

UConn HEALTH

Addendum to Policy # 2011-04

Guidelines for Outlook Email Encryption

- When using the UConn Health/CMHC 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/CMHC 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/CMHC 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/CMHC technical environment for up to 90 days. The email will contain all of the necessary communications on how to set it up.