

**STATE OF MISSOURI
OA/INFORMATION TECHNOLOGY SERVICES DIVISION**

E-MAIL ENCRYPTION:

Instruction 1: Sending an Encrypted Email using Proofpoint Email Encryption

The following conditions must be true to send an encrypted email using Proofpoint email encryption:

- Your Missouri State Agency's email server must use Proofpoint as a mail gateway;
- You must have a license to use Proofpoint email encryption; and
- You are sending an email to a recipient who is external to your email system.

If the above-listed conditions are true, the sender can type [encrypt] in the subject line of an email message and the message will be sent encrypted to the recipient. The word [encrypt] can be anywhere in the subject line and is not case-sensitive. Please see Figure 1 below for an example of an encrypted email message initiated from a State user who meets the conditions above.

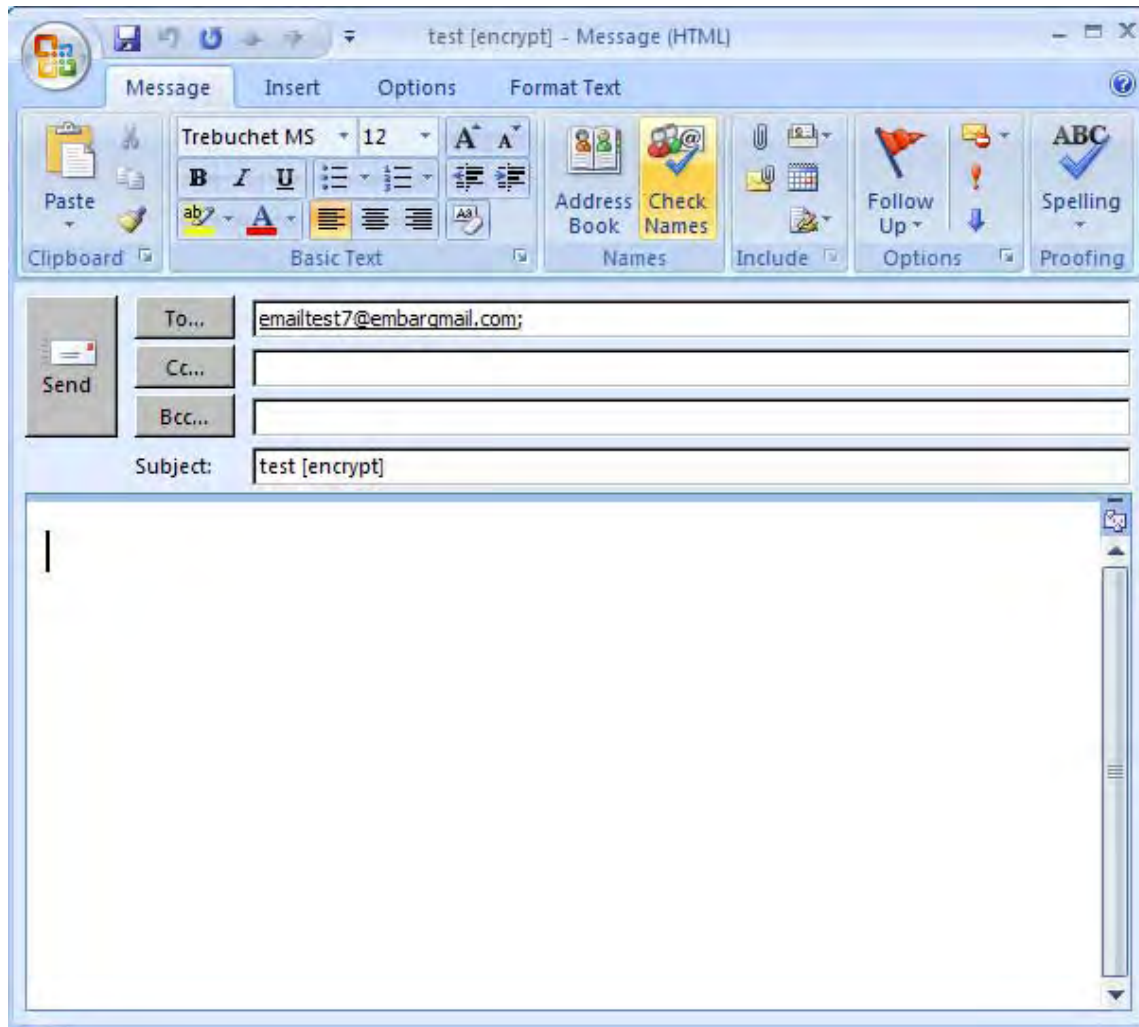


Figure 1: Example of a State user sending an encrypted email to an Internet address; note the [encrypt] in the subject line of the email.