

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.

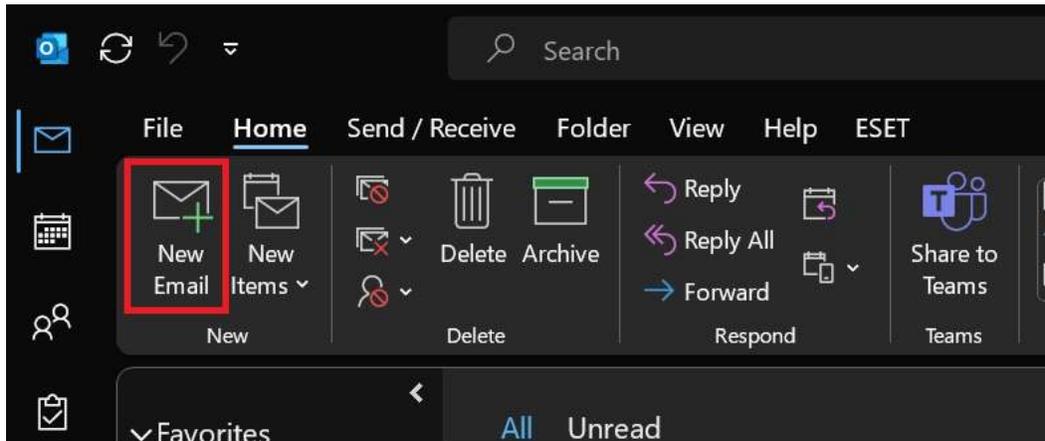
Please follow the directions below to secure your outgoing email.

MICROSOFT OUTLOOK (NEW EMAIL)

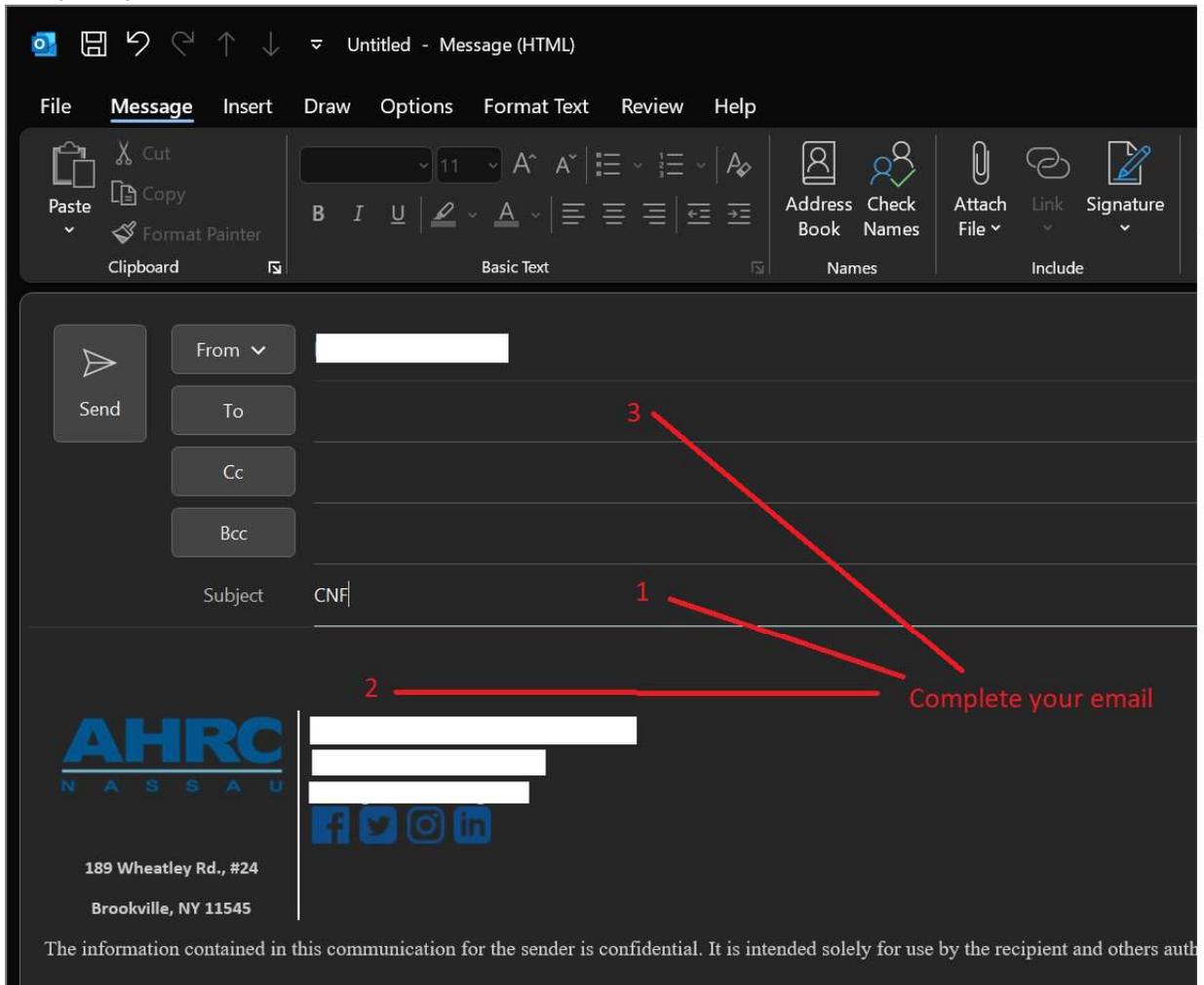
Open Outlook.



