SECURE EMAIL

Agency Email can be sent securely from either Microsoft Outlook or Outlook Web Access (OWA).

Microsoft Outlook – Using the email software on your laptop or desktop to access your email.

Outlook Web Access (OWA) or Outlook online - Using a web browser such as Google Chrome, Mozilla Firefox, or Microsoft Edge to access your email.

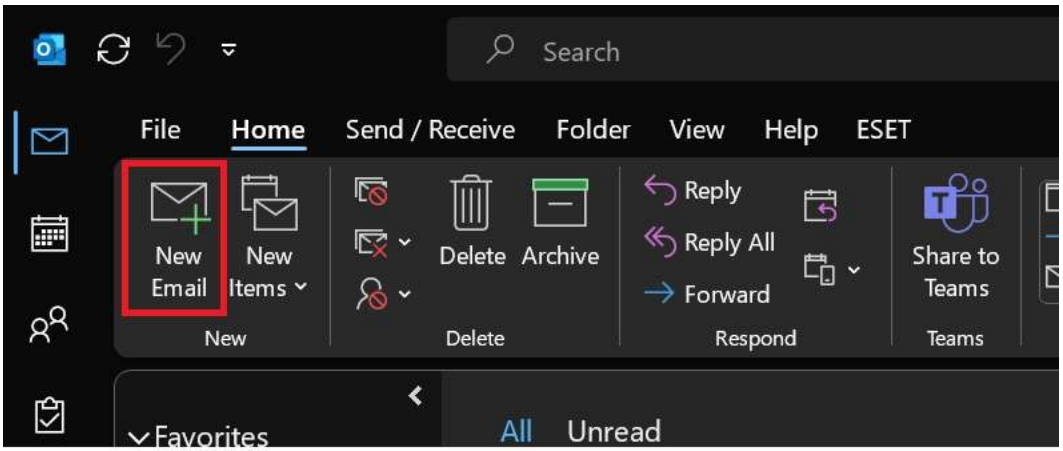
Whether you are sending, replying or forwarding an email that contains HIPAA or Confidential information, add "CNF"+space to the beginning of the subject field to secure the email.

Please follow the directions below to secure your outgoing email.

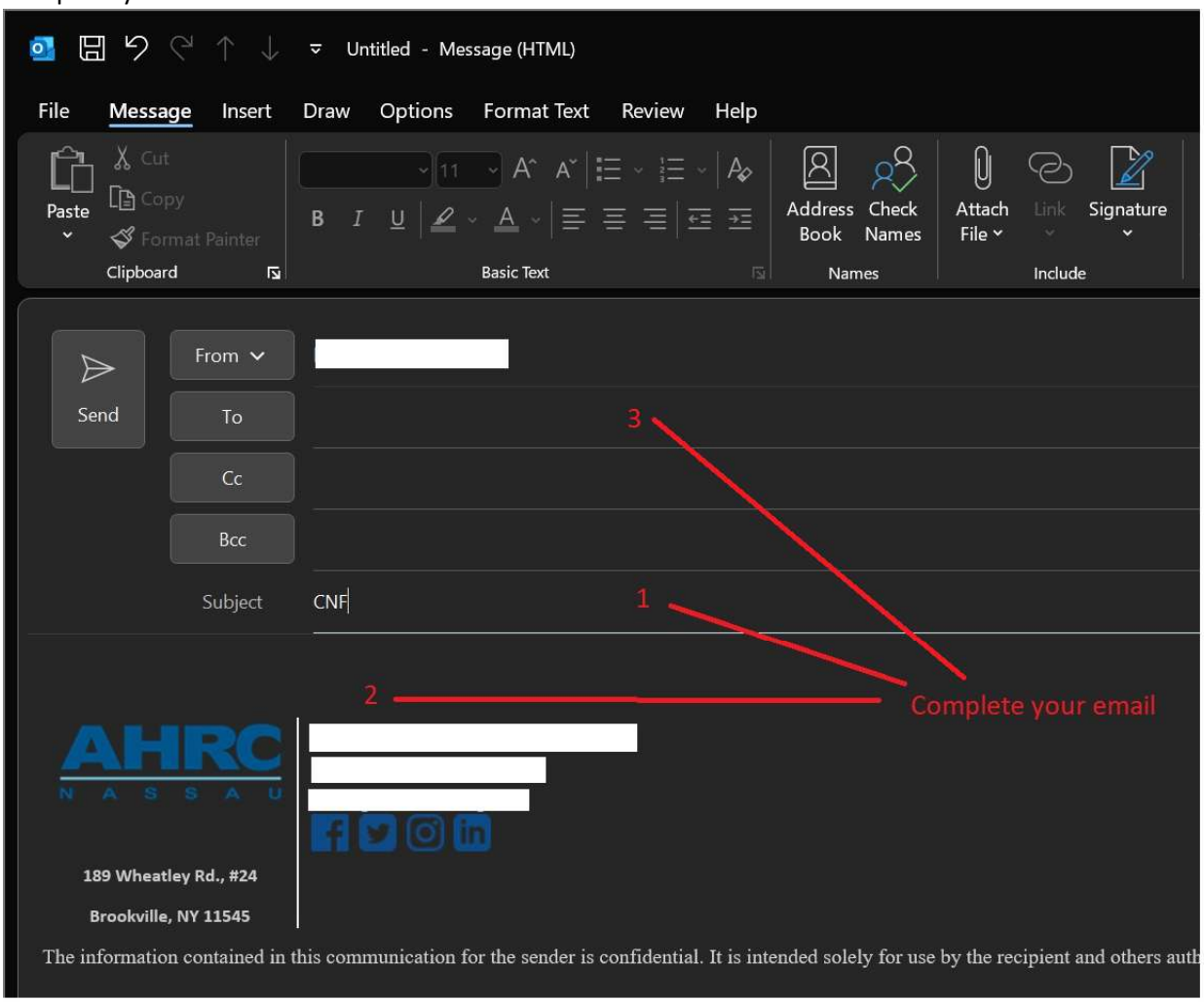
MICROSOFT OUTLOOK (NEW EMAIL)

Open Outlook.

