TOWNE PROPERTIES

Knowledge Base Article

ENCRYPT EMAIL: USING THE MIMECAST EMAIL FILTER TO AUTOMATICALLY ENCRYPT EMAIL WITH CONFIDENTIAL INFORMATION
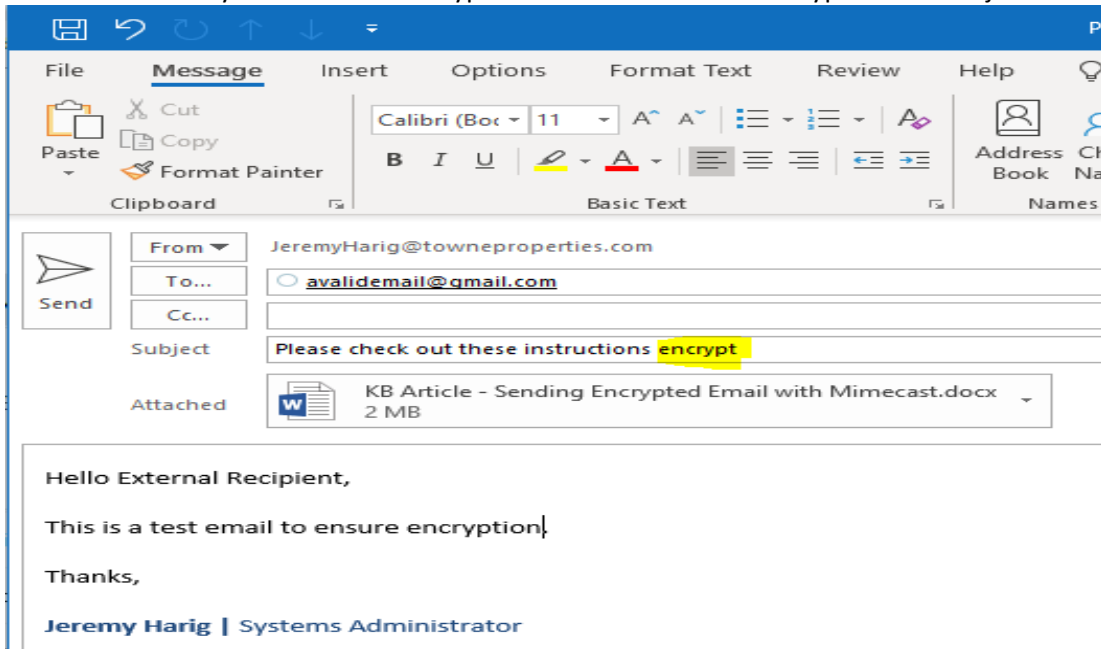
Problem Description

To maintain privacy regarding private and confidential information in email, it is necessary to encrypt email for outgoing email.
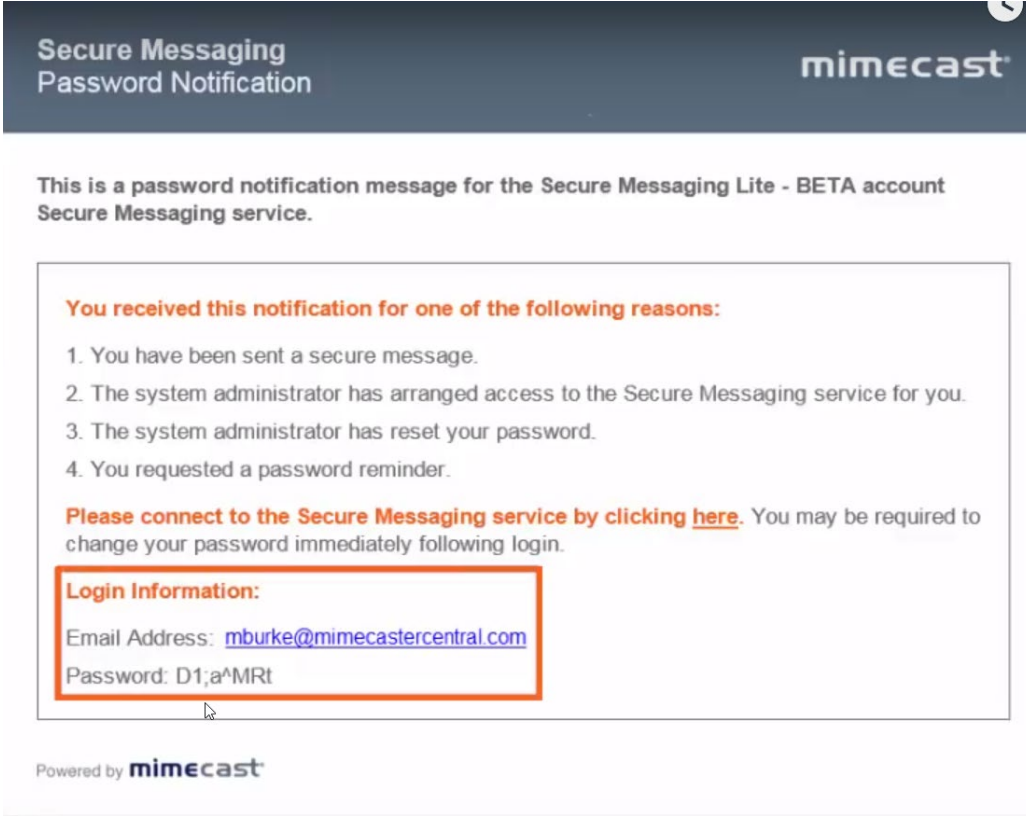
Resolution

Prepare the Confidential Attachment. The Mimecast Email Filter encrypts outgoing email based on a certain word in the subject field. The first step is to add the word "encrypt" to the subject field on your email. This word is the key to encryption, only email with the word "encrypt," will be encrypted. This only applies to email addresses and recipients outside of Towne Properties. Internal email does not leave our building, and it is not necessary to encrypt internal mail.

Locate the email you wish to be encrypted and add the word "encrypt" in the subject field.

1. The recipient will get a message that looks like this :

2. Please feel free to send the recipient "KB Article – Recipient Receiving Secured Email with Mimecast.docx "

3. When the external user replies to a secure message, it will go directly into your inbox. You will not have to log into a secure portal to retrieve the message.

Please contact Towne Properties Support help@towneproperties.com if you have any questions.