Click the “New Email” button to open a new email.

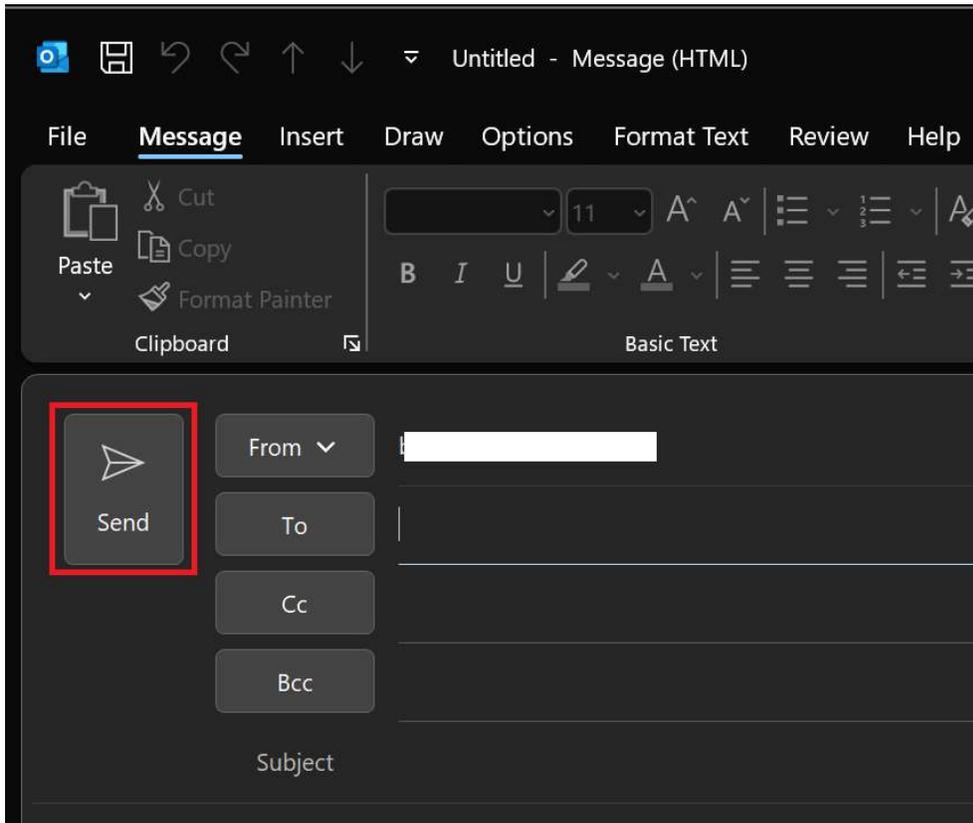


Complete your new email.



