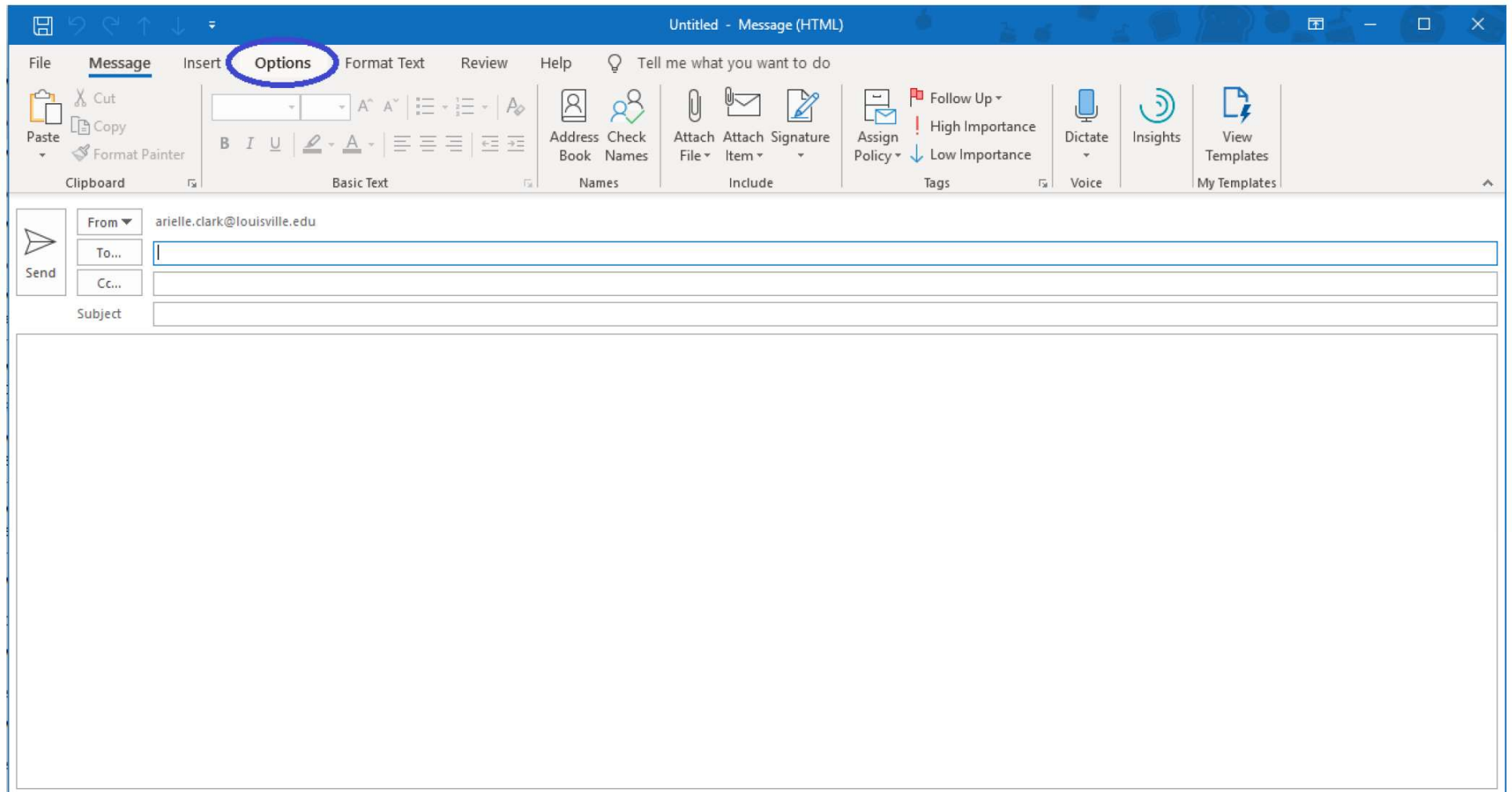