Click the "New Email" button to open a new email.



Complete your new email.



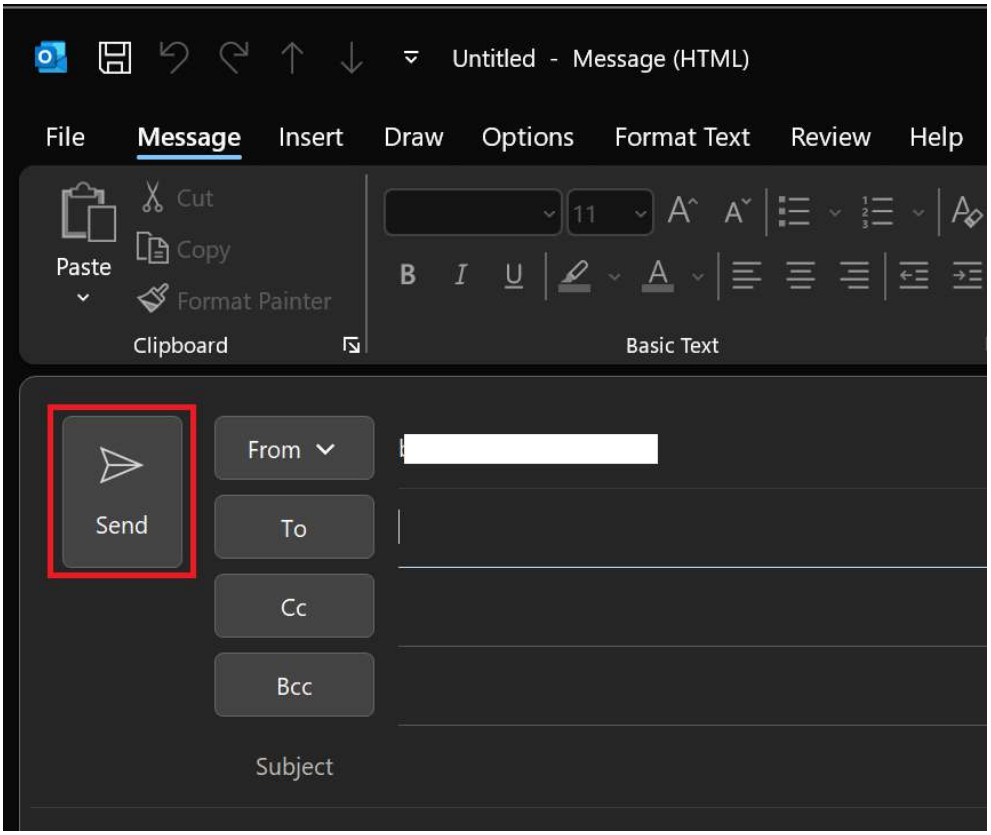
1. a. Press the "Backspace" key a few times to move the cursor to the beginning of the Subject Field.

1. b. Type "CNF" and a space first. *Type the email Subject AFTER typing "CNF" and a space.*

