

Email Encryption Instructions

Policy: Per NMCAA's personnel policies, sensitive/confidential information that is sent via email shall be communicated in a secure fashion.

Procedure: When sending emails that contain any sensitive/confidential information, all NMCAA employees will ensure that the email is encrypted.

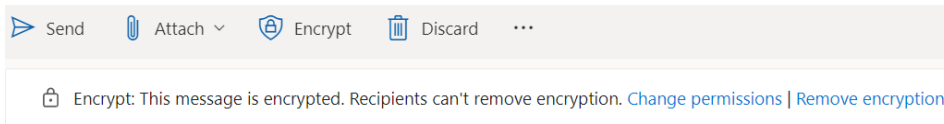
To encrypt an email, please use the following instructions:

Outlook app on your computer:

- Click "New message" in the upper left corner of your screen.
- Above the "To" line, click on the "Encrypt" button.

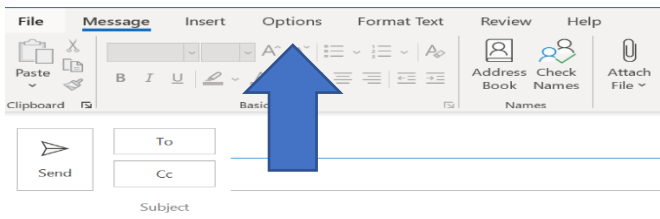


- After selecting the encrypt button, the following statement should appear:

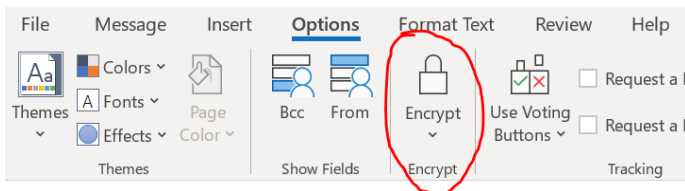


Desktop version on your computer:

- Select "New Email" in the upper left corner of your screen.
- At the top of the message ribbon, click on "Options."



- Click on the "Encrypt" button



- After selecting the encrypt button, the following statement should appear:

