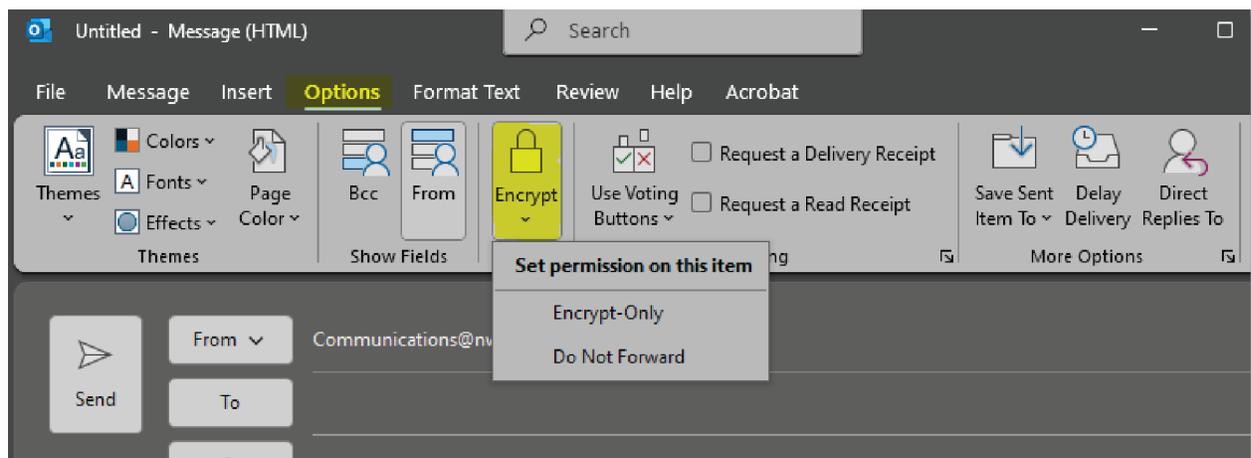


How to encrypt emails using Outlook

If you're sending a message that includes any Protected Health Information (PHI), it must be protected against unauthorized access, use, or disclosure. The preferred method is to send PHI through an EMR, but **if you are emailing PHI to a contact outside of NKC, you must use encryption**. Failing to do so violates both NKC policy and HIPAA regulations, and may lead to disciplinary action, up to and including termination of employment. Here's how to encrypt an email in Outlook.

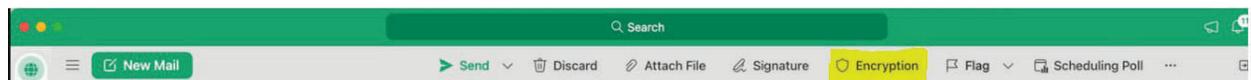
On a PC:

- 1) Open an existing or new email.
- 2) Click on "Options" in the navigation bar.
- 3) Click on the Encrypt dropdown menu and choose "Encrypt-Only". If you do not wish to have the email forwarded to other recipients, please also select "Do Not Forward".



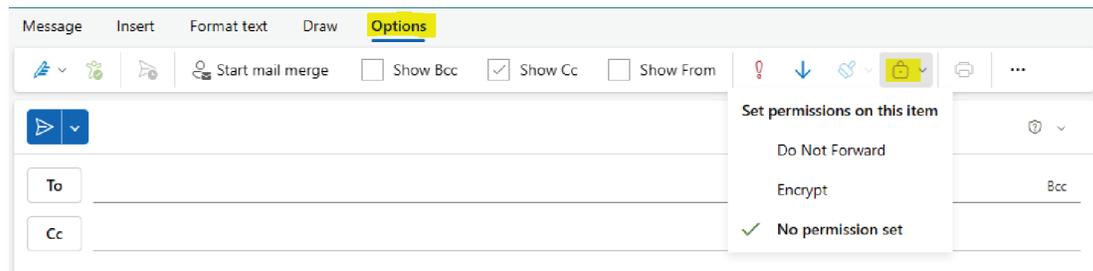
On a Mac:

- 1) Open a new or existing email.
- 2) Click on the "Encryption" button in the navigation bar.



Using Outlook online:

- 1) Open a new email.
- 2) Click on the “Options” tab.
- 3) Click on the little lock icon and choose your encryption options from the drop-down menu:



NOTE: If you click on the Options tab but do not see the lock icon, you can find it by clicking on the “More Options” button on the right-hand side of the tool bar (the “...”):

