

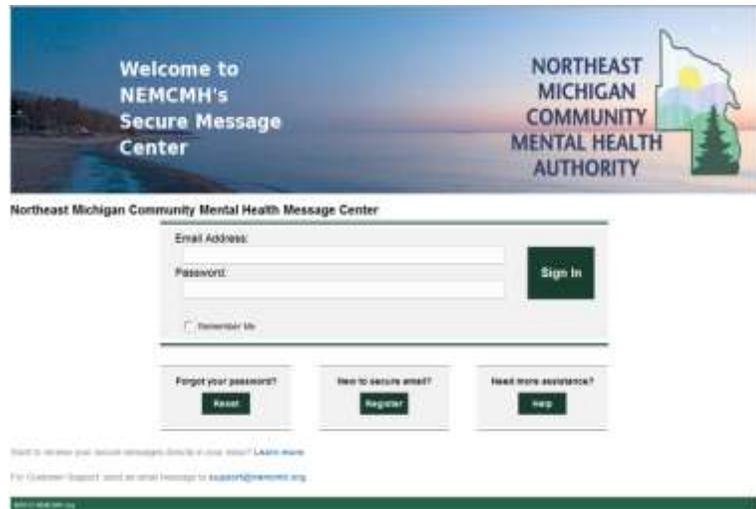
Composing an encrypted email from ZixPort

Step-by-step example of a customer composing an encrypted email to NEMCMH.

Step 1

If you want to send an encrypted email, click the “Send Us A Secure Message” link from the NEMCMH.org homepage .

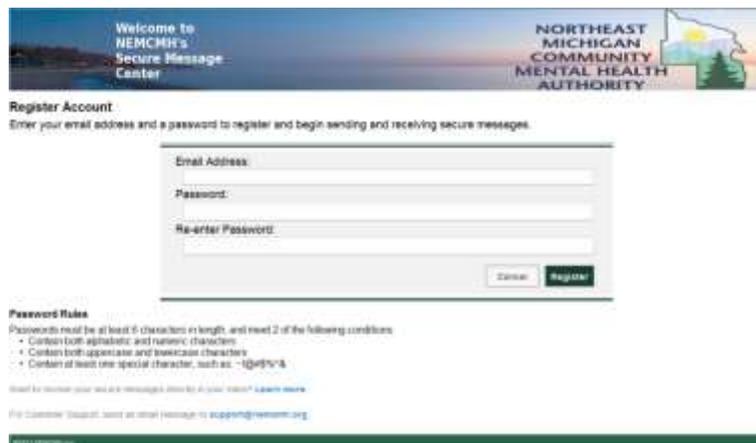
You will automatically be brought to NEMCMH’s custom secure portal.



Step 2

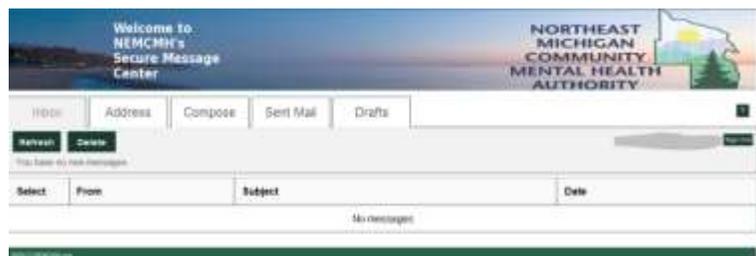
If this is your first time accessing this service, you will have to register to activate your personal secure email account.

The password rules criteria are outlined at the bottom of the page.



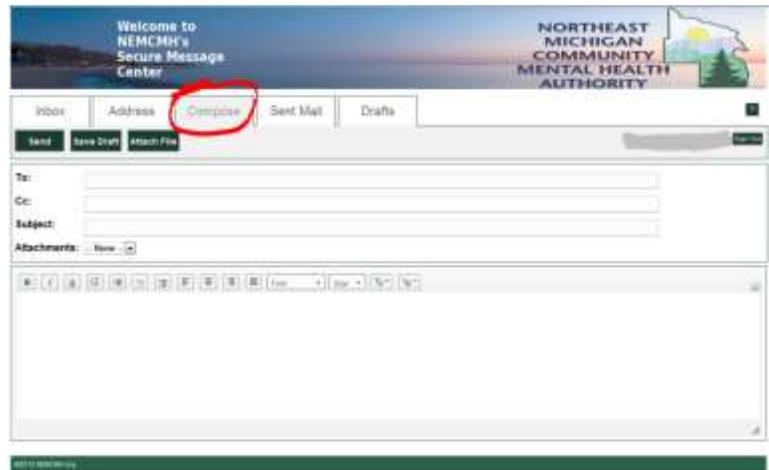
Step 3

You must access your personal secure email service.



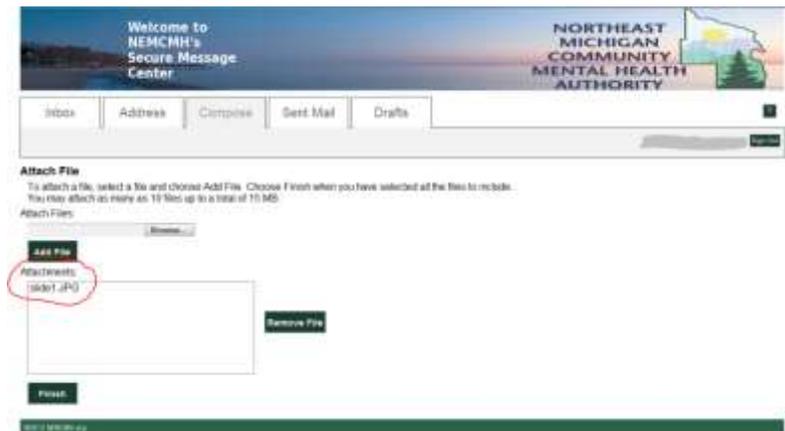
Step 4

Select the “Compose” tab and determines to whom the email will be sent.



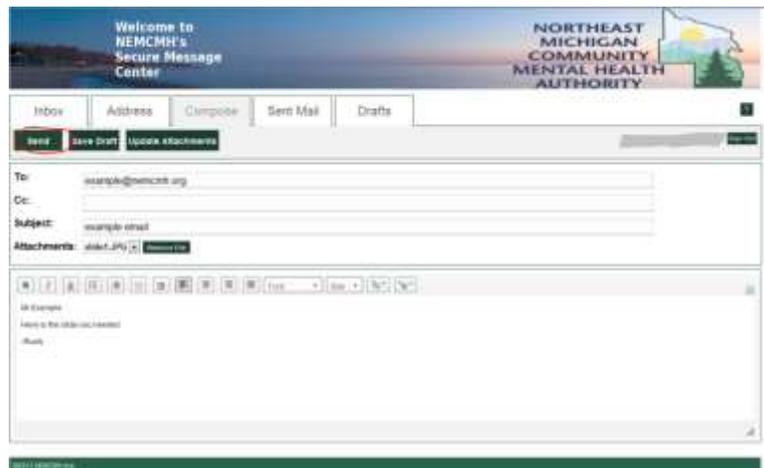
Step 5

You will have the option of adding attachments of up to 50Mb to your secure email message.



Step 6

You are now ready to send the encrypted email to NEMCMH.



The process is complete, and your private information is sent securely.

Anytime you need to send information that needs to be encrypted, send it using your new email encryption service accessed through NEMCMH's website.