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Knowledge Base Article

ENCRYPT EMAIL: USING THE MIMICAST EMAIL FILTER TO AUTOMATICALLY ENCRYPT EMAIL WITH CONFIDENTIAL INFORMATION

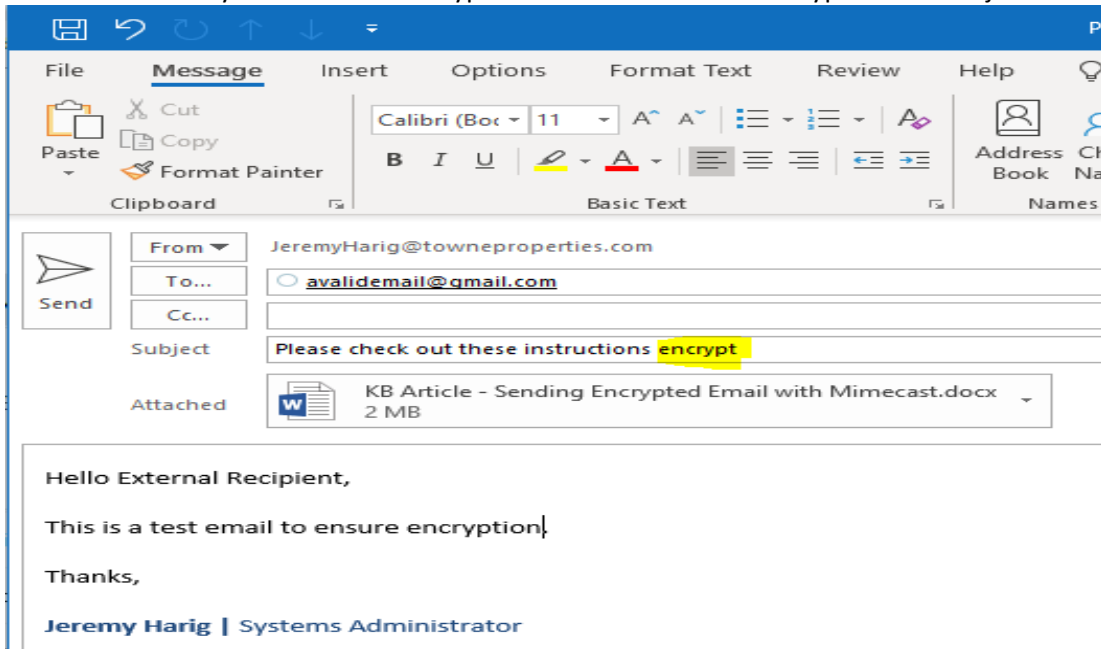
Problem Description

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

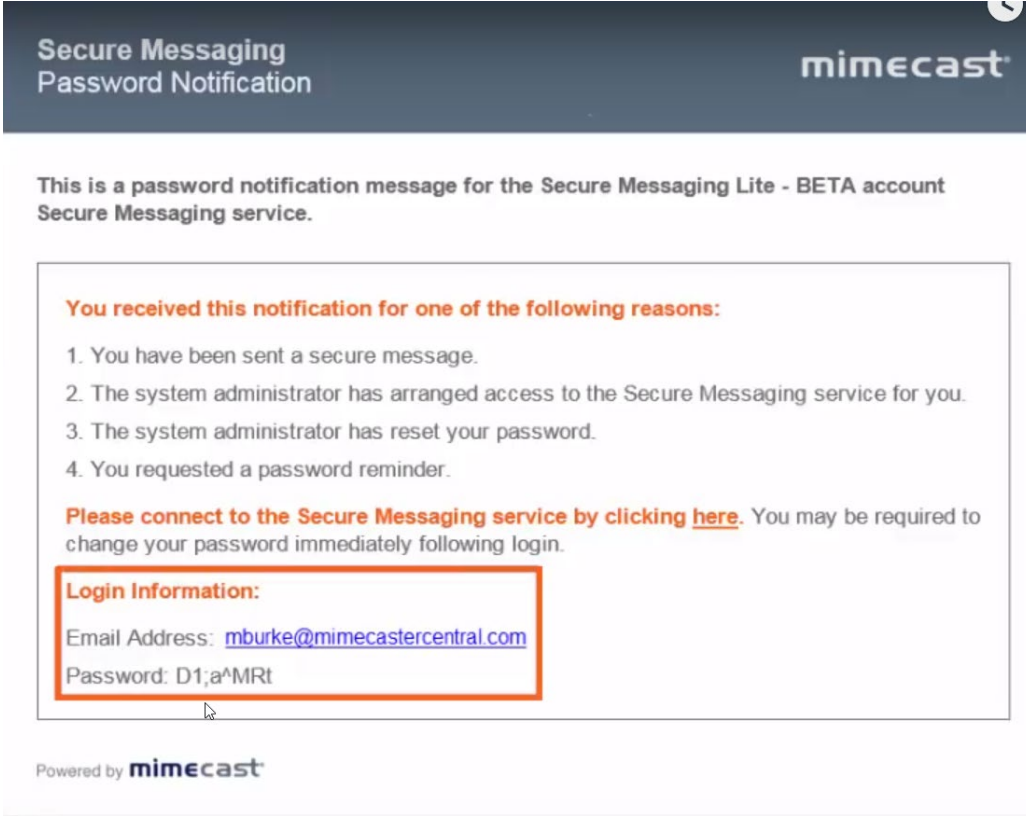
Resolution

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 :



The screenshot shows an email header with the subject "Secure Messaging Password Notification" and the Mimecast logo. The body text reads: "This is a password notification message for the Secure Messaging Lite - BETA account Secure Messaging service." Below this is a list of reasons for the notification: "You received this notification for one of the following reasons: 1. You have been sent a secure message. 2. The system administrator has arranged access to the Secure Messaging service for you. 3. The system administrator has reset your password. 4. You requested a password reminder." A call to action follows: "Please connect to the Secure Messaging service by clicking here. You may be required to change your password immediately following login." A box labeled "Login Information:" contains the email address "mburke@mimecastercentral.com" and the password "D1;a^MRt". The footer of the email says "Powered by mimecast".

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.