

# UConn HEALTH

Addendum to Policy # 2011-04

## Guidelines for Outlook Email Encryption

- When using the UConn Health Microsoft Outlook Email System to send confidential information you **MUST** include [Secure] (the brackets and the word) in either the subject line (preferred) or in the body of the email. This will trigger the UConn Health email system to electronically secure this message.
- Once the message is sent and thus secured, one of two different scenarios will occur;
  1. If the recipient (most State Agencies including DOC and the AAG office, or otherwise) uses an email gateway which securely communicates with the UConn Health email gateway, then the email will arrive in its typical form: complete within the user's Inbox.
  2. If the recipient's email environment does not accept secure communication the recipient will be directed to a link to view the message sent. Similar to setting up an online bank account, this link uses the recipient's email address as the username and requires a password be set up. Messages are then stored in this UConn Health technical environment for up to 90 days. The email will contain all of the necessary communications on how to set it up.