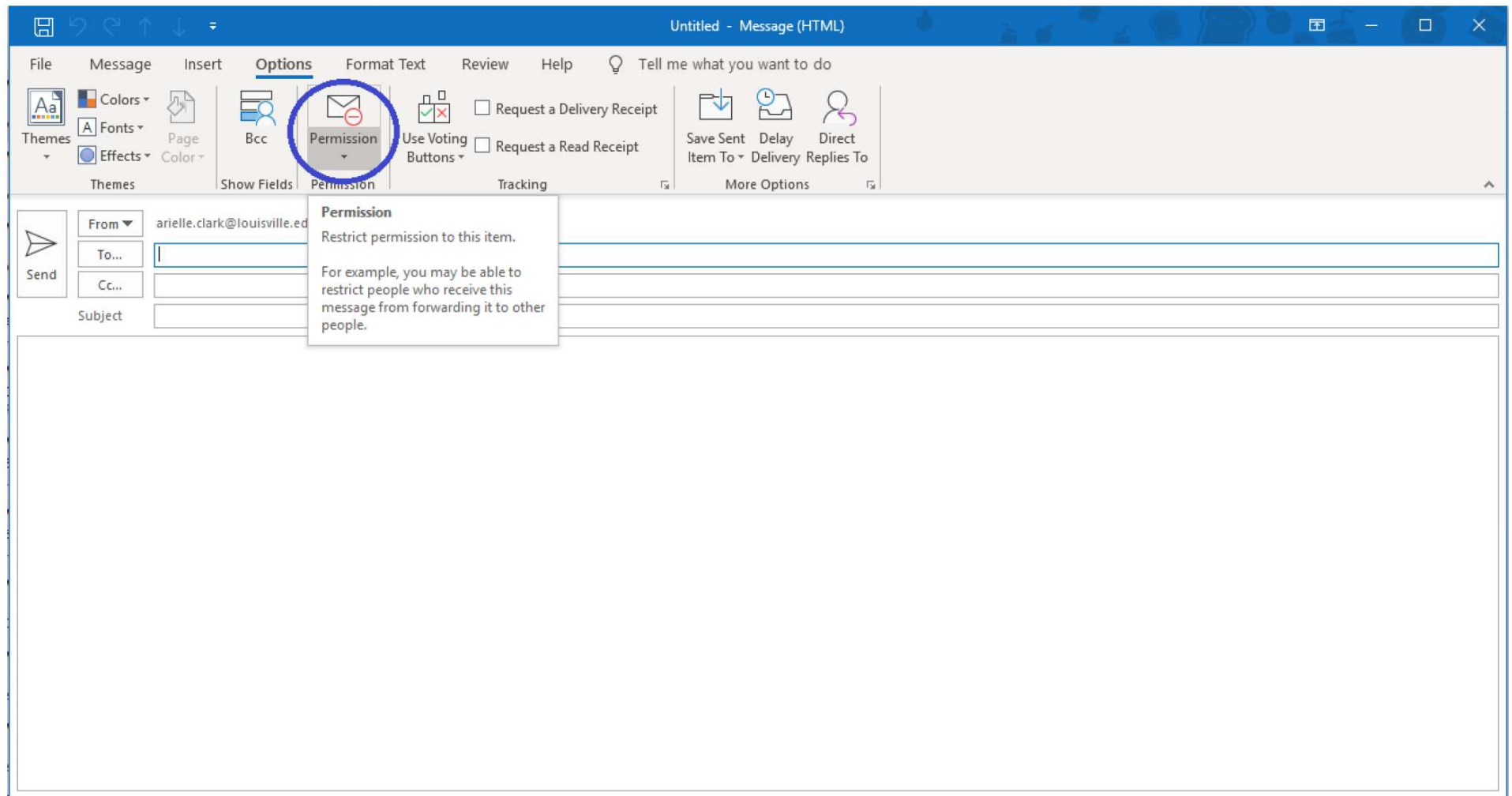