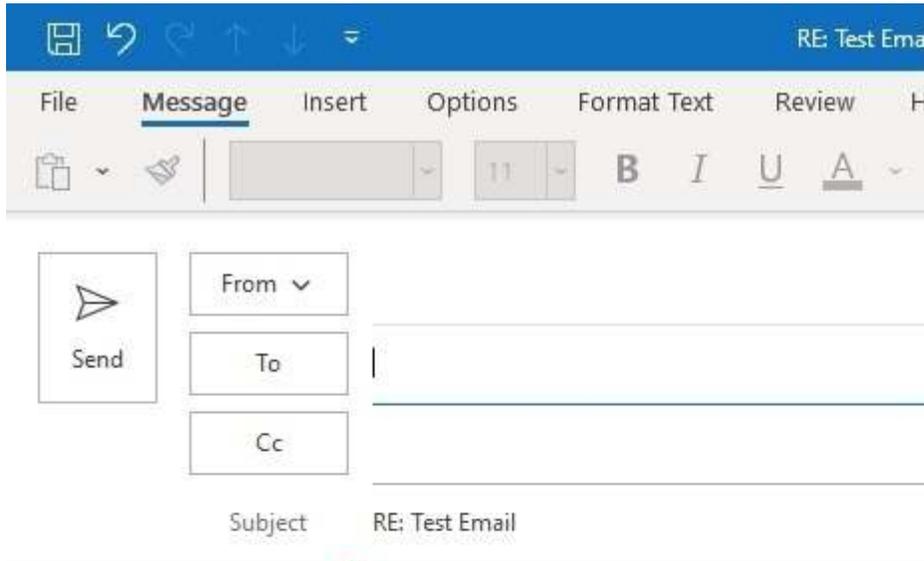
1. a. Press the "Backspace" key a few times to move the cursor to the beginning of the Subject Field.
b. Type "CNF" and a space first. *Type the email Subject AFTER typing "CNF" and a space.*
2. Type your message in the Body of your email
3. Enter the recipients email address

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



MICROSOFT OUTLOOK (EMAIL REPLY)

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



No "CNF+Space" before email subject "RE: Test Email"



189 Wheatley Rd., #24
Brookville, NY 11545



With Distinction

Staff Name | Staff Title

T:

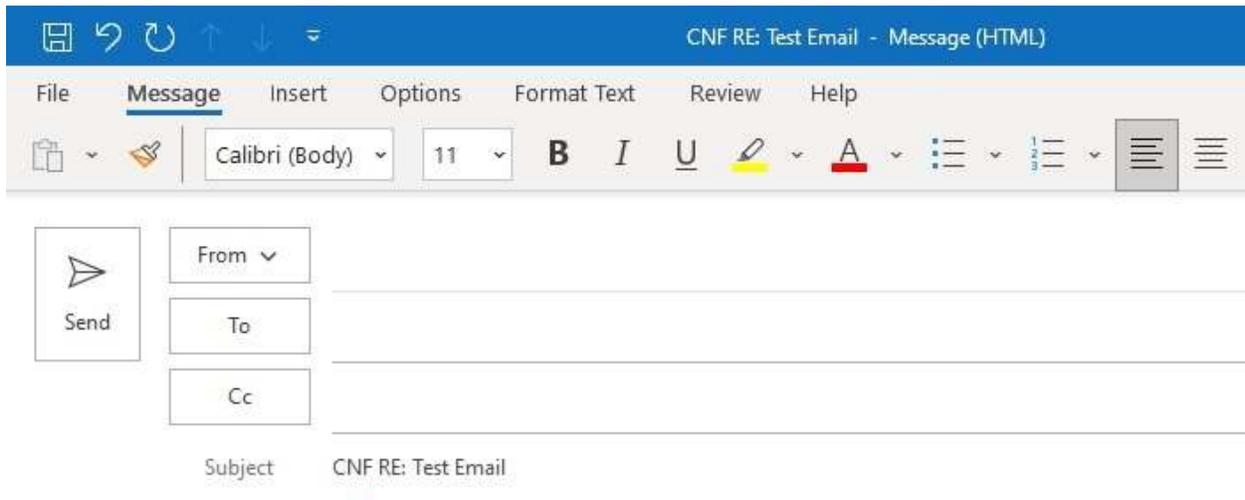
F:

[staff email address](#)



The information contained in this communication for the sender is confidential. It is

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



|

 "CNF+Space" before email subject "RE: Test Email"

