

How to Send an Encrypted Email using your MassBay Email Account

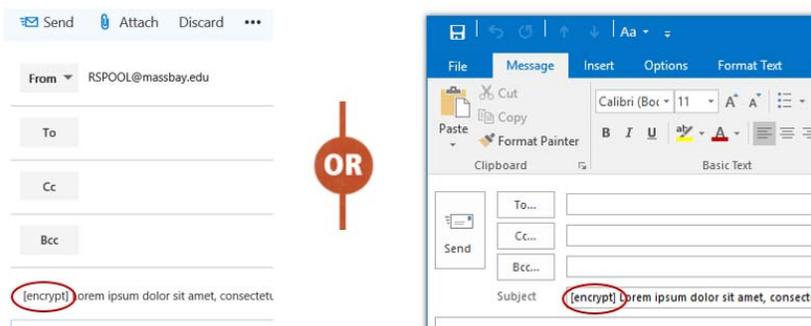
These instructions work using either your office's MassBay Outlook account or your MassBay Web Outlook account.

- 1 Log onto your MassBay email account
Click on the **New Email** button



- 2 At the **beginning** of the **Subject** line, type **[encrypt]** (including the brackets) and then continue typing the subject of your email

- **[Encrypt]** can be typed anywhere on the Subject line, but we highly recommend you put it at the beginning – it's easier to notice, search/find, and manage.



- 3 Compose the rest of your email

- Add email address(es), text, and any attachments

- 4 Once you send this email, its contents (including any attachments) will be encrypted