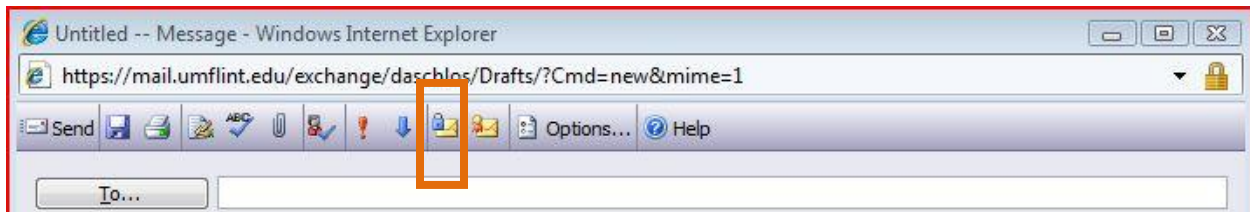


Webmail Email Encryption Options

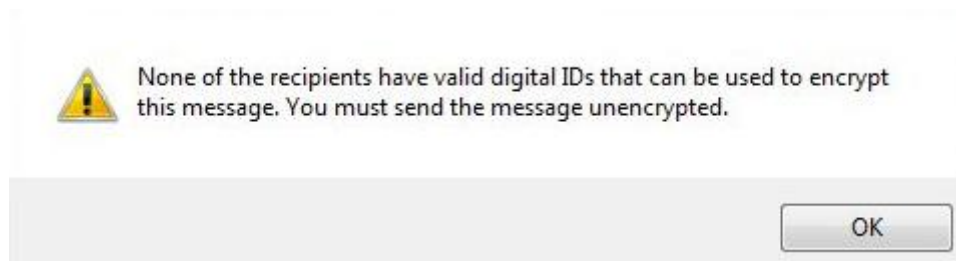
For Internet Explorer Use ONLY

Students:

1. Click **Options** in the bottom left of the screen
2. Scroll to the E-mail Security subsection
3. Click **Download** to download the latest version of S/MIME if required
 - a. Click **Run** to install the control
 - i. Continue through any steps that may come up including the installation of some ActiveX controls.
 - b. If the latest version is installed you should see 3 options: Encrypt contents, Add a digital signature, and Re-install the S/MIME control. There should be no options selected.
 - i. Click **Save and Close** found at the top of this window.
4. Open a new message and fill in the contents as usual including the *body*, *subject line*, and *recipient*.
5. Before sending click **Encrypt contents and attachments** found at the top of the window. (Show below)



6. Click **Send**
 - a. If the recipient does not have a certificate you will receive an error, shown below. If this is the case you will need to send the message un-encrypted or notify the person that they need to get a certificate.



** Please note that students cannot digitally sign messages in webmail. This is the option to the right of the encrypt option. If the option to digitally sign is selected the student will not be able to send the message. **

Faculty and Staff:

1. Click **Options** in the top right of the screen
2. Scroll to the E-mail Security subsection on the left under Options
3. Download the Outlook Web Access S/MIME control
 - a. Click **Run**
 - i. Continue through any steps that may come up including the installation of some ActiveX controls.
 - b. If the latest version is installed you should see 3 options: Encrypt contents, add a digital signature, and Reinstall the S/MIME control. There should be no options selected here on this screen.
7. Open a new message and fill in the contents as usual including the *body*, *subject line*, and *recipient*.
4. Before sending click **Encrypt contents and attachments** found at the top of the window. (The picture is the same as that pictured for students above.)
5. Click **Send**
 - a. If the recipient does not have a certificate you will receive an error, shown in above section. If this is the case you will need to send the message un-encrypted or notify the person that they need to get a certificate.