2. Type your message in the Body of your email

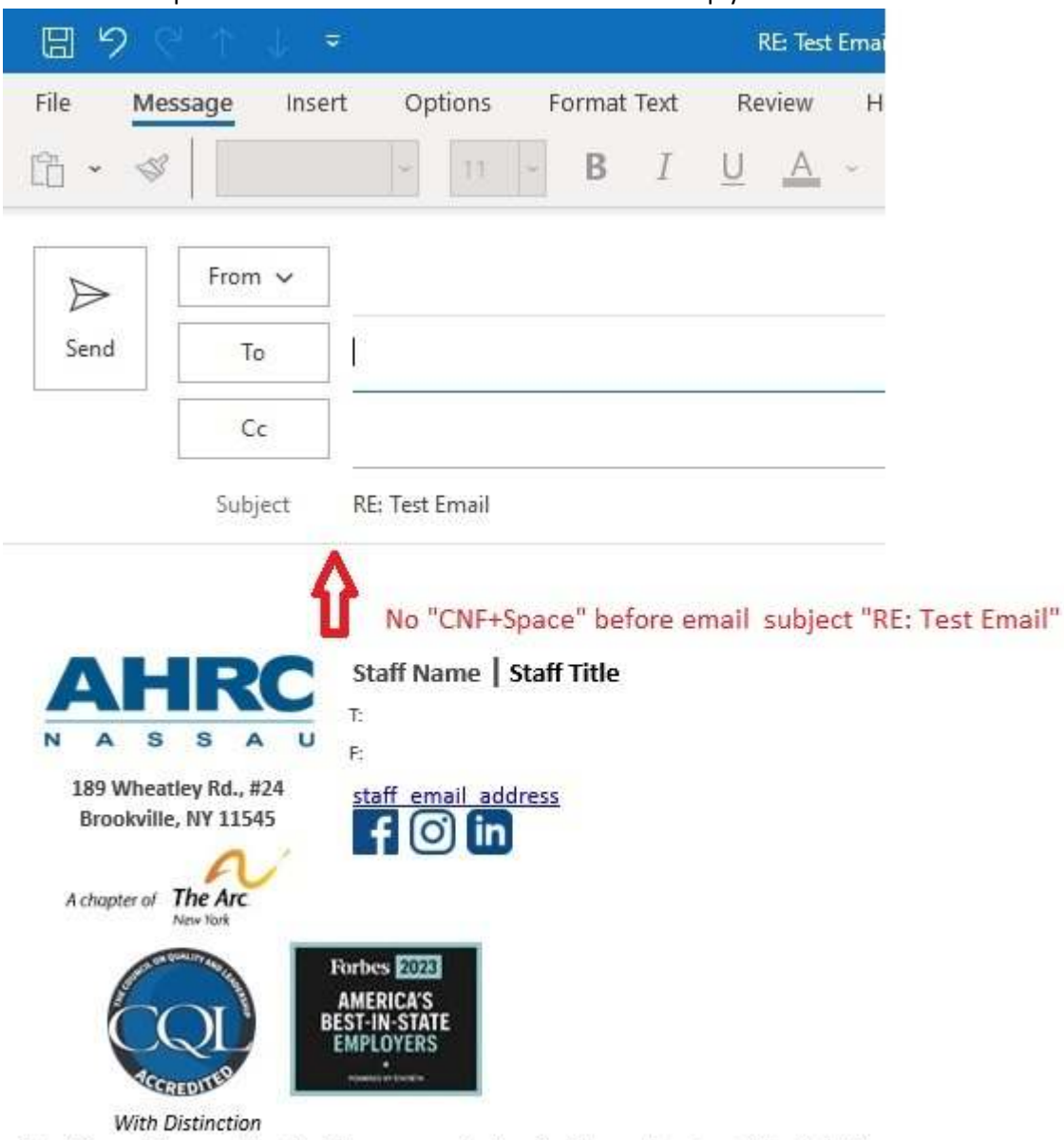
3. Enter the recipients email address

Click the “Send” button to send your new email.

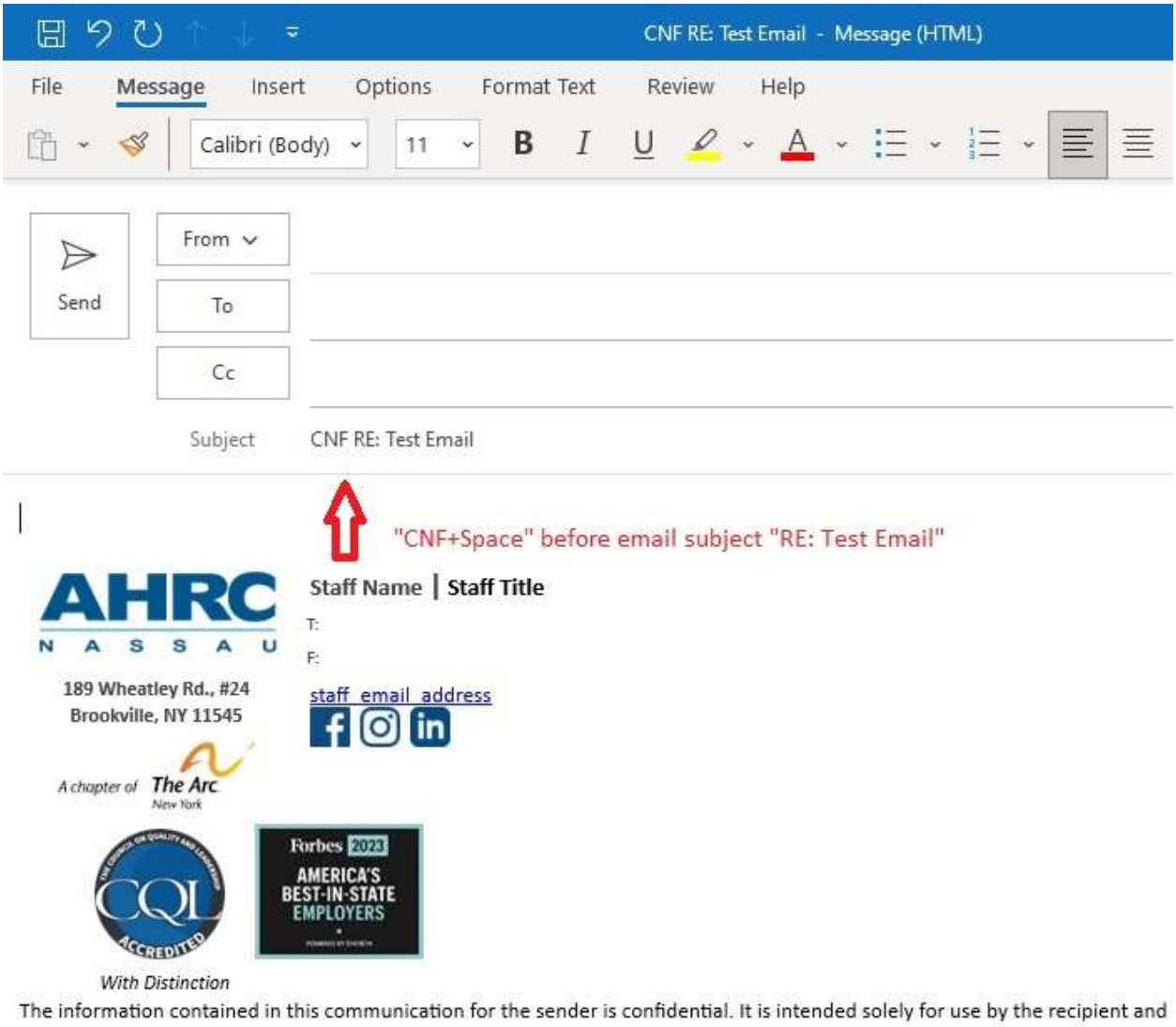


MICROSOFT OUTLOOK (EMAIL REPLY)

This is an example of an unsecured Microsoft Outlook email reply.

