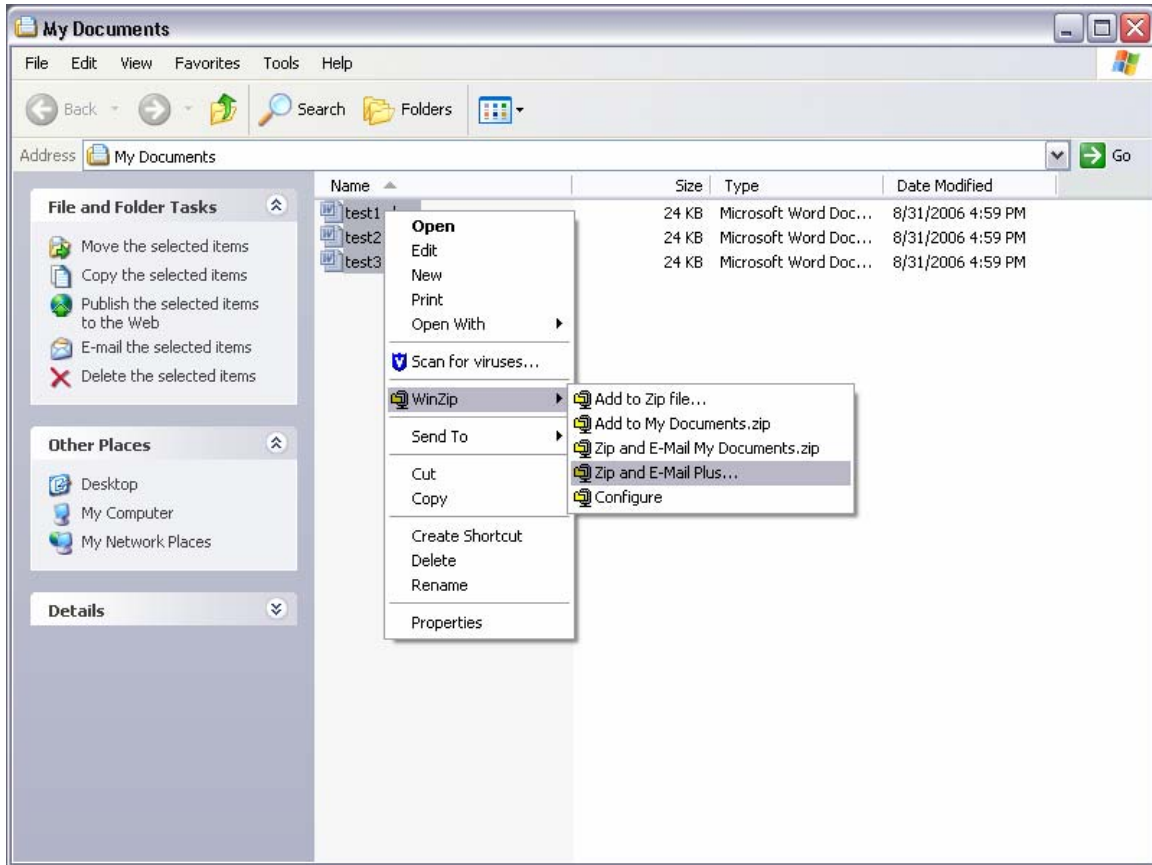
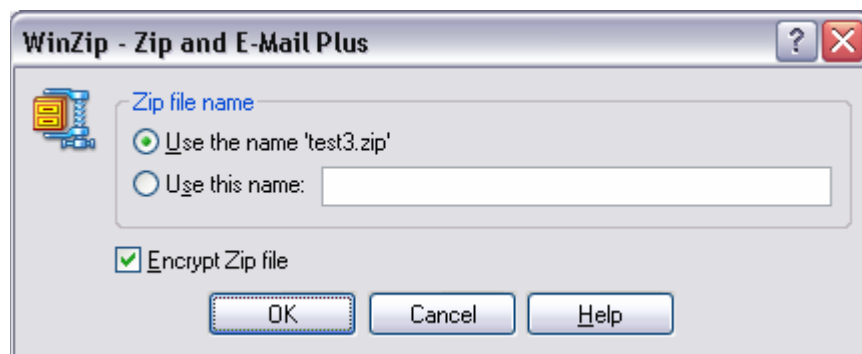


