Electronic Transmission of Protected Health Information

When you send sensitive information as an attachment via e-mail, please follow the following procedure to prevent unauthorized access.

# A.1) How to Password Protect Your Attachment in Microsoft Office 2010 & 2016

(This applies to Microsoft Office 2010 versions of Word, Microsoft Excel, and Microsoft PowerPoint.)

1. When you are ready to save the document, click the **File** tab in the top left corner.
2. The Information window should appear. If it does not, click the **Info** menu item in the left pane of the File tab.
3. Click the **Protect Document** button in the middle pane of the Information window, and then select **Encrypt with Password** in the drop-down list that appears.
4. At the **Encrypt Document** prompt, fill in the Password field with a strong password (8 characters, alphanumeric).
5. Click **OK**, and then **Save** the document.

When the recipient receives the e-mail message, the person has to enter the password before the attachment file can be opened.

# A.2) How to Password Protect Your Attachment in Microsoft Office 2007

(This applies to Microsoft Office 2007 versions of Word, Microsoft Excel, and Microsoft PowerPoint.)

1. When you are ready to save the document, go to the **Office Button** (the circular button with the Office logo in the top left corner) **> Prepare > Encrypt Document**
2. At the **Encrypt Document** prompt, fill in the Password field with a strong password (8 characters, alphanumeric).
3. Click **OK**, then **Save** the document.

When the recipient receives the e-mail message, the person has to enter the password before the attachment file can be opened.

# A.3) How to Password Protect Your Attachment in older versions of Microsoft Office

(This applies to non-Microsoft Office 2007 versions of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.)

1. When you are ready to save the document, go to **File > Save As > Tools > General Options**

At the bottom, fill in **Password to Open** box.

1. Click **OK**, and then **Save** the document.

When the recipient receives the e-mail message, the person has to enter the password before the attachment file can be opened.

# B) How to Send the Password Protected Document as an E-mail Attachment

1. Open your e-mail program such as Microsoft Outlook.
2. Click **File > New > Mail Message** (or the **New** **Icon** on the top toolbar).
3. Type in the recipient's e-mail address, subject, and the content.
4. Click **Insert > File** (or the **Paperclip Icon** on the tool bar).
5. Within the Insert File window, select the file you want to attach.

**\*\* You need to know the exact file location. \*\***

1. Click **Insert**, a small icon representing the attached file will show up at the bottom of your e-mail depending on the setting on your e-mail program.
2. When you are ready, click **Send**.

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| For privacy protection, please follow the following guidelines concerning your document password.   1. **DO NOT** e-mail your password in the e-mail message that contains the encrypted file. Instead convey the password, only to the e-mail recipient, either verbally or in the body of a follow-up e-mail being sure not to use the word “password” in the subject or body of the e-mail. 2. **DO NOT** use your participant name to name the file, or as the subject on the e-mail. |

# C) How to Set a Return Receipt

1. Within the composing e-mail window, go to **View> Options** (or **Options Icon** on the Toolbar)*.*
2. Under “Tracking Options”, check **Request a read receipt for this message**. Then, select the person to receive the receipt from Contacts or enter the person's e-mail address. Then, click **OK.**
3. Now you are ready to send the message.