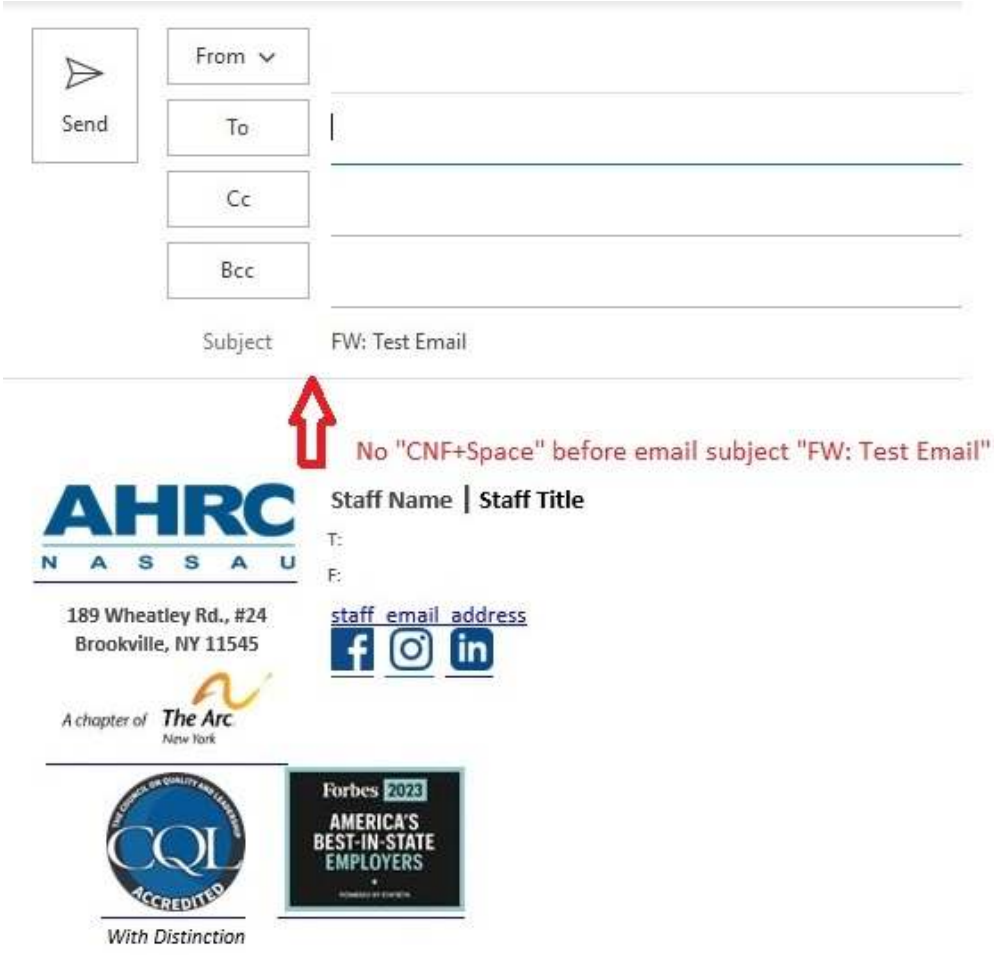


This is an example of a SECURED Microsoft Outlook email reply.



MICROSOFT OUTLOOK (EMAIL FORWARD)

This is an example of an unsecured Microsoft Outlook email forward.



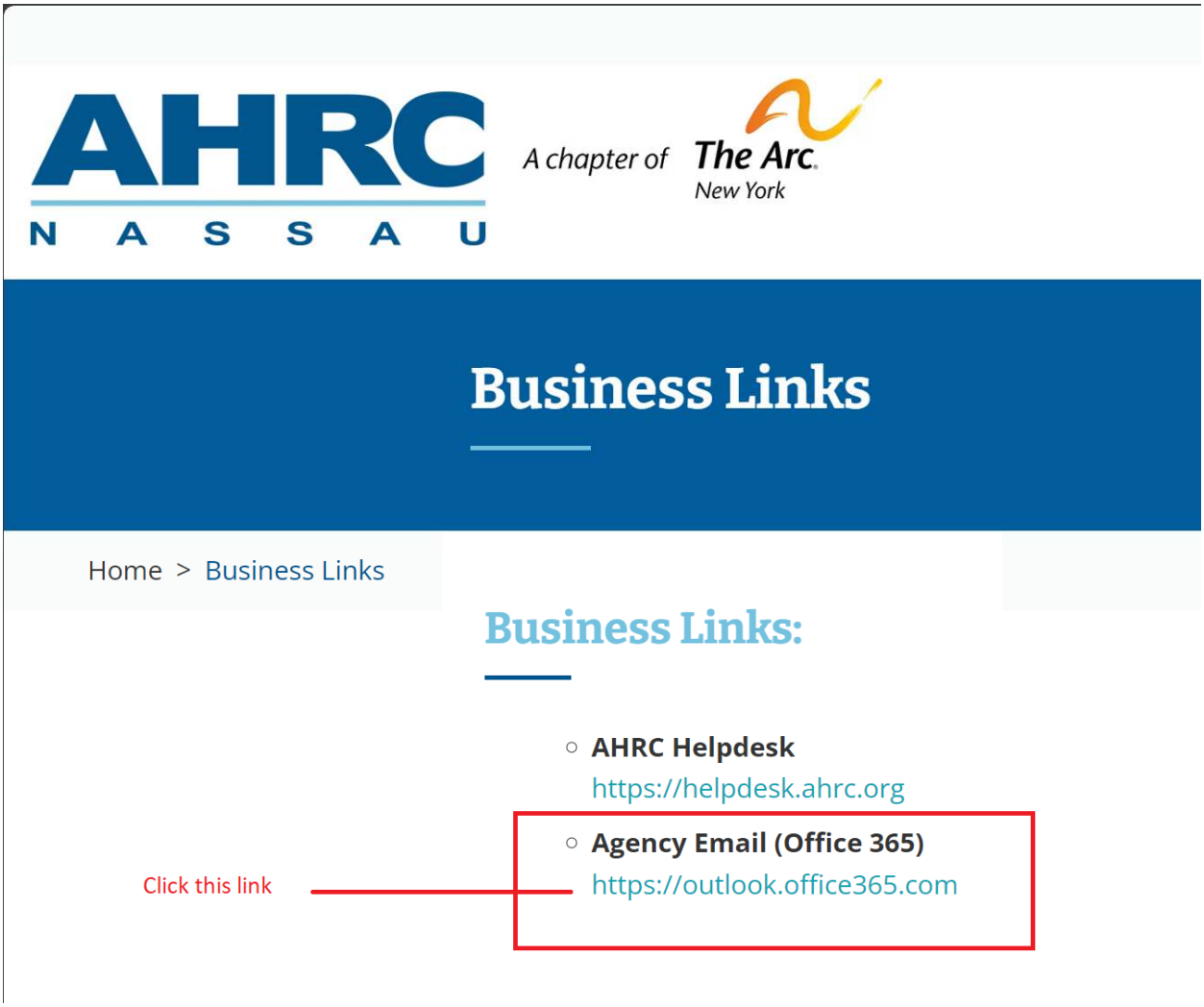
This is an example of a SECURED Microsoft Outlook email forward.

