

## How to Encrypt E-mails

In order to protect student confidentiality, e-mails to parents containing any identifiable documents (PPF, IEP, etc.) must be encrypted

1. Create the e-mail and attach any documents that require the parent's signature.
2. Click on "Encrypt" in the menu bar.



3. You will now see the lock showing the message is encrypted."



4. Click "Send."