## How to send a file(s) from a folder...



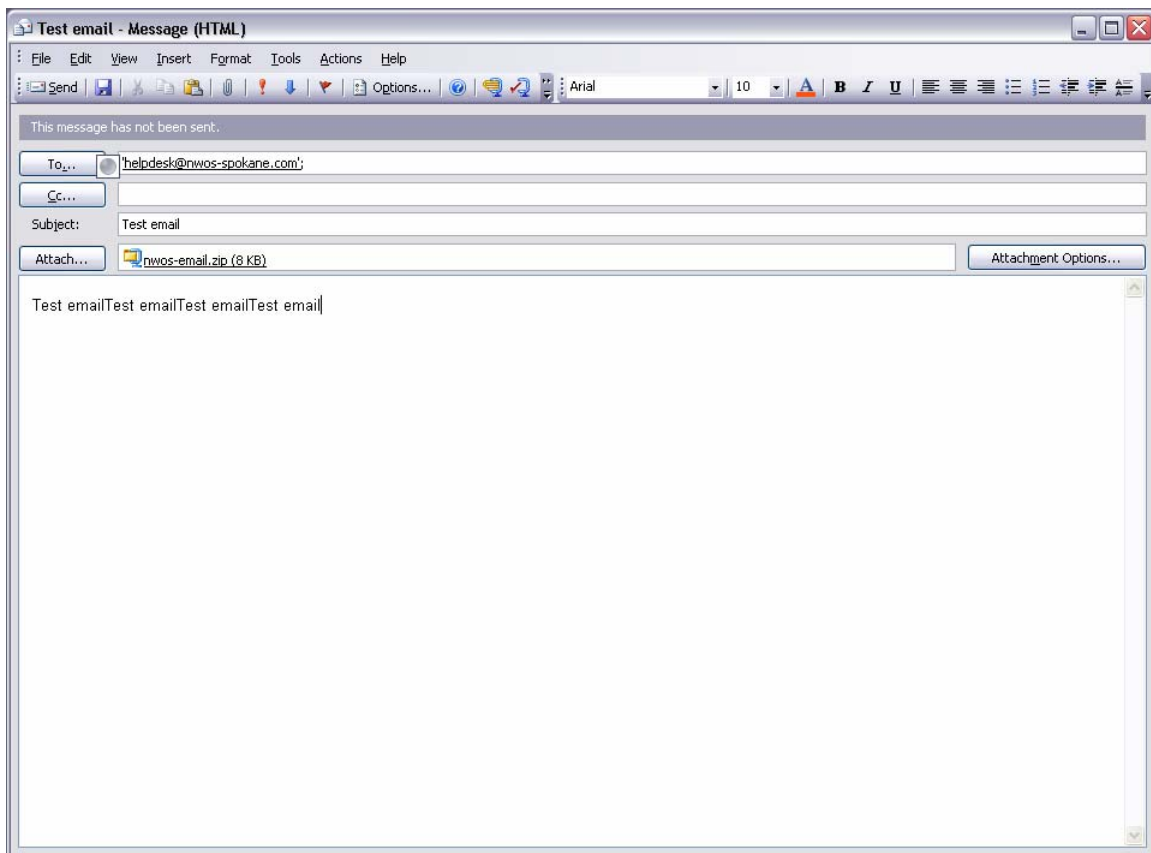
1. Open the folder where you have saved all of your Word documents.
2. Highlight and select the file(s) you wish to encrypt and email.
3. With your mouse, right click on the highlighted file(s) and choose the “Zip and E-Mail Plus...” option from the drop down menu.



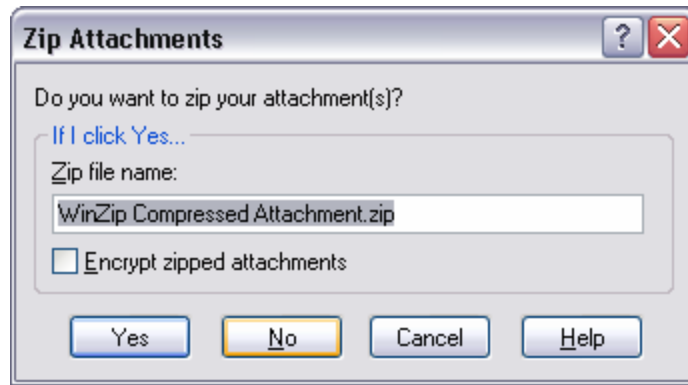
4. Choose your naming option and make sure to add a check mark in the “Encrypt Zip file” option.



5. Type in a password. See above, you need to type the password in twice for verification. Choose the “128-Bit...” option and click “OK.”



6. Insert your recipient, text in your “Subject” line and any text you want into the “Message” field.



7. You do not a check mark for the “Encrypt Zipped attachments” option, we have already encrypted the file(s).
8. Your e-mail will then send to the recipient(s).
9. You will need to make sure your recipient(s) know the password or they will not be able to open on their end. Please **DO NOT** put the password in the e-mail “Subject” line or the “Message” field. The password must be delivered separately to be HIPPA compliant.