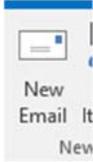


## Sending Encrypted Mail

To send an encrypted email, please follow the instructions below:

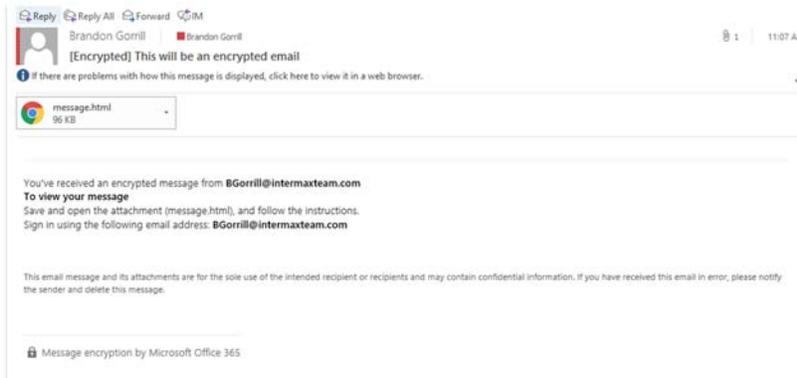
- 1) Create a new email



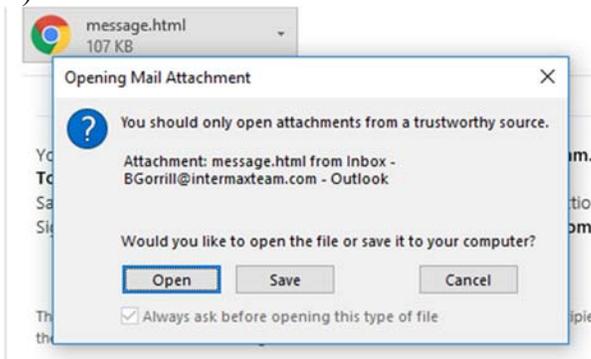
- 2) Add a keyword into the subject line (you must include one of these words, including the brackets):
  - a. [Encrypted]
  - b. [Encrypt]
  - c. [Secure]

A screenshot of an email composition window. The 'From' field is 'bgorrill@intermaxteam.com'. The 'To...' and 'Cc...' fields are empty. The 'Subject' field contains '[Encrypted] This will be an encrypted email'. Below the subject field, the text 'This message will be encrypted' is displayed in a separate box.

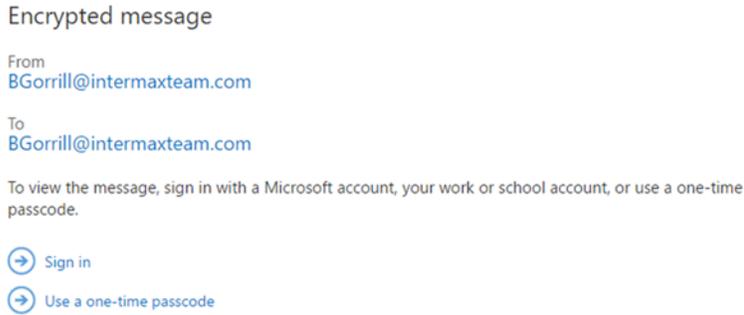
- 3) Send your email.
- 4) The person you send it to will then receive an encrypted email.



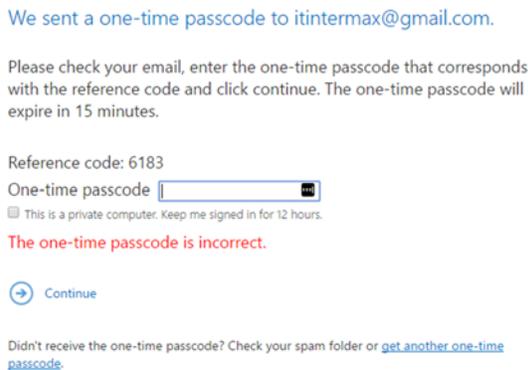
- 5) They will double click to open the email. (Do not save, as you do not want sensitive information on your computer).



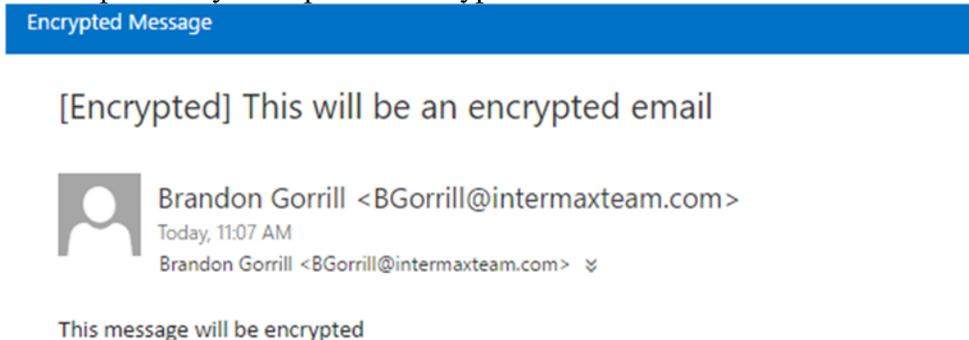
6) Then they will open it up.



7) From here they can login with their Microsoft account. If they do not have a Microsoft account they have the option to create an account, or use a one-time password. The one-time password will be sent to the user that is trying to view the encrypted message. They can use this password to view the message once or stay signed in for 12 hours.



8) At this point they can open the encrypted email.



Please let us know if you experience any problems or have any questions. We can be reached at [help@intermaxteam.com](mailto:help@intermaxteam.com) or 208-667-3500. Thank you!

Intermax Team