

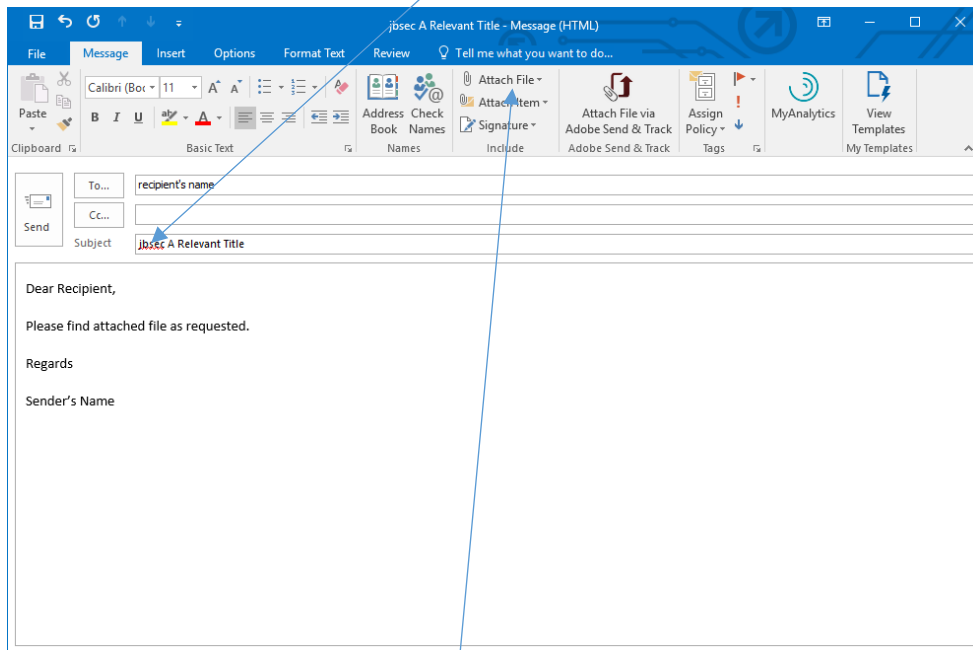
Sending a Secure Email

Secure Microsoft Emails are Encrypted to the Recipient and from the Recipient Replies.

Start a new email

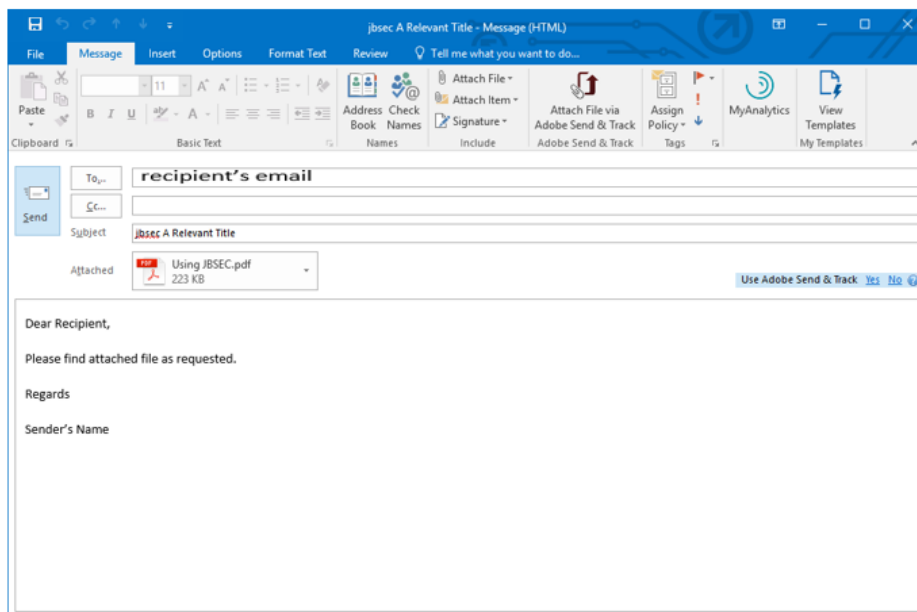
In the subject box enter the word **jbsec** or **JBSEC...** upper or lowercase.

