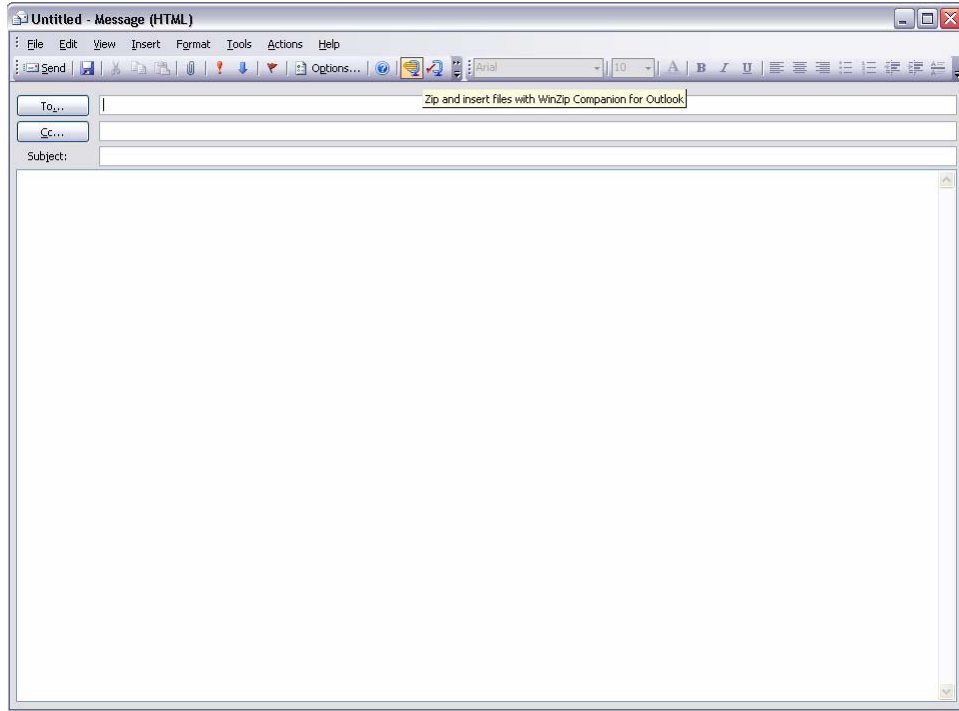
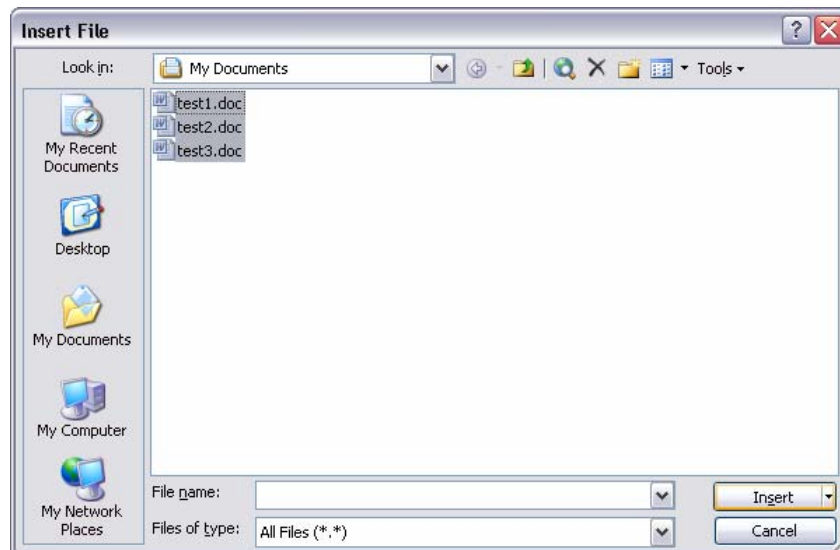


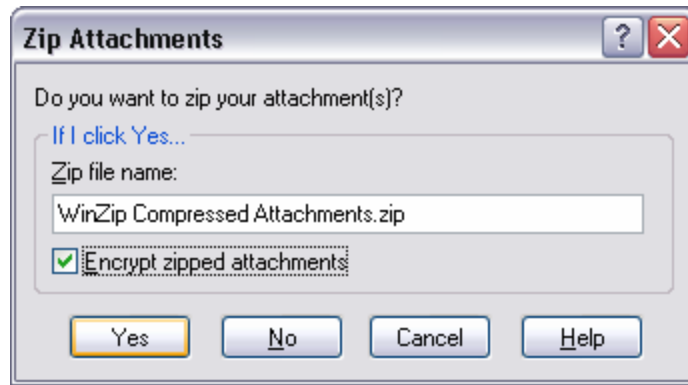
## How to send a file(s) from Outlook....



1. Open Outlook and create a new e-mail.
2. Insert your recipient, text in your "Subject" line and any text you want into the "Message" field.
3. Click the paper clip from the tool bar to insert a file.



4. Highlight the file(s) you wish to attach and encrypt and click on the "Insert" button.



5. Place a check mark in the “Encrypt zipped attachments” option and click “Yes.”



6. Type in a password. See above, you need to type the password in twice for verification. Choose the “128-Bit...” option and click “OK.”
7. Your e-mail will then send to the recipient(s).
8. 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.