The information contained in this communication for the sender is confidential. It is intended solely for use by the recipient and disclosure, copying, distribution or taking action in relation of the contents is strictly prohibited and may be unlawful.

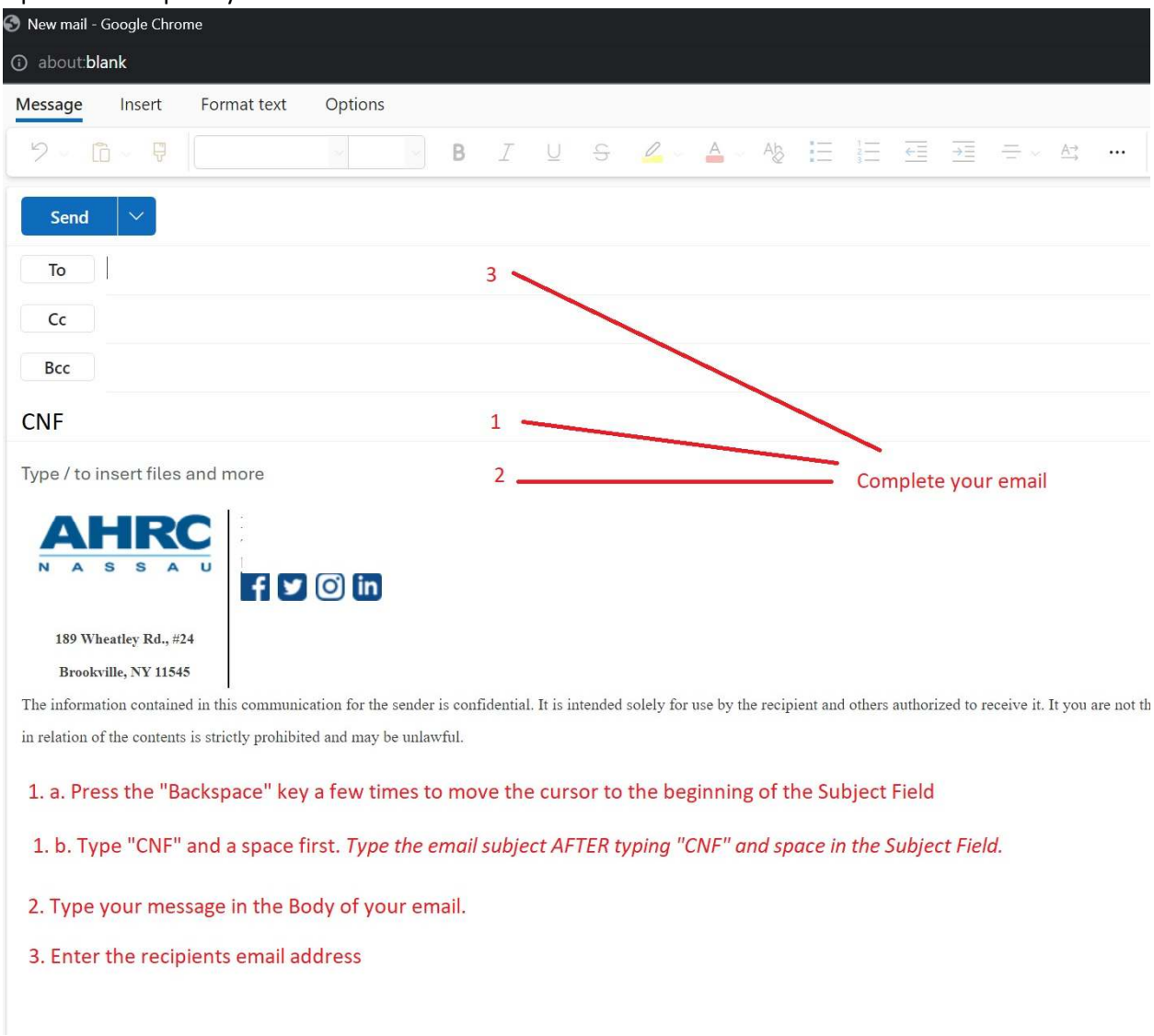
OUTLOOK WEBB ACCESS (OWA) or OUTLOOK ONLINE (NEW EMAIL).

Open the site AHRC Business links, https://www.ahrc.org/businesslinks/

Click the link shown below to Log onto your email.



Open and complete your new email.



