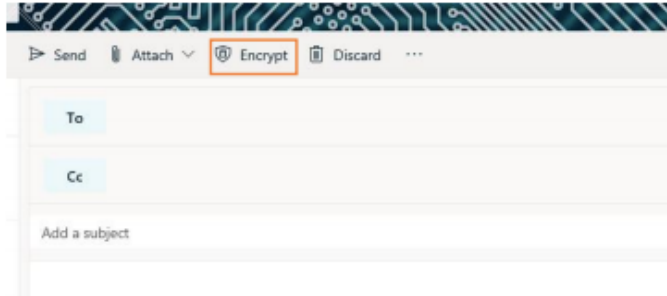
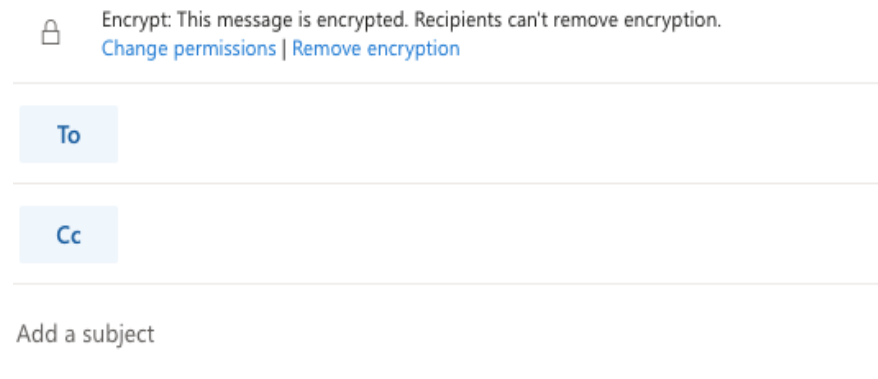


## How to send an Encrypted Email:

Step 1. When creating a new email in Office365, click the “Encrypt” button.



2. The email will be encrypted and the following message will appear.



3. Complete all fields and attach documents as you normally would.

**\*All IEP's and report cards must be sent as an encrypted email.**

**\*\*Using Outlook on mobile devices, you cannot send an encrypted email. Please use a desktop or laptop computer to send an encrypted email.**