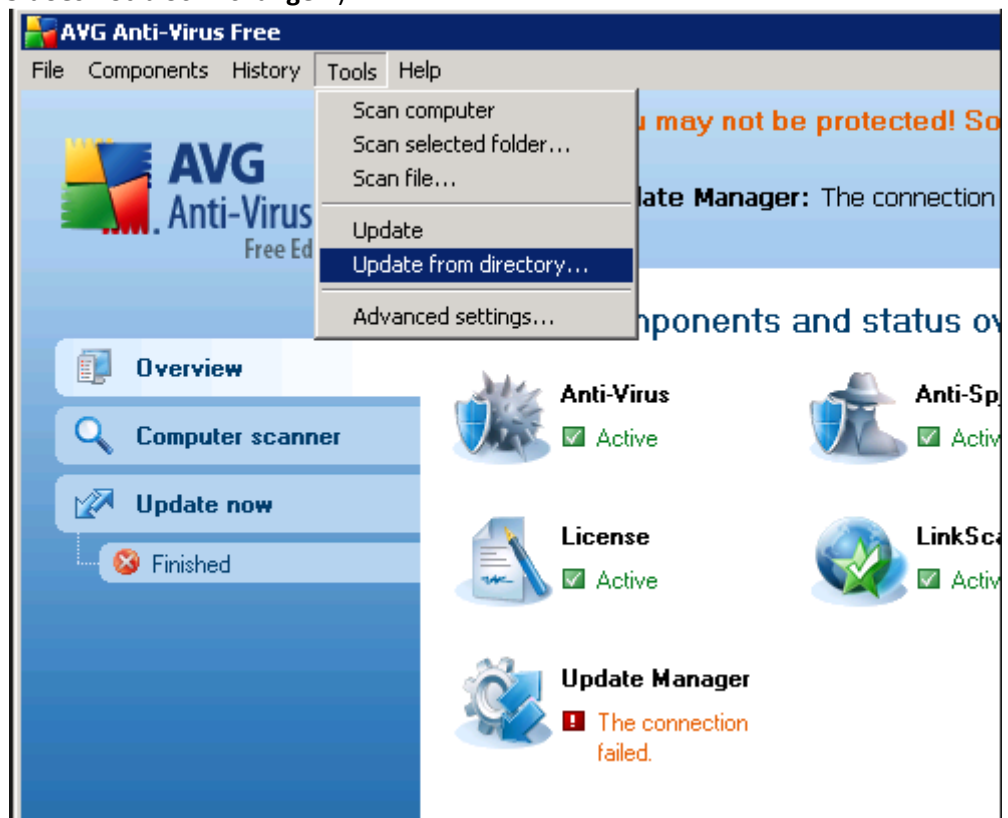


TWO IMPORTANT ACTIONS REQUIRED BY YOU

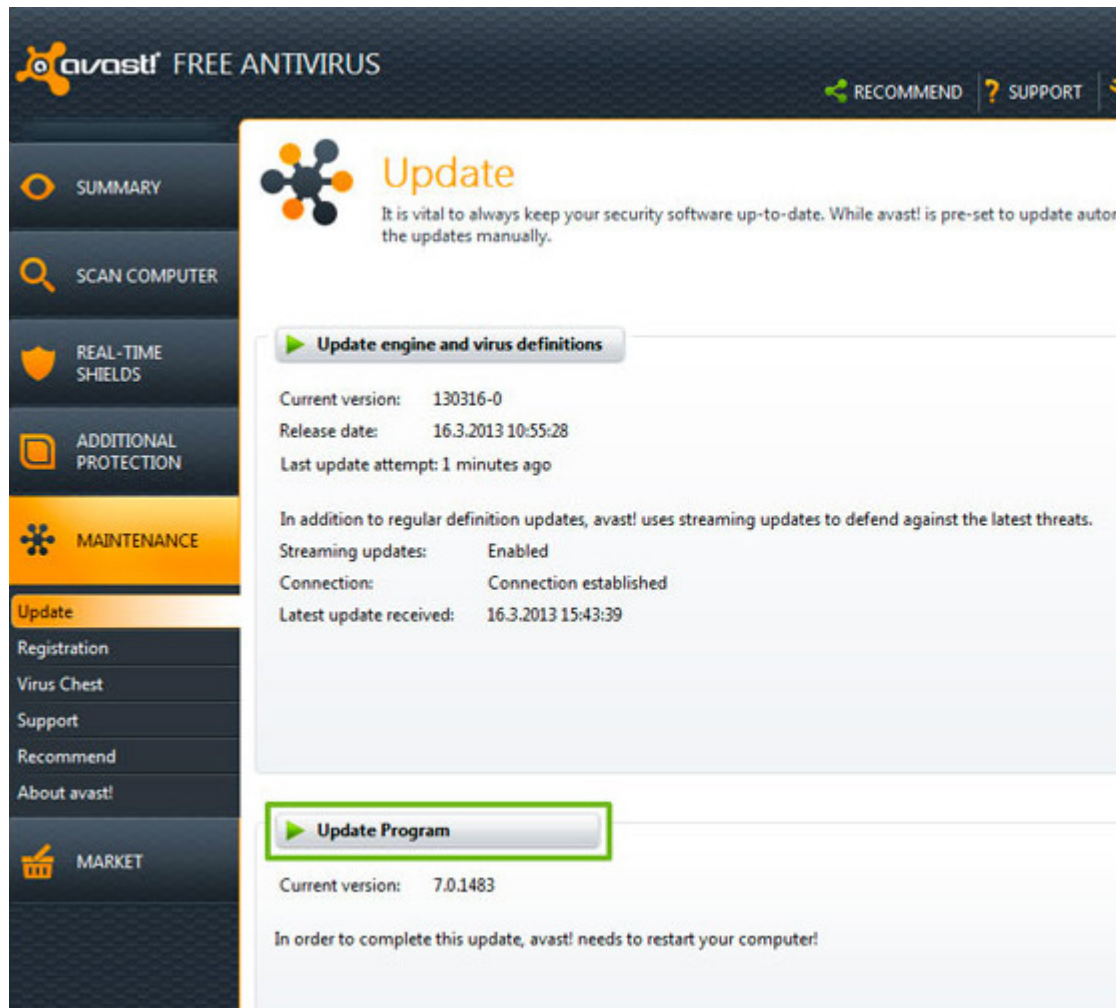
As an update on our progress with the XchangeIT Application upgrade, we would like to advise you that we are on track with our schedule and we will be rolling out the new version of the XchangeIT Client version 2.0 in the next couple of weeks.

For this upgrade to be successful, you will need to ensure the following:

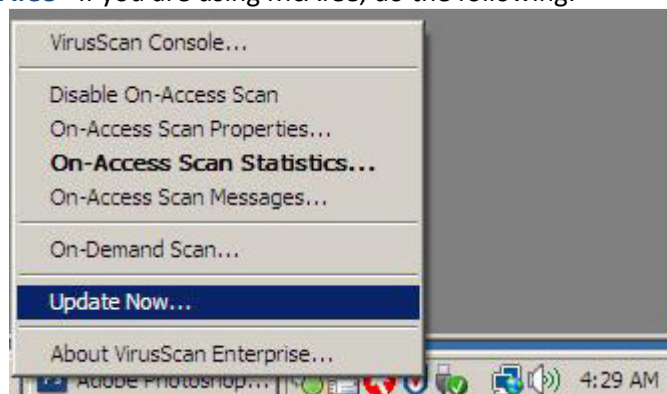
1. **Microsoft .Net Framework version 3.5.** Ensure that your system has Microsoft .Net Framework 3.5 (most Windows products are already equipped with this feature). Please contact your IT support personnel for assistance.
