

Encrypting E-mail Messages in Microsoft Outlook or Outlook Web Access





Every e-mail containing Protected Health Information (PHI) sent outside the WUSM/BJC Healthcare network, should have the [SECURE] designation in the subject line. Encrypted messages can be sent with or without attachments.

1

In the Subject line of the e-mail enter one of the following options:

[SECURE] or [secure] or [Secure]

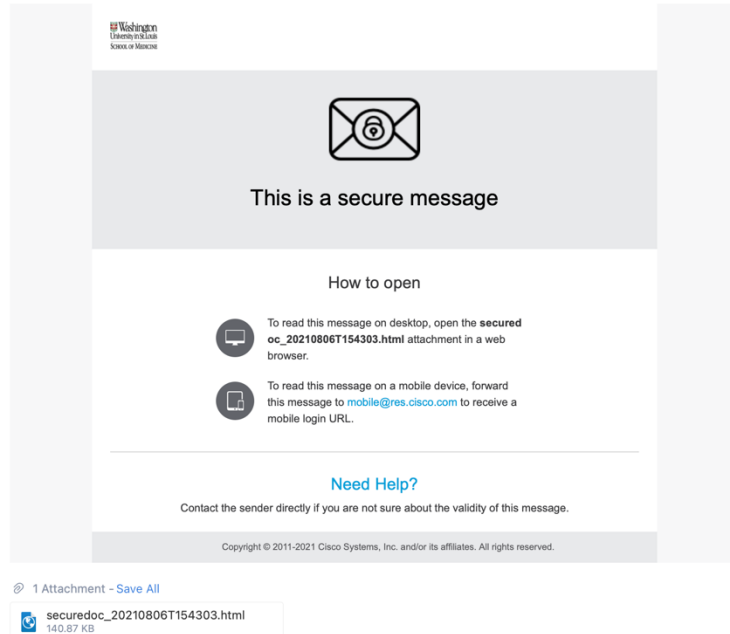
*The Subject line is not case sensitive.

Message	Options
	 Calibri (Bo... 11
B I U  	
To: _____	
Cc: _____	
Subject: [SECURE]	

2

A person, outside WUSM/BJC Healthcare, receiving the message will receive an email with a message and an attachment.

- Recipients within WUSM/BJC Healthcare will simply receive the e-mail as normal. (No login required)



3

Once the recipient of the e-mail opens the attachment they will receive a screen resembling an envelope.



4

If this is the first time the recipient has received a secure message, they will need to register with CISCO by creating a Username/ Password in order to view the message.

- Upon completion of registration the recipient will:
 - Return to the envelope.
 - Enter their password and the message will open.
- The recipient may reply (or reply all) to the message.
 - **AS LONG AS [SECURE]**
REMAINS IN THE SUBJECT LINE,
THE CONVERSATION WILL
REMAIN SECURE.

New User Registration

Enter Personal Information

Email Address

First Name*

First Name

Last Name*

Last Name

Create a Password

Password*

Password

Confirm Password*

Confirm Password

☐ I agree to Cisco Secure Email Encryption Service's [Terms of Service](#)

Register

NOTE:

The maximum file size you can send is 10 MG. If the file is larger, use the "LARGE FILE TRANSFER" at: <https://lft.wustl.edu/human.aspx>

 Washington University in St. Louis

Large File
Transfer System 

Username

Username

Password

Password

Welcome to the Large File Transfer System,
please use your WUSTL KEY ID for access.
SECURITY NOTICE: This is a restricted and
monitored resource of Washington University in

Sign On