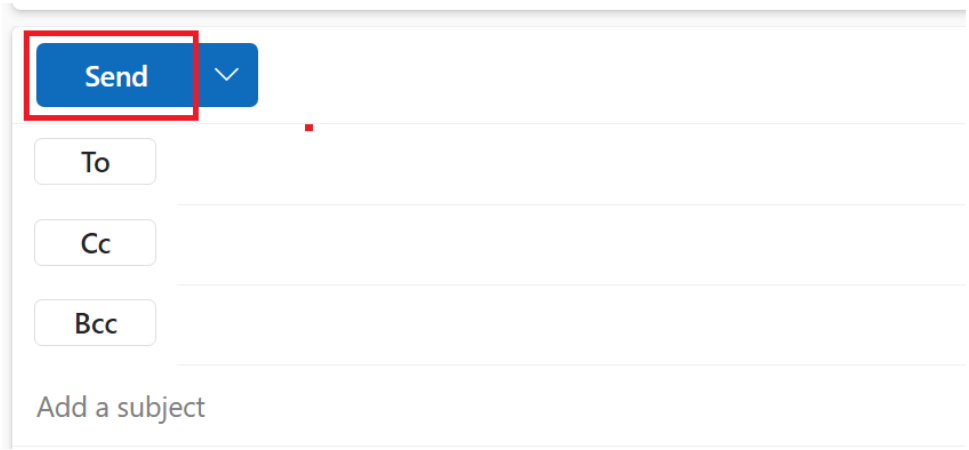
1. a. Press the "Backspace" key a few times to move the cursor to the beginning of the Subject Field

1. b. Type "CNF" and a space first. *Type the email subject AFTER typing "CNF" and space in the Subject Field.*

2. Type your message in the Body of your email.

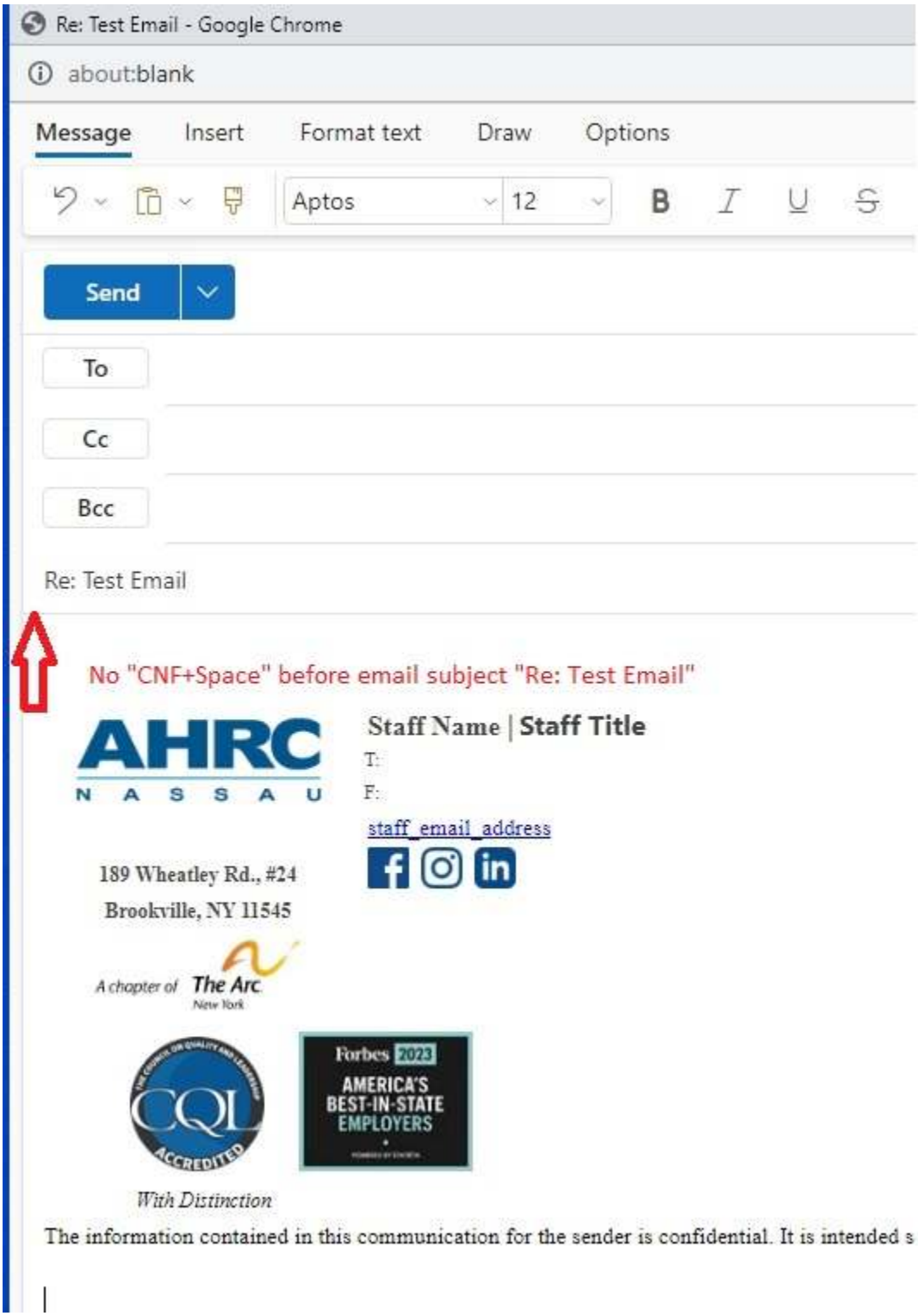
3. Enter the recipients email address

Click the “Send” button to send your new email.

