

Sending Secure Email Messages

This guide describes how you can send secure emails using Outlook Mimecast and manage your incoming emails. Emails containing PHI (Protected Health Information), banking information, or otherwise sensitive information should be sent using one of the methods outlined below.

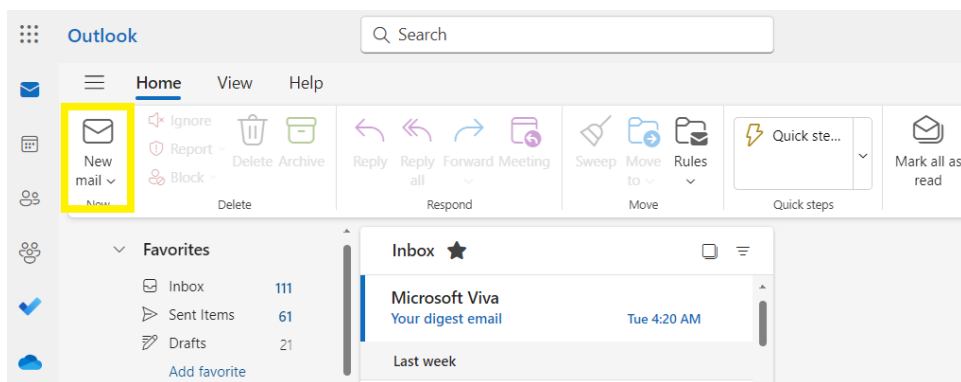
There are 3 different ways you can send a secure email:

1. Including any of the following words within the subject line of your email: **Confidential**, **Secure**, or **secureportal** in Outlook for the web or desktop
2. Using the Mimecast for Outlook app add-on (desktop version only)
3. Using the Mimecast Personal Portal

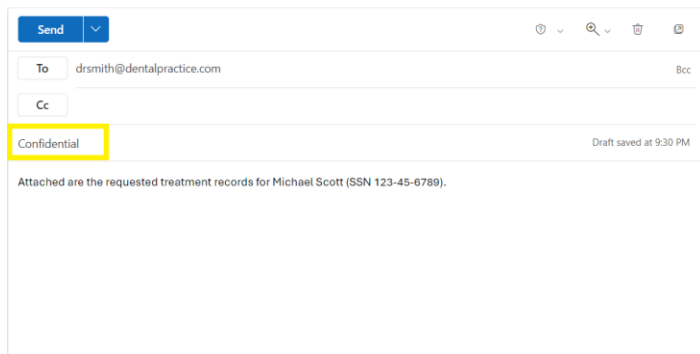
Sending Secure Messages in Outlook

Option 1: Include Specific Words in the Email Subject Line (any version of Outlook)

1. From your Outlook inbox, click **New mail**



2. Use any of the following words within the **email subject** field (not case sensitive):
 - a. Confidential
 - b. Secure
 - c. Secureportal



3. Compose your email message and include any attachments if necessary
4. Select **Send**

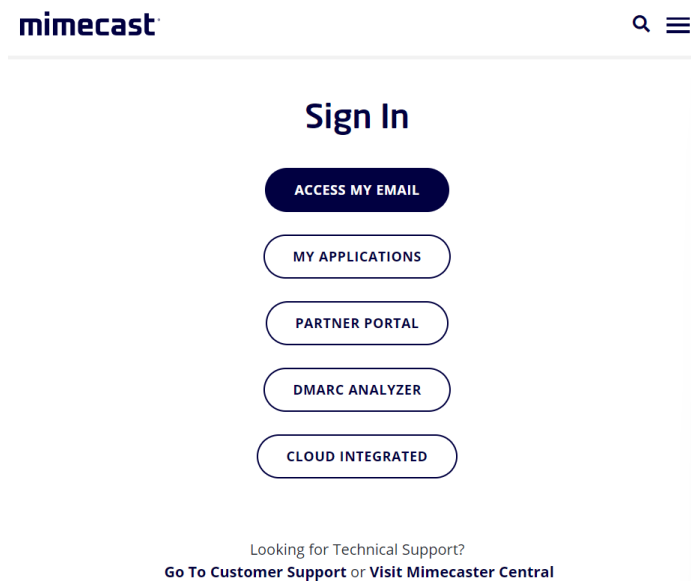
Option 2: Using Mimecast for Outlook app add-on (Outlook for Desktop only)

1. Open **Outlook** Compose an email message as normal
2. Click on the **Mimecast** tab
3. Click on the **Send Securely** icon
4. Select the **Secure Messaging Definition** you want applied to the message. A notification is displayed below the ribbon that the message will be sent via Mimecast Secure Messaging.
5. Click the **Send** button. The message is sent to the recipient via the Secure Messaging Portal

Sending Secure Emails in Mimecast Portal

You have access to a Mimecast Personal Portal where you can send and manage your secure emails.

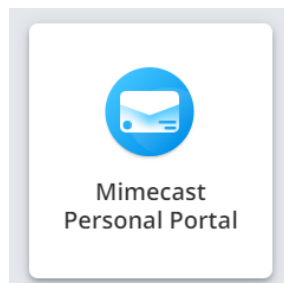
1. Login to the [Mimecast Personal Portal](#) using any web browser
2. Select **Access My Email**



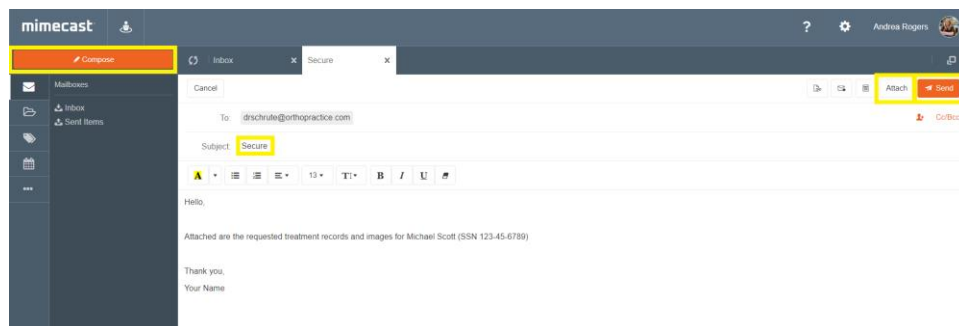
3. Enter your **Email** and click **Next**. Mimecast uses Single Sign-On using your Microsoft 365 email and password.



4. Click **Mimecast Personal Portal**



5. Click **Compose** to create a new email.
6. Type **Confidential**, **Secure**, or **Secureportal** in the email subject line.
7. Compose your email and click the **Attach** button to include any files in your email
8. Click **Send**



Additional Resources

[Mimecast Personal Portal User Guides](#)

[Mimecast for Outlook – Secure Messages](#)

[Mimecast Personal Portal – Compose a Message](#)