How do you encrypt an
e-mail containing PHI?

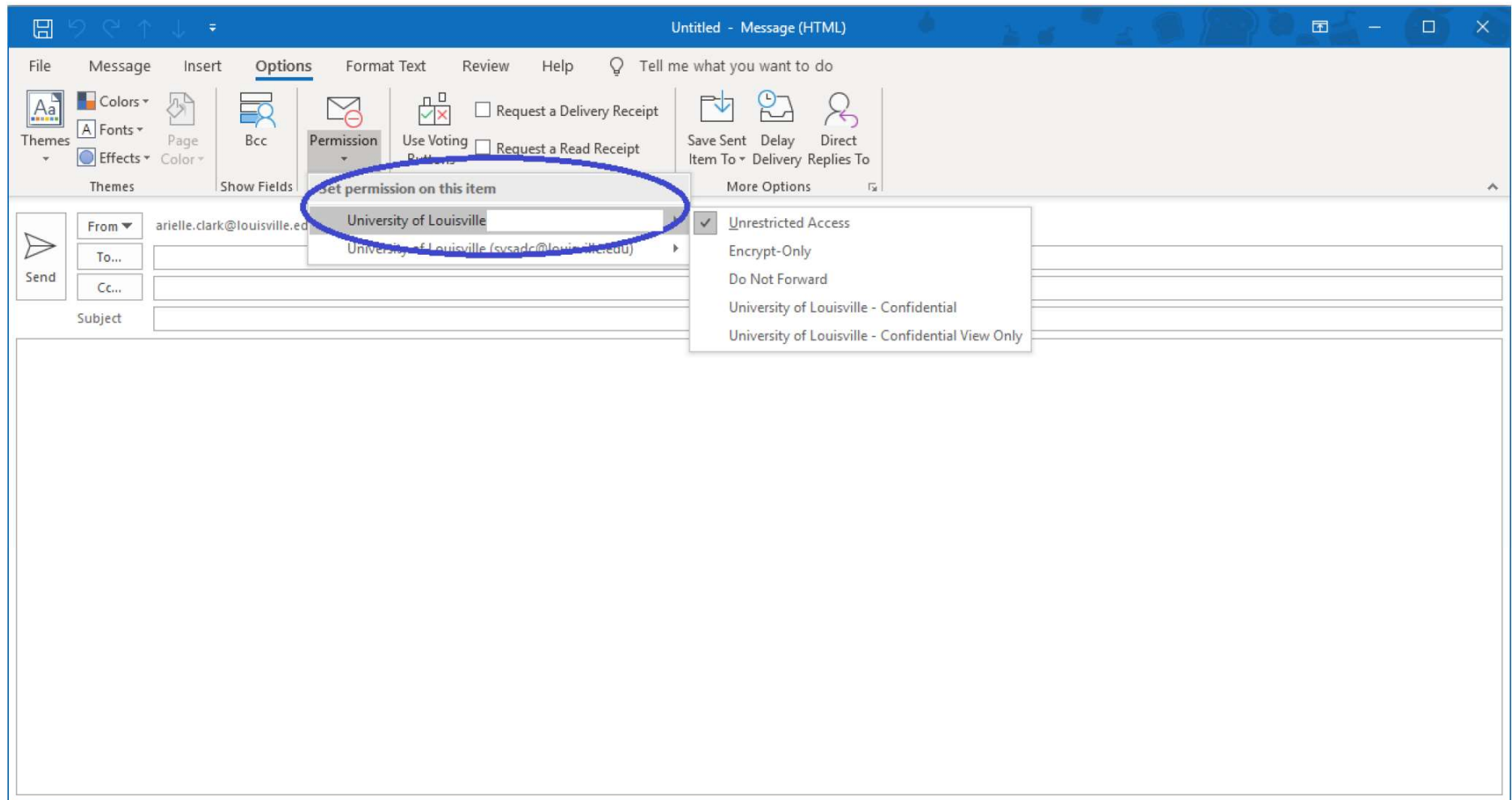
1. In your message pane, click *Options* at the top of the window.



