



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
**INFORMATION SECURITY OFFICE**

**HOW-TO: ENCRYPT EMAIL**

Email can be encrypted by placing the phrase [Send Secure] or [SS] at the beginning of the Subject Line. (see Figure 1)

Email containing personnel or patient information including medical information, Social Security numbers, credit card information, or other confidential TTUHSC information **must** be encrypted when sent to **external** (non @ttuhsc.edu) recipients.

Only email sent outside of TTUHSC using this method will be encrypted. Email sent internally using this method does not need to be, and will not be encrypted. Email containing confidential information **does not** need to be encrypted when sent to internal @ttuhsc.edu recipients.

A screenshot of an email composition window. At the top, a blue banner reads "This message has not been sent." Below this is a "Send" button with a paper plane icon. To the right of the button are four input fields: "From..." with the value "any.user@ttuhsc.edu", "To..." with the value "john.doe@anyisp.net", "Cc..." which is empty, and "Bcc..." which is empty. Below these fields is the "Subject:" field, which contains the text "[Send Secure] Example of an Encrypted Email". The phrase "[Send Secure]" is circled in red. At the bottom of the window is a large text area containing the text "Confidential content." and a vertical scrollbar on the right side.