How to send secure, encrypted Email

Secure email is available to all faculty and staff with their existing @uml.edu email account. No pre-registration or extra software is required.

To send a secure, encrypted email perform one of the following options:

**NOTE:** The subject line of the email is not encrypted; therefore, you should not include sensitive information in the subject line of the email.

Because the recipient will have to register the first time he/she uses the encryption service, you may want to send a message informing them that an encrypted message is coming. A sample of a secure email notification is available from this website. <insert link here>

Option 1 (Outlook, OWA, ActiveSync, MAC OSX Mail, Thunderbird)

1. Add the word "[secure]" in the subject line of the email as shown below. Be sure to include the brackets but do not include the quote marks.

   Jack, your confidential spreadsheet is attached.

   Jim

2. When you have completed the process of typing the email and adding necessary attachments, click the "Send" button.

Option 2 (Outlook for Windows Only)

Enter the Recipient (To, BCC, CC), Subject, Message and attach documents as you would with any ordinary email. When you are ready to send the email, click on the "Send Securely" button as shown below. By clicking the "Send Securely" button, the system will automatically encrypt the email sent to external recipients. Typing the word [secure] in the subject line is not needed for this option. The "Send Securely" Outlook Plugin is available for download on the IT software website, if it does not appear you will need to use Option 1.
Jack, Your confidential spreadsheet is attached.

Jim

What does the recipient see when they receive my email?

This is a secure message sent by the University of Massachusetts Lowell.

Click here by 2016-02-14 10:26 EST to read your message.
To view your message after that date you may open the attachment entitled SecureMessageAtt.html

More Info

Disclaimer: This email and its content are confidential and intended solely for the use of the addressee. Please notify the sender if you have received this email in error or simply delete it.

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