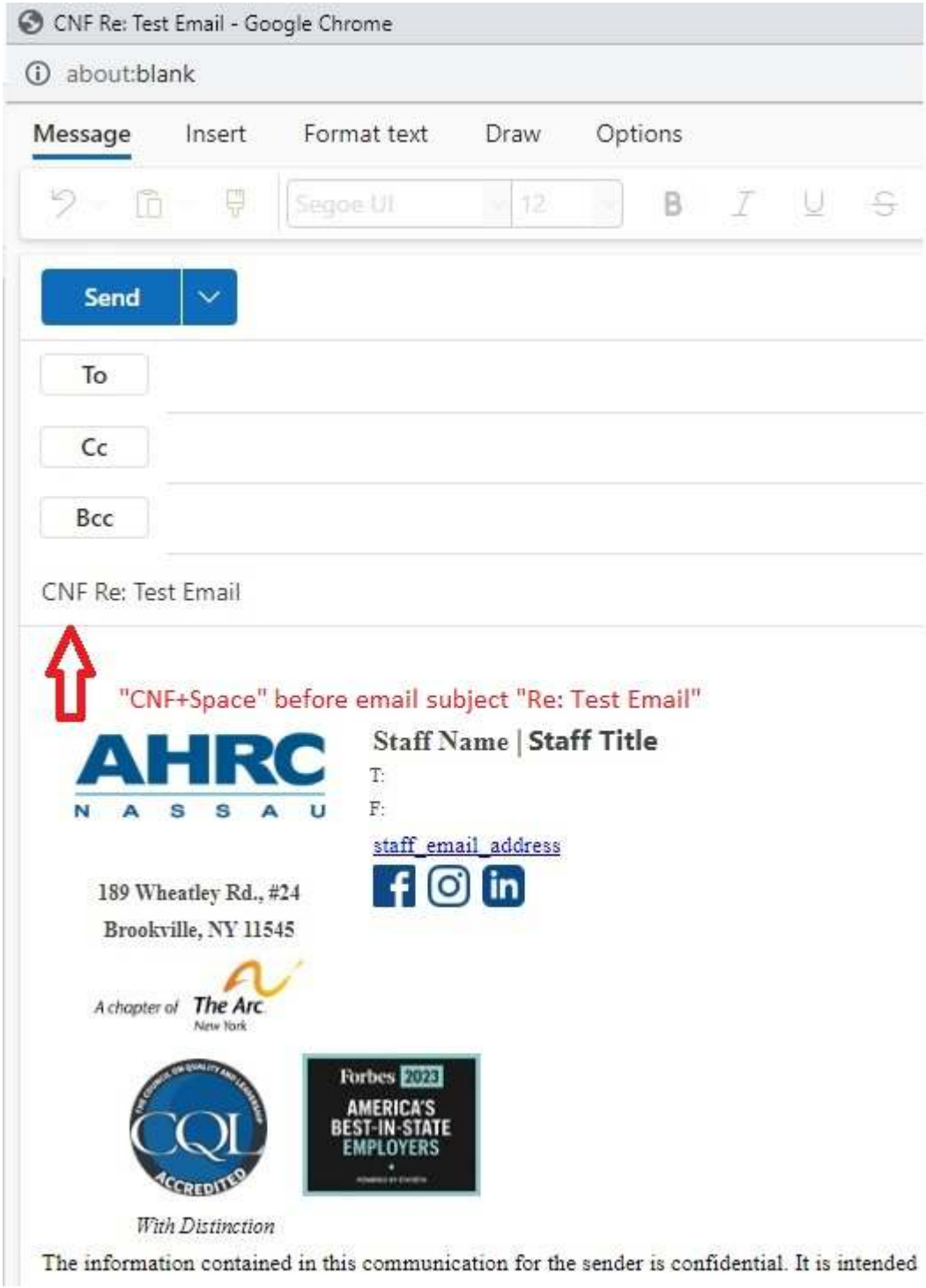


OUTLOOK WEBB ACCESS (OWA) or OUTLOOK ONLINE (EMAIL REPLY)

This is an example of an unsecured OWA or OUTLOOK ONLINE email reply.

