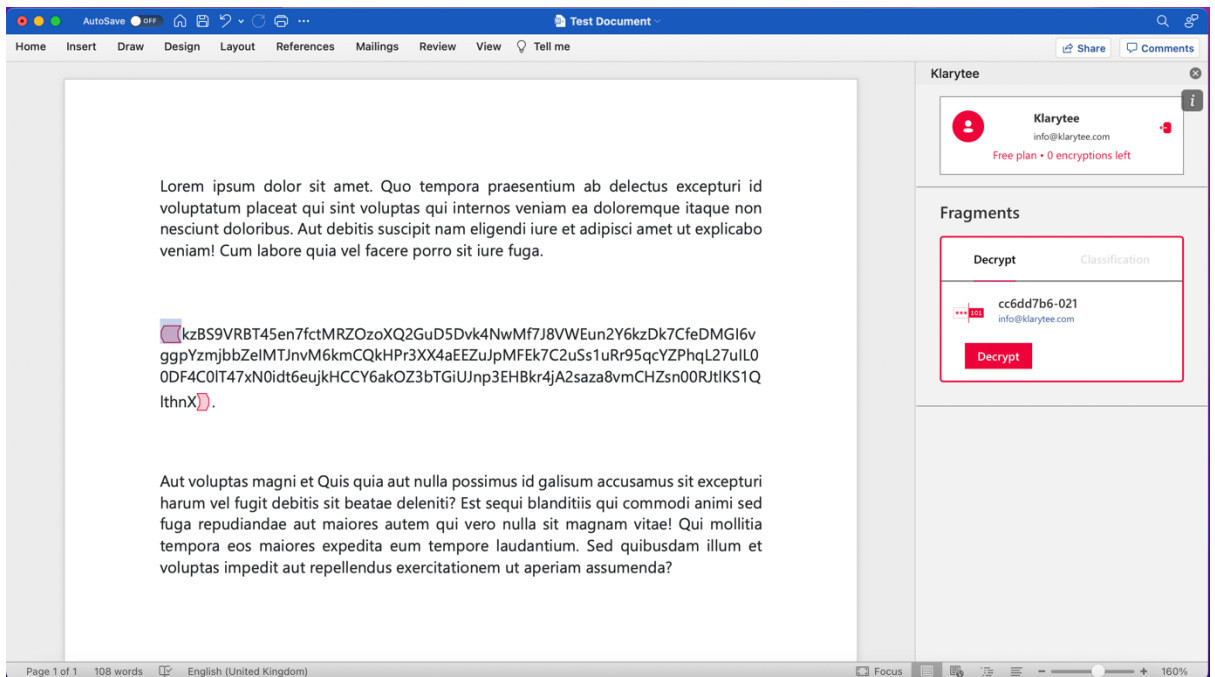*Step 5:* Select a part of the document to encrypt



*Step 6:* Choose the classification of the of data to encrypt:

*Restricted -* Encrypt the selected part of the document for a specific user with their email address
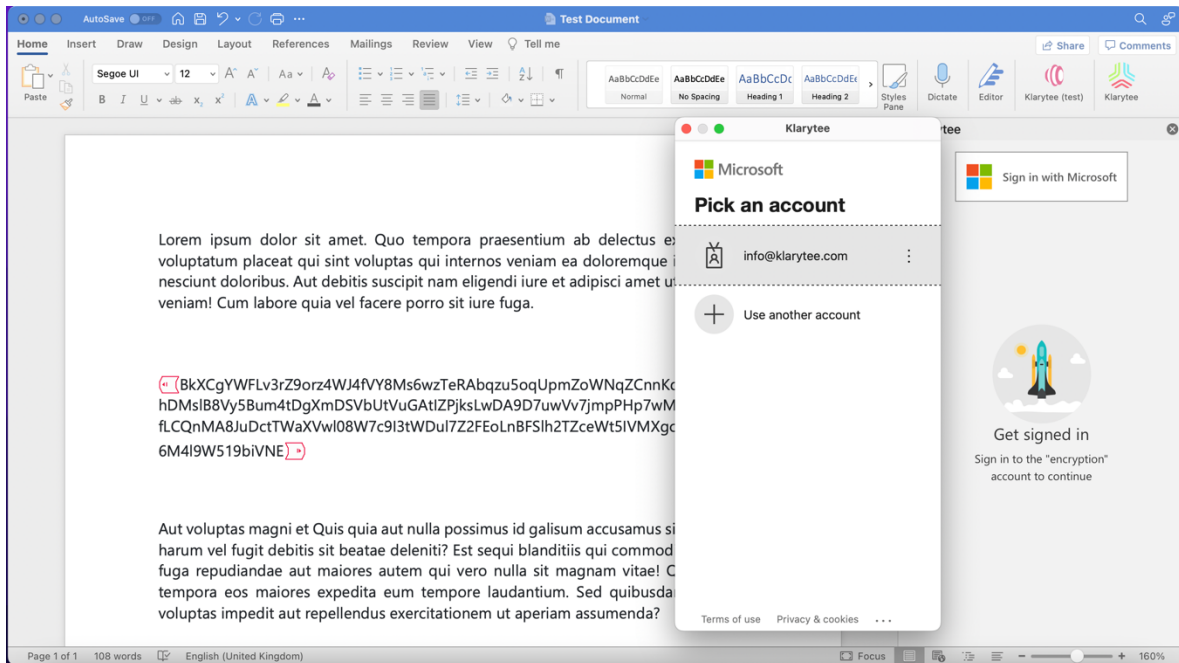
*Internal* - Encrypt the selected part of the document for an internal user whose email address has the same domain as the user encrypting the document
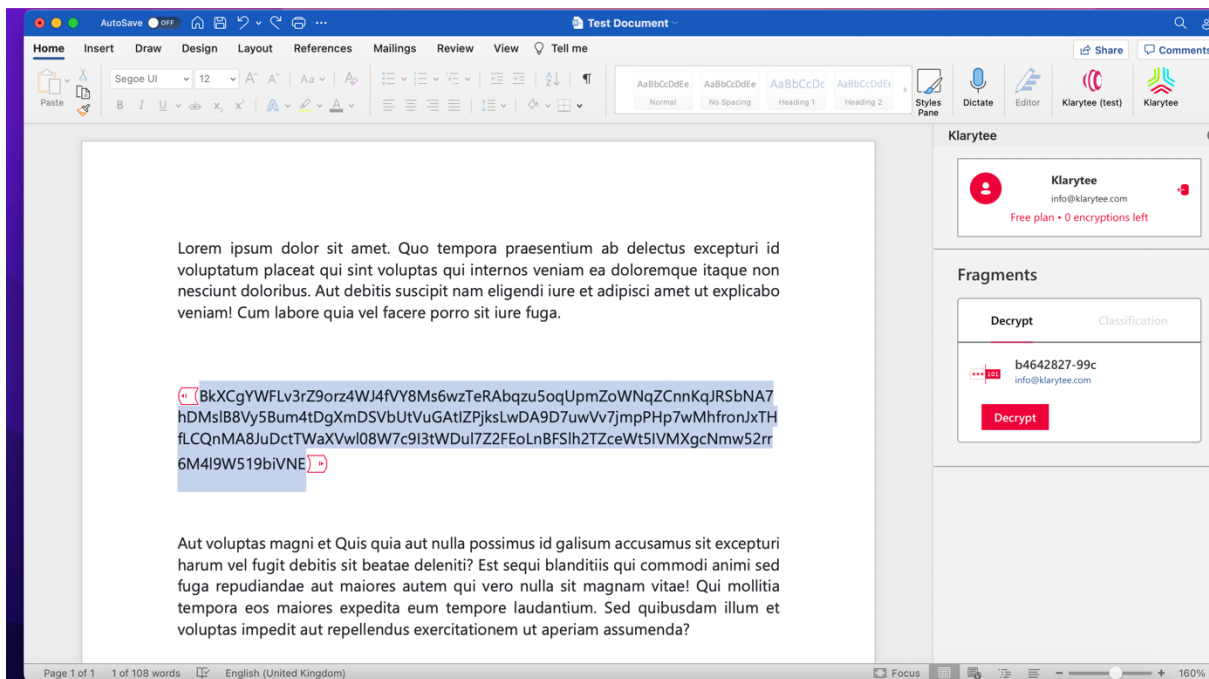
# *DECRYPTION*

*Step 1:* Sign in with an existing Microsoft ID



*Step 2:* Click the encrypted fragment and see the decrypt box in add-in sidebar

*Step 4:* Click the Decrypt box to decrypt the data if the user is authorised to view the decrypted content