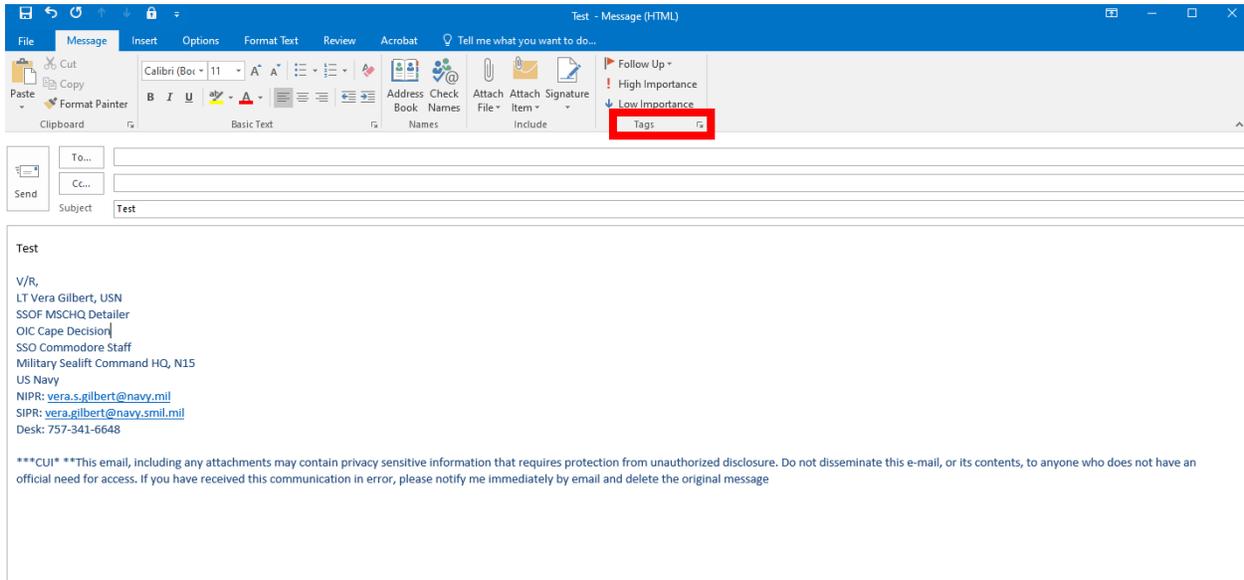


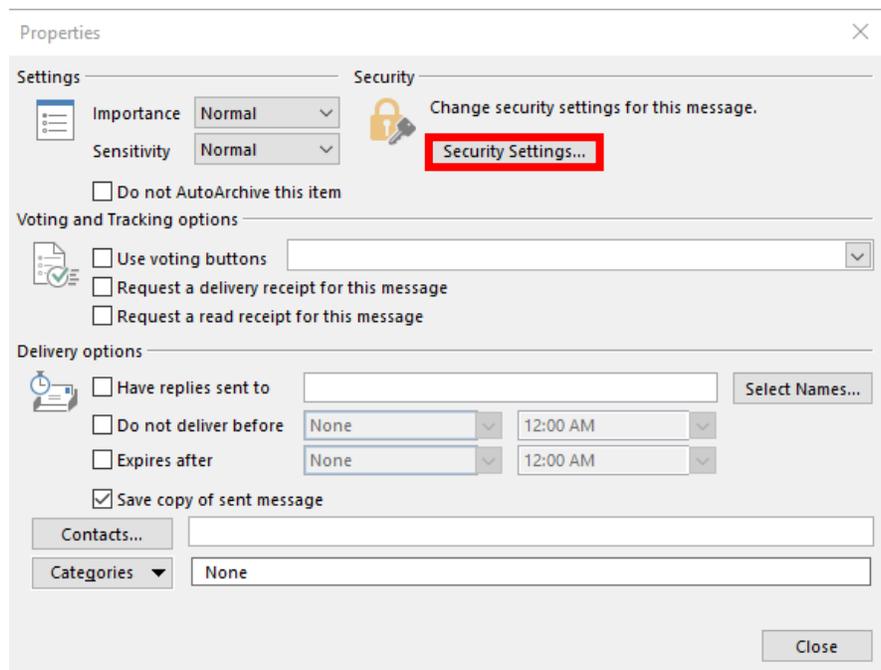
Encrypted Email How To via NMCI Outlook

-Encrypting PII is very important when sending emails to N14 and CDRE Staff members. Protecting your information is vital. In order to encrypt you email via NMCI Outlook complete the following steps:

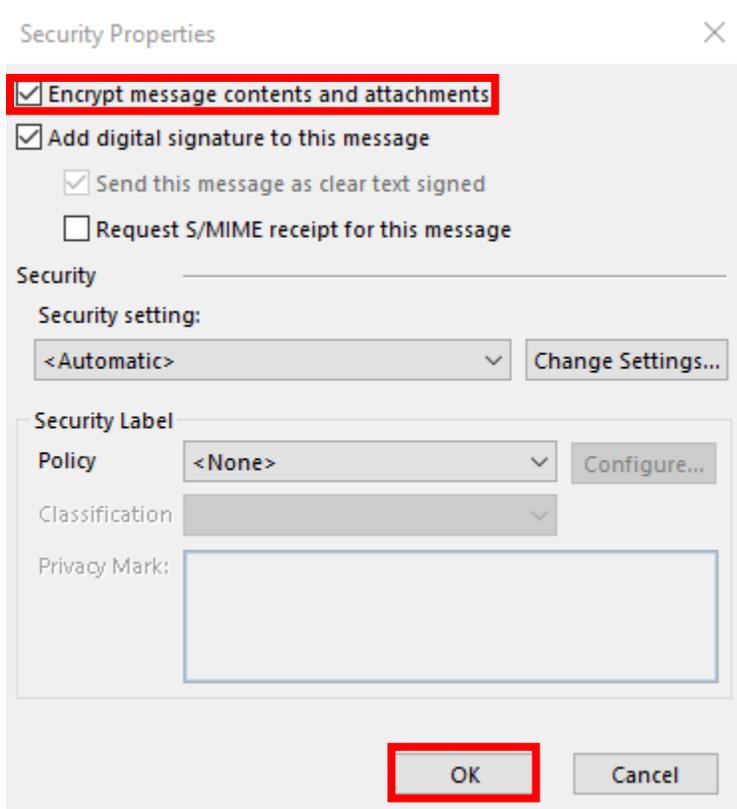
1. Once you have compiled your email and have attached your documents, click on the Tags button at the top right corner of the dropdown:



2. A pop up box will appear, click on Security Settings.



3. Another pop up box will appear. Click the box labeled "Encrypt message contents and attachments" then click OK.



4. Your email is now encrypted, send as normal.