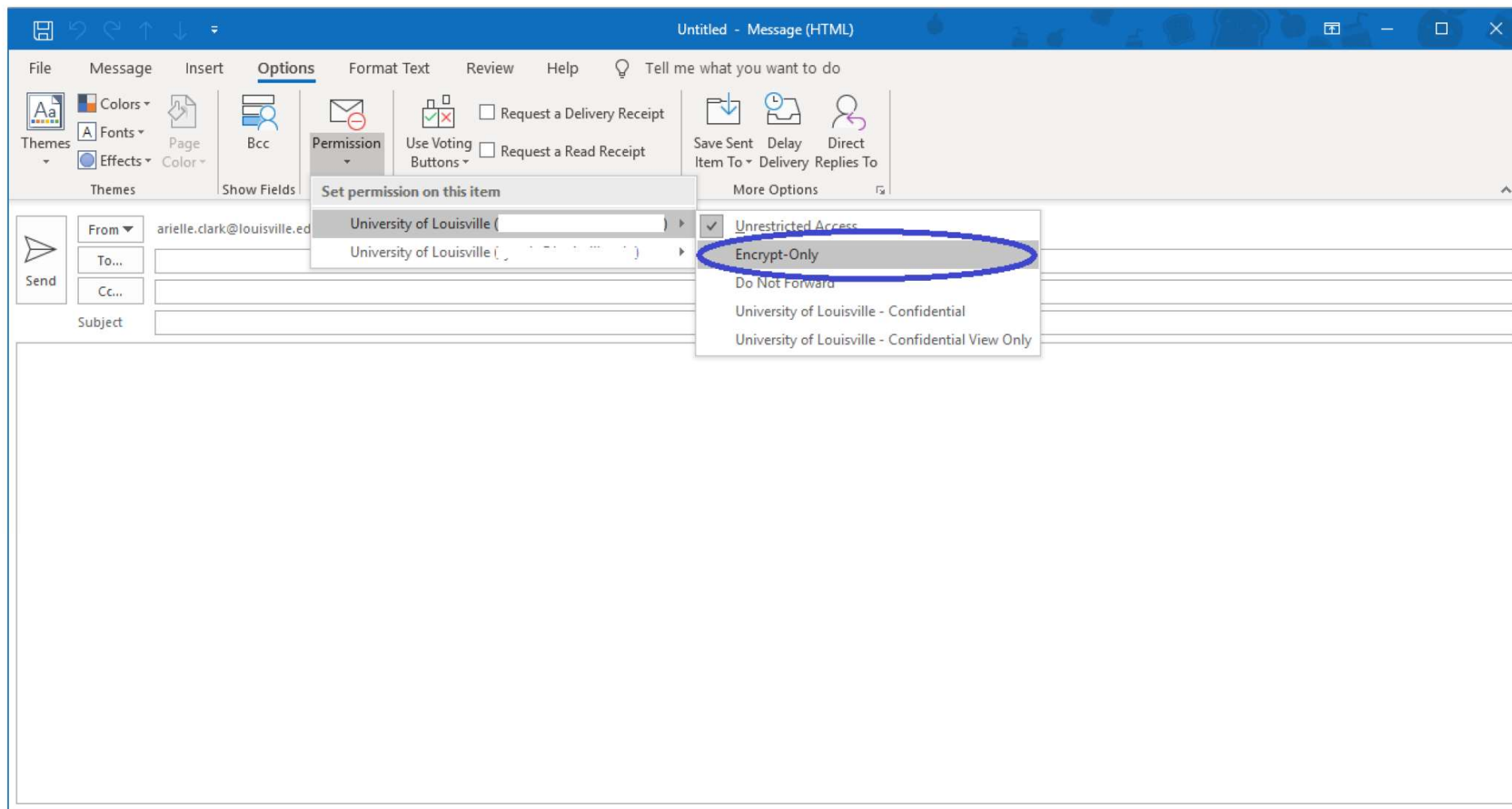
2. After clicking *Options*, in the top bar, click the small, downward-facing arrow under *Permission*



3. Select inbox (most of us will have only 1 mailbox available)



4. Select *Encrypt-Only* from the drop-down menu that appears after you select the correct mailbox



What happens when you send
us an unencrypted e-mail
containing PHI?

What happens when you send
us an unencrypted e-mail
containing PHI?

We have to submit a form to the UofL privacy office.

Not kidding.

Every time.