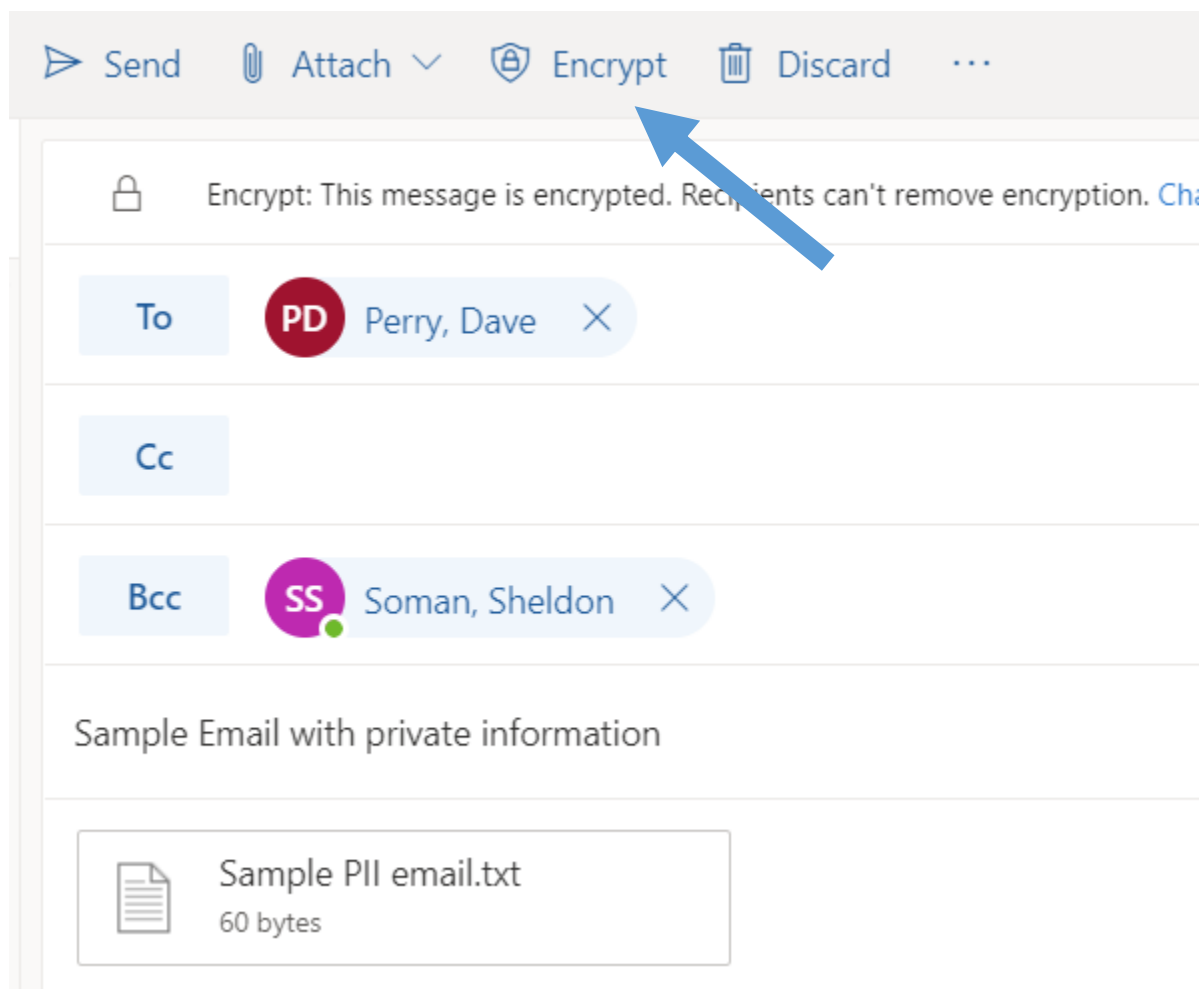


Sending Encrypted Emails

Many users need to send emails that contain personal information, such as social security numbers, birth dates, credit card #'s, etc. Sending emails with this type of information is not secure. It is possible that this information can be intercepted and used by a third party. When an email contains such information, members of the tech department will receive a copy of the email, along with a choice of approving the email or disallowing it from being sent. To date, we have been approving all such messages. Going forward, we are asking users sending such emails to send them with encryption. This is the most secure way to send an email with personal information.

To send this type of email, **you must use the web version of outlook**. To open the web version, go to the district web page and go to Staff > Email. You will need to log in with your user ID and password. Click on New Message to begin creating a new email. On the top of the new email, you will see the choice to encrypt a message. Enter the email text and add attachments as you normally would. When done, click on the Send button.




When the recipient receives the email, it will look like this

Soman, Sheldon

This is a sample Email with private information. I am sending this with encryption

To Perry, Dave

 If there are problems with how this message is displayed, click here to view it in a web browser.



Soman, Sheldon (ssoman@onbores.org) has sent you a protected message.



[Read the message](#)

Simply click on the READ the message text and it will open.