2. **Anti-Virus.** Have your Anti-virus software upgraded to the latest release. XchangeIT Client is whitelisted on the latest releases of the major Anti-Virus software (find your Anti-Virus below).
 - a. **AVG** - If you are using AVG, kindly get the latest version or update (**AVG version 2015 does not block XchangeIT**):



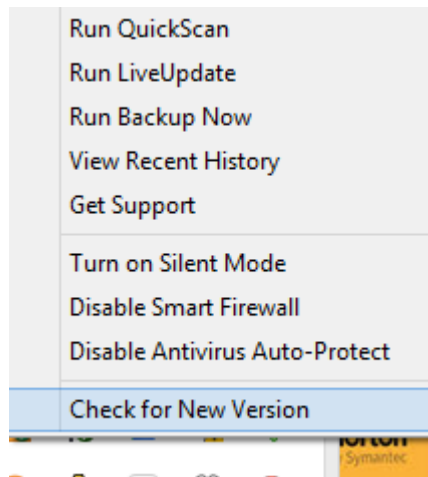
- b. **AVAST** - If you using **AVAST** do the following:



- c. **McAfee** - If you are using McAfee, do the following:



- d. **Norton** - If you are using Norton, right click on the Norton icon at the bottom of your screen and click "Run LiveUpdate":



***** XchangeIT no longer supports Windows XP & VISTA & Windows 2000 *****

Thank you for your cooperation.

Regards,

XchangeIT Team