AHRC
N A S S A U

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Brookville, NY 11545

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EMPLOYERS

Staff Name | Staff Title
T:
F: [staff_email_address](#)

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MICROSOFT OUTLOOK (EMAIL FORWARD)

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

Send	From	
	To	
	Cc	
	Bcc	
Subject		FW: Test Email



No "CNF+Space" before email subject "FW: Test Email"



189 Wheatley Rd., #24
Brookville, NY 11545



Staff Name | Staff Title

T:

F:

[staff_email_address](#)



With Distinction



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

 Send	From ▾	
	To	
	Cc	
	Bcc	
Subject		CNF FW: Test Email



"CNF+Space" before email subject "FW: Test Email"



189 Wheatley Rd., #24
Brookville, NY 11545



Staff Name | Staff Title

T:

F:

[staff_email_address](#)



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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.

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Business Links

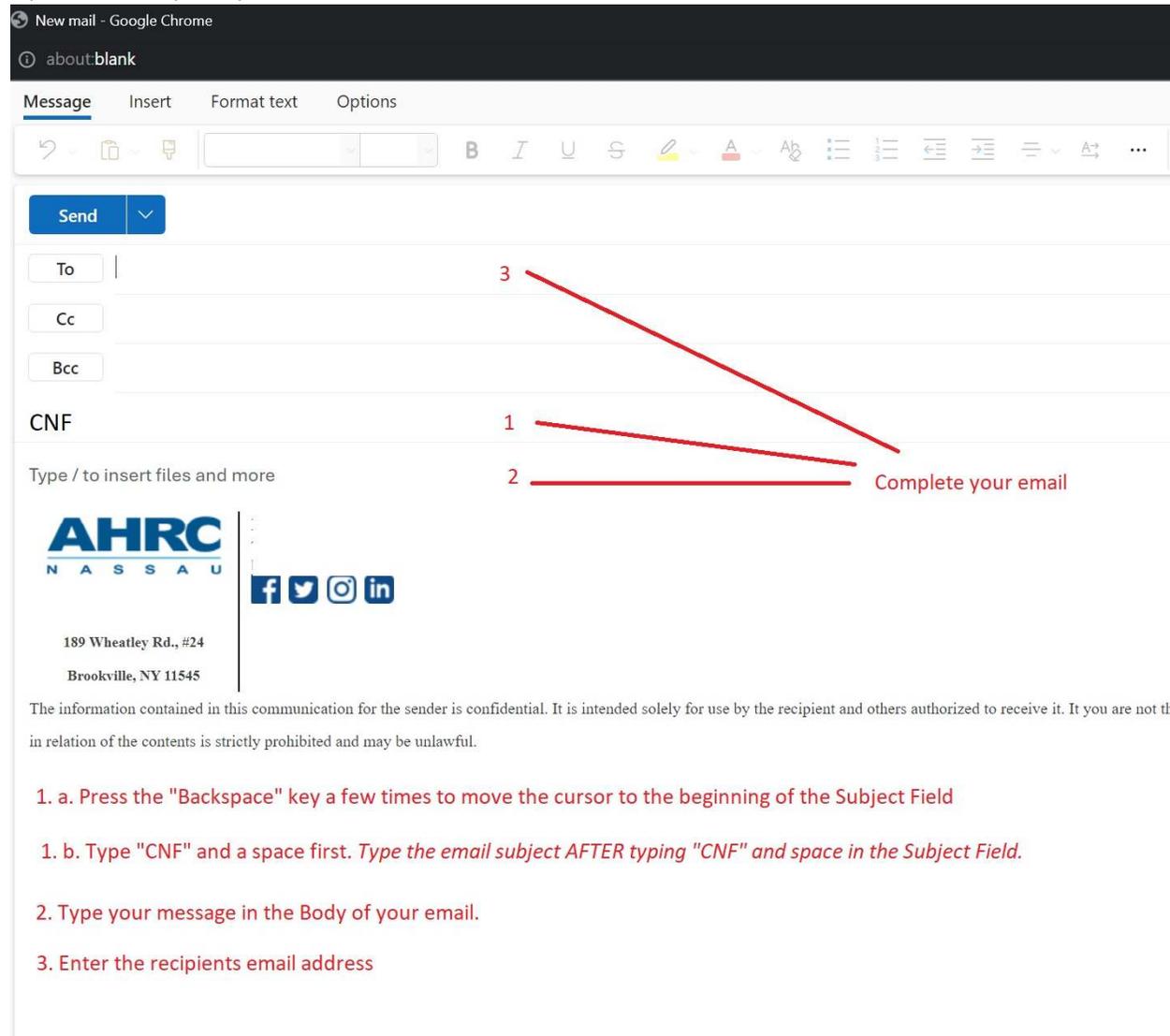
Home > Business Links

Business Links:

- **AHRC Helpdesk**
<https://helpdesk.ahrc.org>
- **Agency Email (Office 365)**
<https://outlook.office365.com>

Click this link

Open and complete your new email.



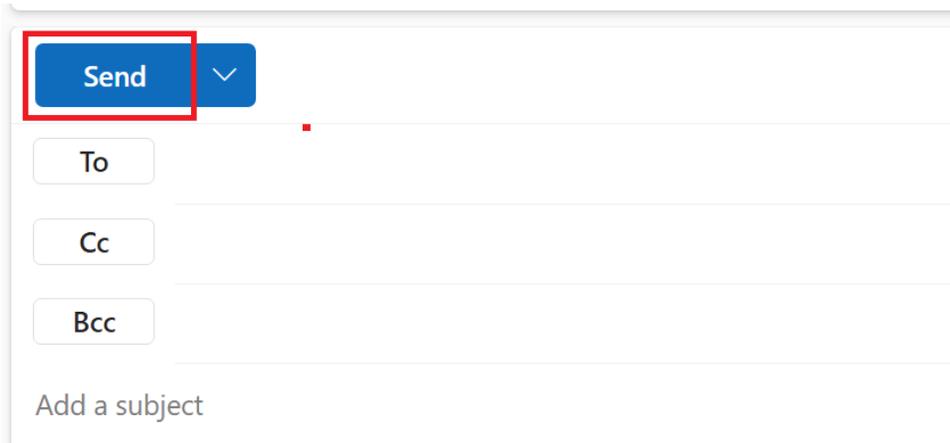
The screenshot shows a Gmail 'Compose' window. At the top, there is a 'Send' button and a dropdown arrow. Below are the 'To', 'Cc', and 'Bcc' fields. The 'Subject' field contains the text 'CNF'. The main body of the email contains the AHRC Nassau logo and address: '189 Wheatley Rd., #24 Brookville, NY 11545'. A red line labeled '3' points to the 'To' field. A red line labeled '1' points to the 'Subject' field. A red line labeled '2' points to the main body of the email. The text 'Complete your email' is written in red at the end of the body text.

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Brookville, NY 11545

The information contained in this communication for the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the intended recipient, any review, copying, distribution, or action in relation of the contents is strictly prohibited and may be unlawful.

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.



The image shows a portion of an email composition window. At the top left, there is a blue button labeled "Send" with a small downward-pointing chevron icon to its right. This button is highlighted with a red rectangular border. Below the "Send" button, there are three input fields for recipient addresses, each with a label in a rounded rectangle: "To", "Cc", and "Bcc". Below these fields is a text input area with the placeholder text "Add a subject".

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

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

Re: Test Email

No "CNF+Space" before email subject "Re: Test Email"

AHRC
N A S S A U

Staff Name | Staff Title
T:
F:
[staff_email_address](#)

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

CNF Re: Test Email - Google Chrome

about:blank

Message Insert Format text Draw Options

Send

To

Cc

Bcc

CNF Re: Test Email

 "CNF+Space" before email subject "Re: Test Email"

AHRC
N A S S A U

Staff Name | Staff Title

T:

F:

[staff_email_address](#)

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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.

CNF Fw: Test Email - Google Chrome

about:blank

Message Insert Format text Draw Options

↶ ↷ ↵ Segoe UI 12 B I U S ✎

Send

To

Cc

Bcc

CNF Fw: Test Email

 "CNF+Space" before email subject "Fw: Test Email"

 **Staff Name | Staff Title**
T:
F:
[staff_email_address](#)

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Please contact the IT helpdesk for further assistance.

Helpdesk email address – helpdesk@ahrc.org

Helpdesk phone – 5162932016 x 5280,