

Encryption Instructions

These are some of the options available for sending secure emails. You are not required to use these methods if you have your own encryption service.

Leadersgoup.net Email Encryption Instructions

- Log into your leadersgroup.net email and compose your secure email.
- Add the word Secure or Confidential in the subject line.
- Send the email.

Secure Email Portal Instructions

- Log into the secure email portal <https://w.deliveryslip.com/leadersgroup#m/am/>
- If you do not have access to the portal, email heather@leadersgroup.net to obtain access.
- Compose your secure email using the green plus sign, and select "Secure Message".
- Send the email.

Encryption with Adobe Acrobat Version 9

- Create a pdf file by printing to Adobe PDF or saving as pdf file.
- Open pdf file
- Go the Advanced tab on the menu bar and then to Security, or the Secure Icon on the toolbar
- Click on Encrypt with password
- Click Yes if it asks "Are you sure you want to change the security on this document?"
- Click on Require a password to open the document
- Type in your password
- Click on OK
- Re type the password when prompted
- Save the document

Encryption using WinZip

- Go to www.winzip.com if you don't have WinZip on your computer
- Click on download WinZip
- Click on Get WinZip Free
- Download 45-day trial (aka "Evaluation Version") on your computer

To zip a file:

- Right click on the file name
- Click on WinZip
- Click on Add to Zip file
- Name the Zip file and save to desired location on your computer
- Open the zip file after it is created
- Click on Tools icon in toolbar, then click Encrypt icon

- Enter password and click OK

Password-protecting a document via Microsoft XP or Windows 7

- Click on the Windows logo in the upper left corner of the document
- Scroll down to the Prepare icon
- Click on Encrypt Document
- Enter password and click OK

Attach encrypted file to your email and CALL the recipient with the password, or send the password in a separate email.