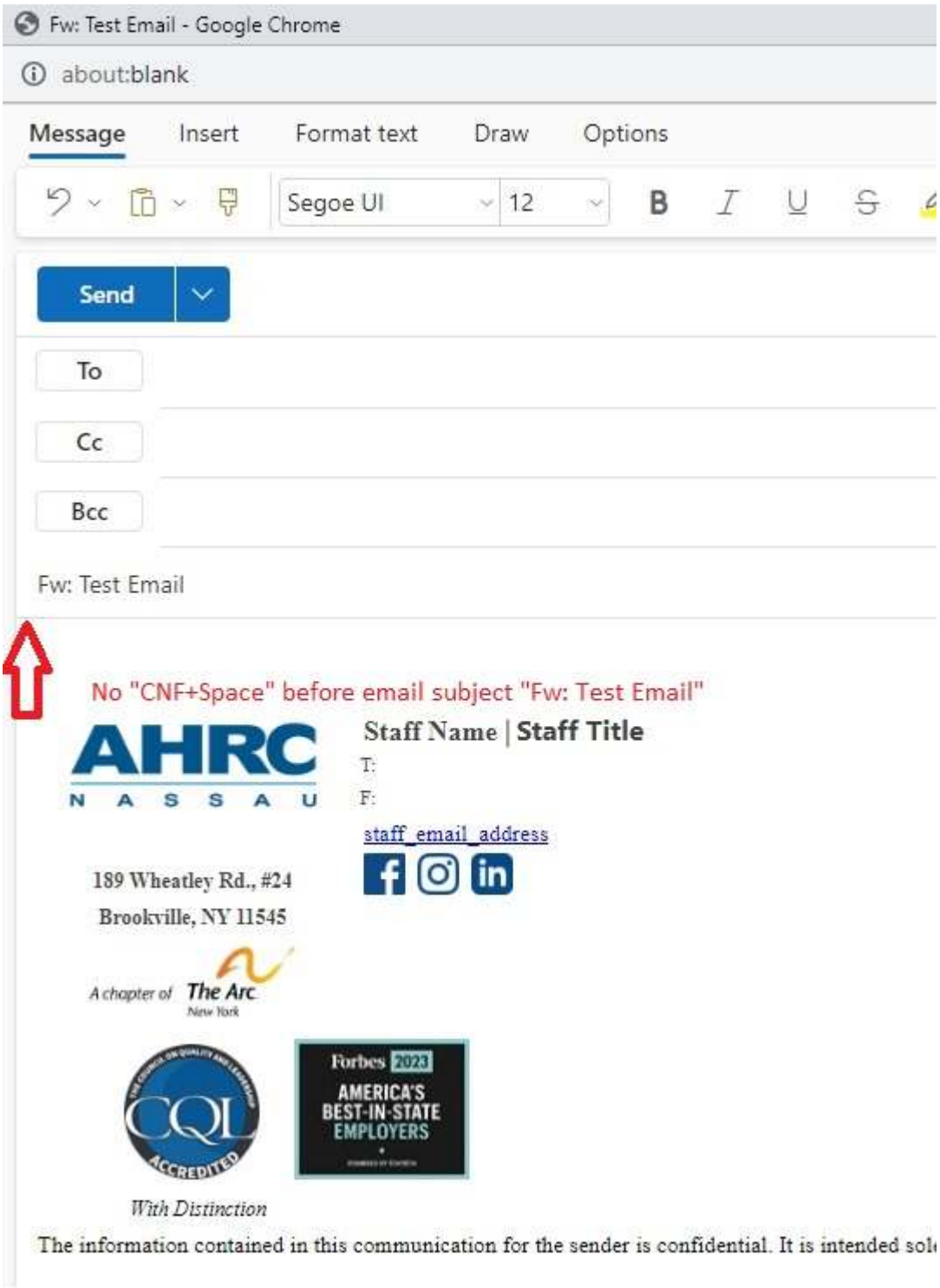


This is an example of a SECURED OWA or OUTLOOK ONLINE email reply.

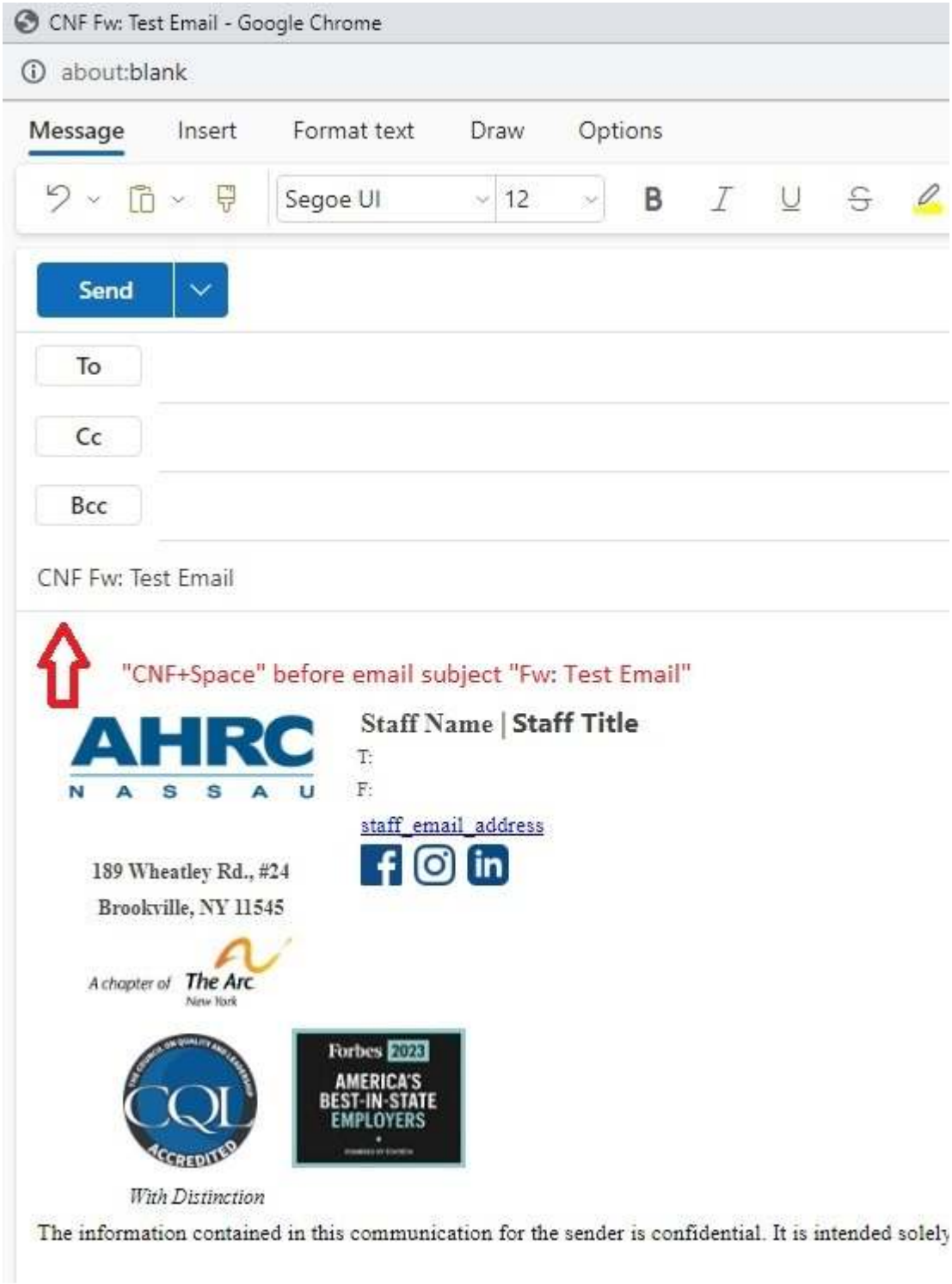


OUTLOOK WEBB ACCESS (OWA) or OUTLOOK ONLINE (EMAIL FORWARD)

This is an example of an unsecured OWA or OUTLOOK ONLINE email forward.



This is an example of a SECURED OWA or OUTLOOK ONLINE email forward.



Please contact the IT helpdesk for further assistance.

Helpdesk email address – helpdesk@ahrc.org

Helpdesk phone – 5162932016 x 5280,