# EMAIL ENCRYPTION INSTRUCTIONS – TO BE SENT AS AN ATTACHMENT WITH THE DESIGNATED SCHEDULING GROUP EMAIL TO REPRESENTATIVES

# **References & Guides**

### **Encrypted Email Procedures**

For your convenience, we have included the following instructions to send emails with sensitive documentation or messages containing personally identifiable information (e.g., SSNs, EIN, etc.) securely to an SSA email address. If you utilize an alternate secure email method of transmission, we recommend contacting the recipient to confirm receipt.

## To Encrypt a File using WinZip

- 1. Save the file to your hard drive.
- 2. Open Windows Explorer and locate the file.
- 3. Right click on the file.
- 4. Select "WinZip" and then "Add to Zip File."

	Open				
	Print				
	Edit				
4	SkyDrive Pro	>			
1	Convert to Adobe PDF				
۲	Combine files in Acrobat				
B	Share				
U	McAfee File and Removable Media Protection	>			
	Open with	>			
	Give access to	>			
Q	Zip and Share (WinZip Express)				
I	WinZip	>	I	Add/Move to Zip file	
۲	Scan for threats		1	Add to DocToZip.zip	
	Restore previous versions		Q	Add to recently used Zip file	>
_	Send to	>	I I	Create a Split Zip File Replace files with Zipped files	
	Cut		Q	Zip and E-Mail DocToZip.zip	
	Сору		Q	Zip and E-Mail Plus	
	Create shortcut		Q	Configure	
	Delete				
	Rename				
	Properties				

- 5. An Add box pops up. Near the bottom of the box you will see an "Options" area.
- 6. Turn on the check box for "Encryption."

Add/Move Files			×
Select options fo	or the fi	iles being added/moved	
File name Type a name for the Zip file:		Destination C:\Users\008886\Desktop\	
DocToZip.zip		Change Destination	
Compression Type		Filters	
.Zip: Legacy (max. compa	tibility)	No filtering	
O.Zipx: Best method (smallest size)		O +*.*; Full Path	
		O +*.*; Hid/Sys	
Encryption	- I	+*.*; Full Path,Hid/Sys	
Encrypt files	>	0	
Conversions		N	
Convert Photos	>	25	
Convert to PDF	>		
Reduce Photos	>		
Remove Personal Data	>		
Watermark	>		
		Move Add	

7. Expand the arrow next to "Encryption."

8. Select the 256-Bit AES and click "OK"



9. Verify the correct File Name and Destination, then click "ADD"

Add/Move Files			×
Select options fo	or the f	iles being added/moved	k
File name		Destination	
Type a name for the Zip file:		C:\Users\008886\Desktop\	
DocToZip.zip	_	Change Destination	
Compression Type		Filters	
.Zip: Legacy (max. compatibility)		No filtering	
O.Zipx: Best method (smallest size)		+*.*; Full Path	
		○ +*.*; Hid/Sys	
Encryption		+*.*; Full Path,Hid/Sys	
Encrypt files	>		
Conversions			
Convert Photos	>		
Convert to PDF	>		
Reduce Photos	>		
Remove Personal Data	>		
Watermark	>		+
		Move	Add 📐

- 10. Click "OK" to a caution box if it appears
- 11. Enter a password composed of letters, numbers, and special characters (minimum 8 characters maximum 64) and click "OK"

Encrypt	Ν	×
This password will remain in Zip	effect for all files that you a file until the Zip file is closed.	dd to or unzip from this
PASSWORD POLICY: Password	must be at least 8 characters lo	ng.
Enter password:		
*****		
Re-enter password (for confirm	nation):	
*****		
Hide the password		ОК

- 12. A "completion box" will be displayed, click "OK" to close WinZip
- 13. In your email client, compose the desired email and attach the encrypted zip file and send as normal.

#### CAUTION: do not include the password in the email. See next section

14. Delete both the encrypted Zip file and the original unencrypted file if no longer needed.

#### **Providing the Recipient with the Password**

In a **SEPARATE** email, send the password to the recipients of the email prior to or after sending the encrypted file. You must **NEVER** send the password in the same email message to which you attached the encrypted file.

# Alternate Encryption Methods

	Microsoft Office	Adobe Acrobat Pro DC	
	Word, PowerPoint, Excel	PDF	
1.	Click the <b>File</b> tab.	1. Click the <b>Tools</b> tab.	
2.	Click Info.	2. Click <b>Protect</b> .	
3.	Click Protect Document.	3. On the Protect bar at the top of the document,	
4.	Click Encrypt with Password.	click Encrypt with Password.	
5.	In the Encrypt Document box, type a	4. If a warning box appears, click <b>YES</b> .	
	password, and then click OK.	5. In the Password Security – Settings box, click	
6.	In the Confirm Password box, type the	Require a password to open the document.	
	password again, and then click OK.	6. In the Document Open Password field, type a	
7.	Attach the encrypted document to the	password.	
	email and click Send.	7. Ensure that the Encryption Level in the Options	
8.	Communicate the password separately,	field notes 128-bit AES or 256-bit AES.	
	per the instructions above	8. Click <b>OK</b> .	
		9. In the Confirm Document Open Password box,	
		type the password again and click OK.	
		10. Attach the encrypted document to the email and	l
		click Send.	
		11. <b>Communicate</b> the password separately, per the	
		instructions above	