Also add some relevant Subject text



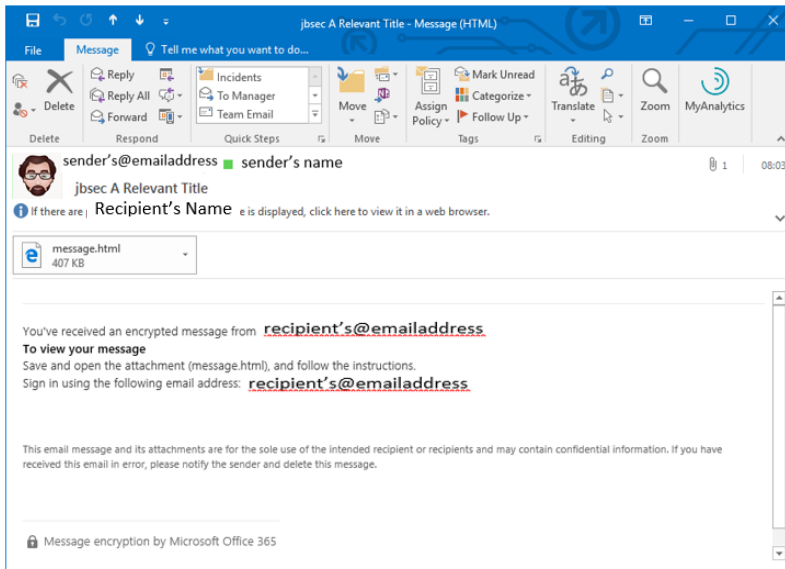
Look at the Ribbon Click on  then Browse to the required file and attach.

Once you have composed the Body Text click the Send

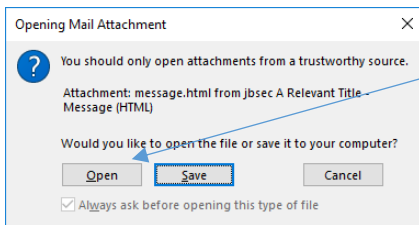


Sending a Secure Email

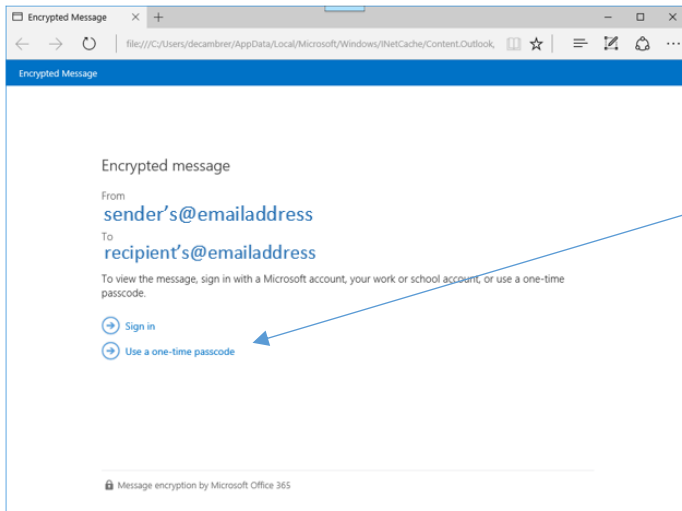
The Recipient receives:



The Recipient then Double Clicks the attached



Choose **Open**

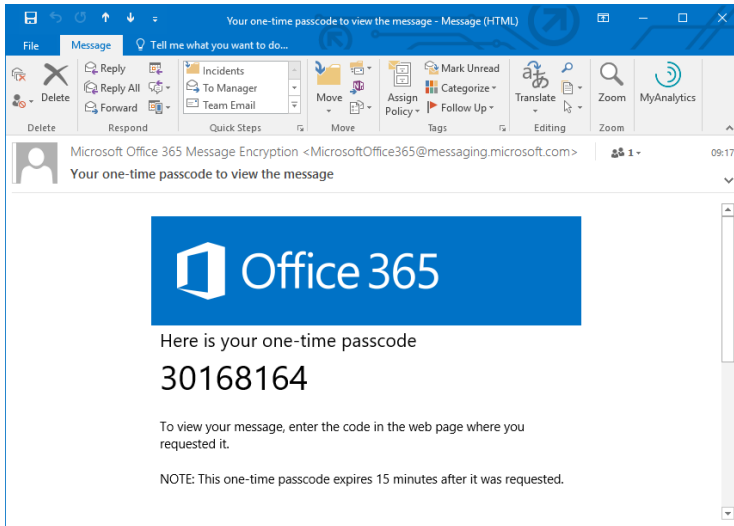


A **Browser Window** will open with this message:

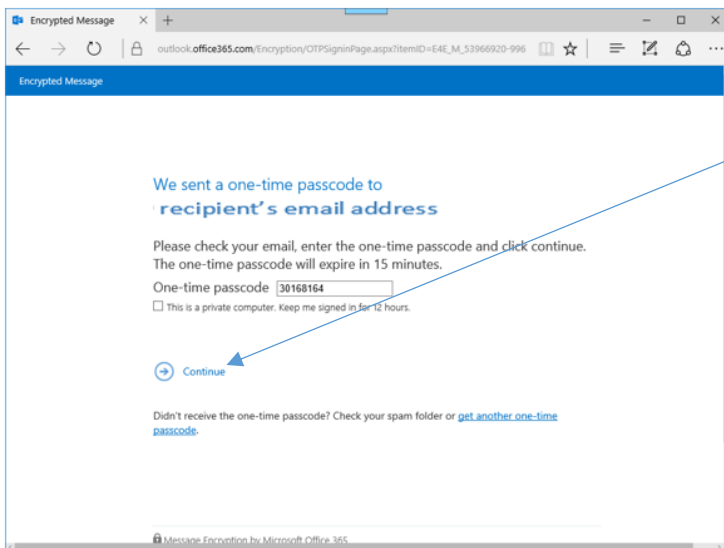
We suggest using the

one time passcode

Sending a Secure Email

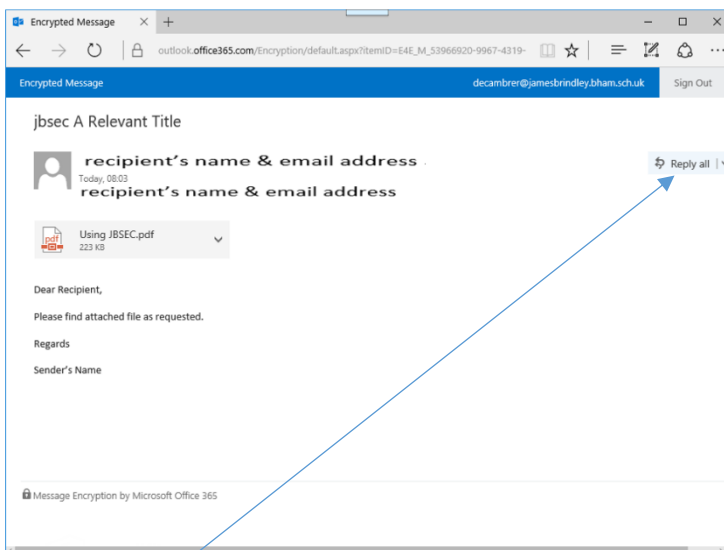


They then receive another email with a passcode.



Back in the Browser Window:

They enter the passcode and **Continue**



The Recipient can now see the email and get to the Attachment(s).

If they reply then that is also sent securely.