Email Encryption at ECU
Send and reply to encrypted email through Office 2010, 2013, 2011 and Piratemail | Create a Cisco account for opening encrypted email.

What is email encryption?
A security measure to encode, or scramble, an email so that only those recipients with the key (code) can unscramble and read the message.

Who should send encrypted email?
ECU faculty, staff or department email users who send sensitive information OUTSIDE the ECU network.

When should an email be encrypted?
Messages containing sensitive information sent to email addresses outside the ECU network require encryption. Sensitive data includes HIPAA info, SSNs, FERPA or credit card data.

How do I do this?

Step 1. All faculty, staff and department Exchange accounts are enabled for encryption.

Step 2. Flag new emails as Confidential or set the [sendsecure] tag in the subject line

Send an Encrypted Message in Outlook 2010 and 2013 (Windows)

1. Open a new email.

2. From the menu bar, click the arrow in the Tags section.

   The Properties dialog box opens.

3. From the Sensitivity drop-down, choose Confidential.
Send an Encrypted Message in Outlook 2011 (Mac)

Type the words, [sendsecure] anywhere in the subject line of an email. Be sure to include the brackets. This method works for Outlook 2011 as well as Outlook 2007, 2010, 2013 and Piratemail.

Note that each message in the secure conversation – replies and forwards – must also be tagged with [sendsecure].

Send an Encrypted Message Using Piratemail (Web)

To encrypt an email using Piratemail:

1. Open an email.
2. Click the Options link.
3. From the Sensitivity drop-down menu choose Confidential.
View an Encrypted Email Message

1. To open or save the message, click the attachment.

2. First-time users must register with Cisco after clicking the attachment. This must only be done once.

3. Registered users are prompted to enter their password, and the message opens.

First-time user? You will see the message below.

4. Click the link to register.

The registration form opens (no screen shot).

5. Complete the form and click the Register button.

The Final Step dialog box opens, and an email is sent to your inbox.
6. Open your email to see the **Activate with CRES** message.

7. Click the **Click here to activate this account** link to complete your registration (see screen shot above).

   The **Email Address Confirmed** message opens.
8. Close the original encrypted email and open it again.

9. Click the attachment to open the encrypted message.

The Cisco Registered Envelope Service opens.

10. Type the password you previously created.

The encrypted message opens.
Reply to an Encrypted Email Message

Replies in an encrypted conversation follow the same process as the initial message.

1. Click the encrypted email’s attachment.

2. Enter your Cisco passphrase.
   
   The message opens.

3. Choose Reply or Reply All.