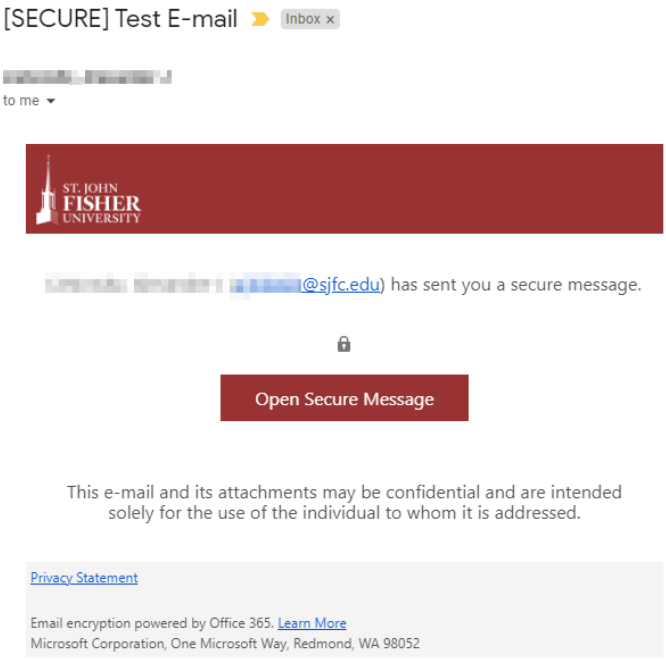
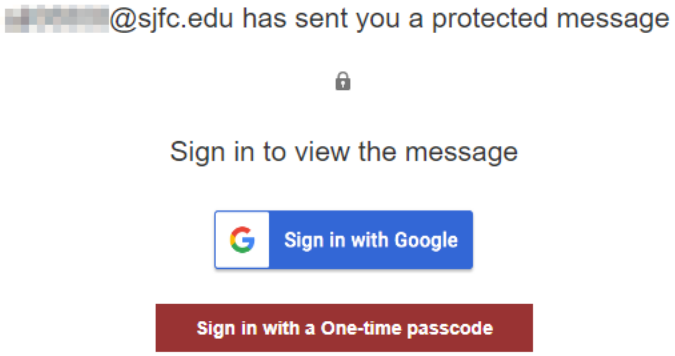
Sending Secure E-mail Outside SJF

Updated: 6/30/2022

1. When sending an e-mail with private or confidential information to a person outside of SJF, you must have **[SECURE]** at the beginning of the subject line in the e-mail.
2. The recipient will receive a message like the one below. They will click the "Open Secure Message"



3. A new tab will open and choose an option to open the message. Follow the instructions to view, reply, forward, or print the e-mail.