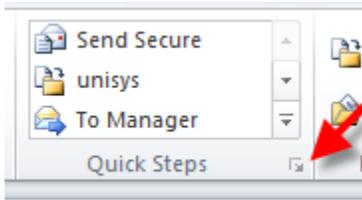
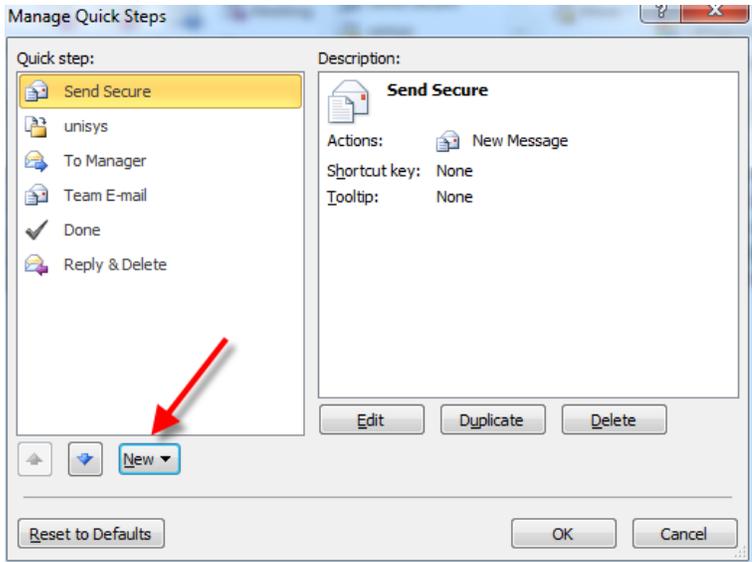


Using secure email

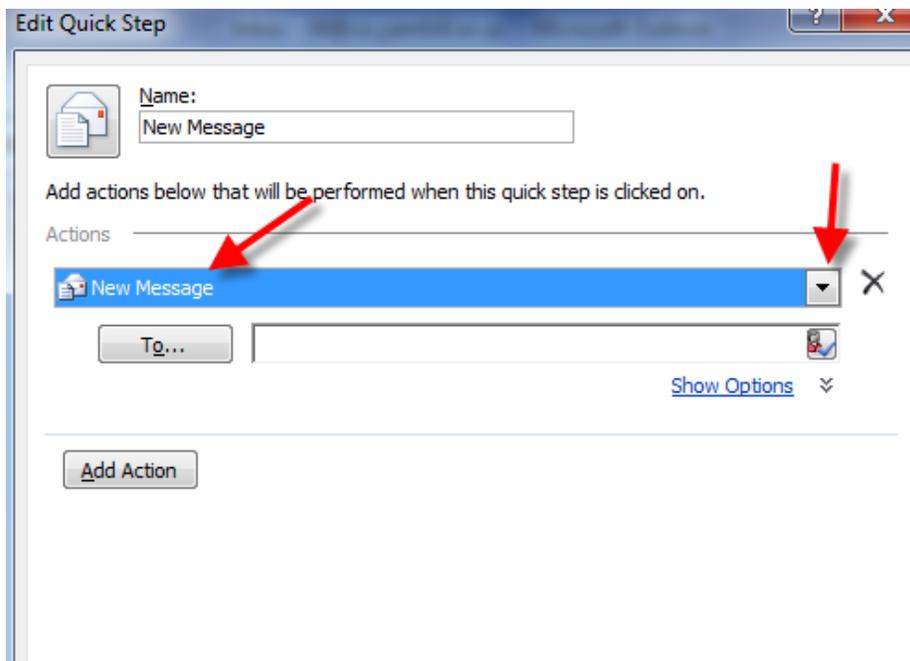
1. Click on quick steps to expand the Manage Quick Steps window



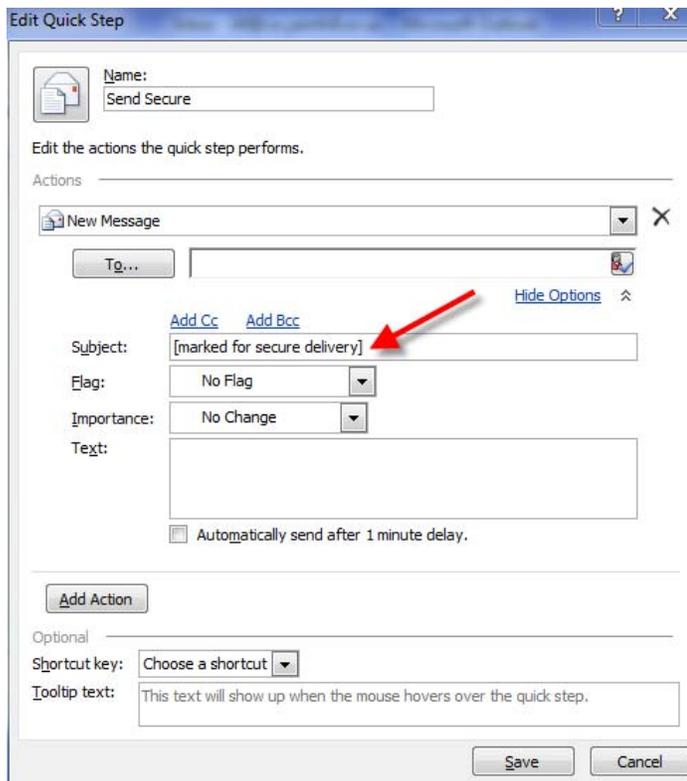
2. Click on New then Custom



3. In the Edit Quick Step window name your custom step as Send Secure, in the actions drop down choose New message



4. Click on 'show options', in the subject line enter [marked for secure delivery]



5. Now when sending a secured email, first click on Send Secure from the Quick steps section of your home menu bar. This will generate the secured email.

Do NOT change the subject line description this is what controls secure emails.

