HOW TO USE EMAIL ENCRYPTION

Revised: 01/19/16

All staff must use email encryption when sending emails with Personally Identifiable Information (PII) in the email or attached to the email. If email encryption is not available (ex. Webmail), then staff must manually encrypt all PII documentation.

SENDING AN ENCRYPTED EMAIL

1. Staff should use email encryption any time **Personally Identifiable Information** is sent, either in the body of the email or in an attachment.

2. To encrypt an email, select the "Encrypt" button in an open email. The encrypt button will highlight yellow when active.

   Note: This will need to be selected every time an email is sent that requires encryption.
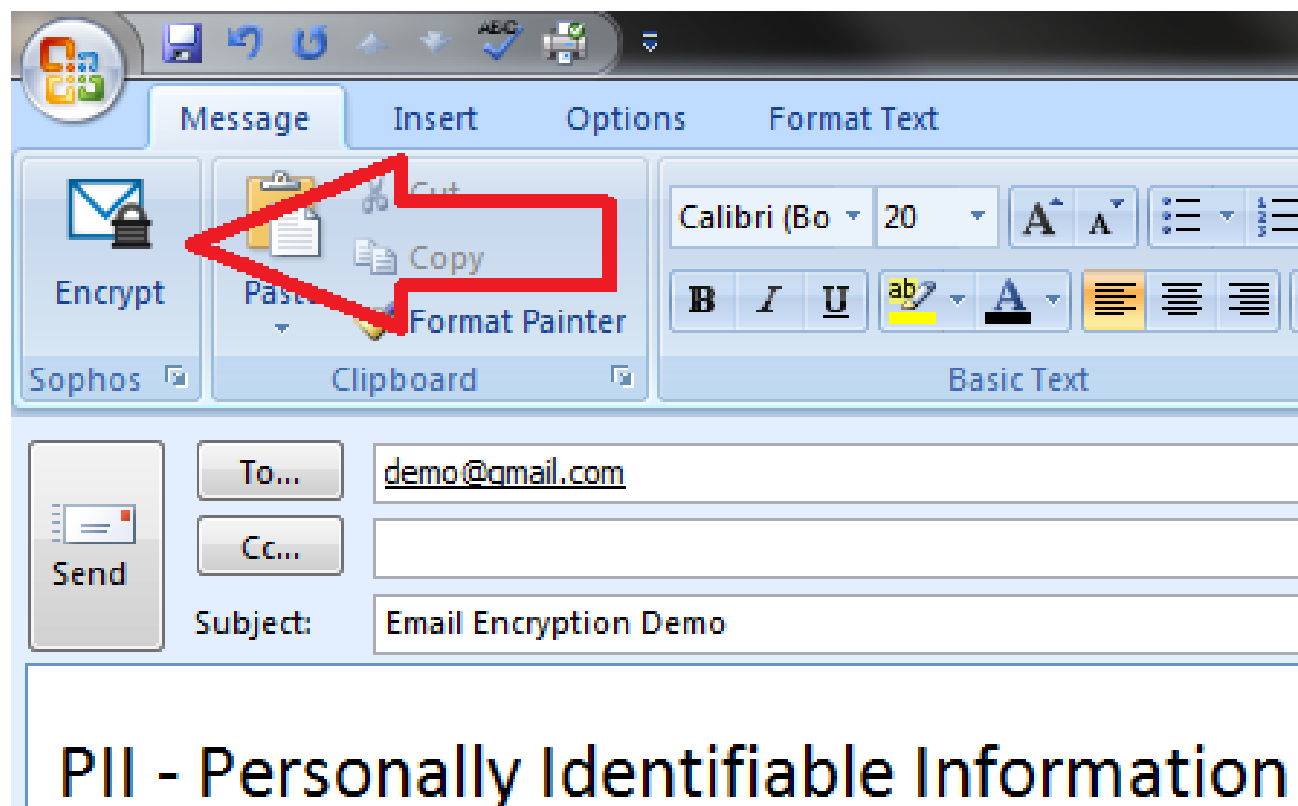

Figure 1