

How to Send Encrypted Emails:

The document shows you how to send encrypted emails. Please see the County IT Security Policies, the MCHD Security and Privacy Polices and any bureau specific polices about what type of information you should encrypted.

How to encrypted emails is based on who it is going to. For people on our same IT network, you use Voltage. For people outside of the network, you use an encryption feature of Outlook.

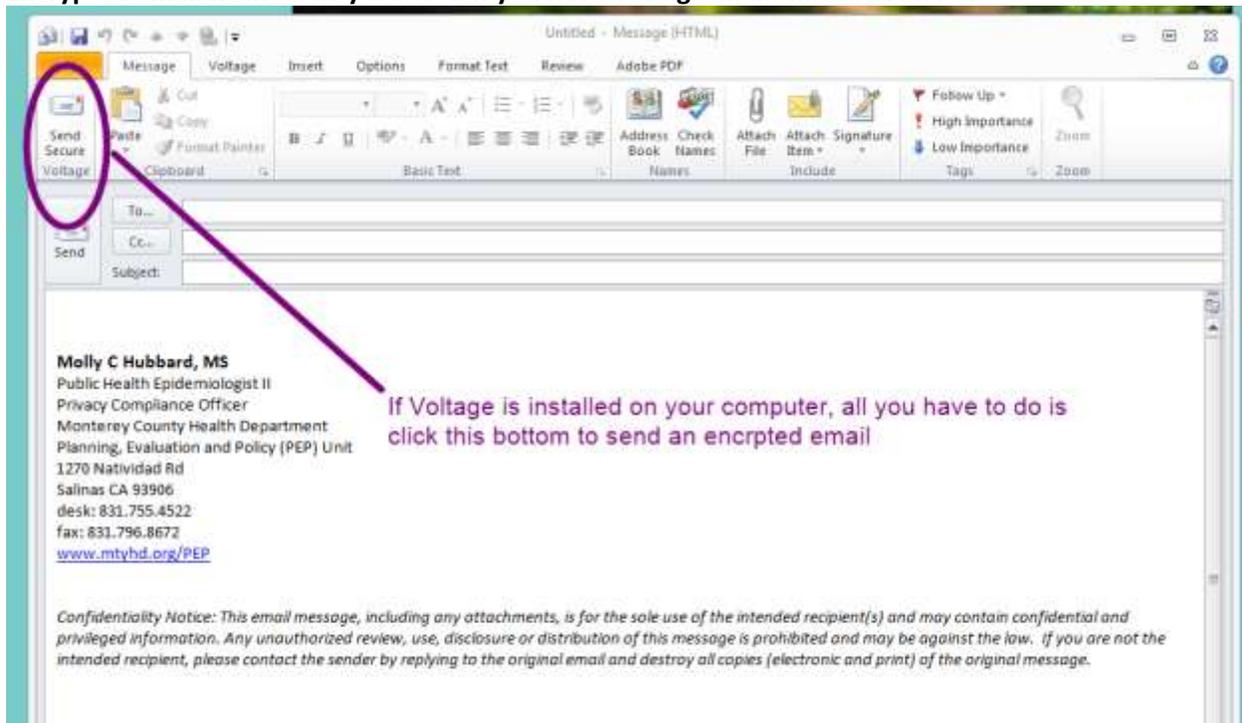
Internal Emails- Voltage:

Emails that are sent **only** to County Staff should use Voltage (NOTE: Natividad staff are on a **different** network and encrypted emails to them should be treated as external).

Some computers have the Voltage program installed on them. You can find out by opening an email and looking for the following button. Or you can find it listed in "All Programs" list after clicking the Start

button .

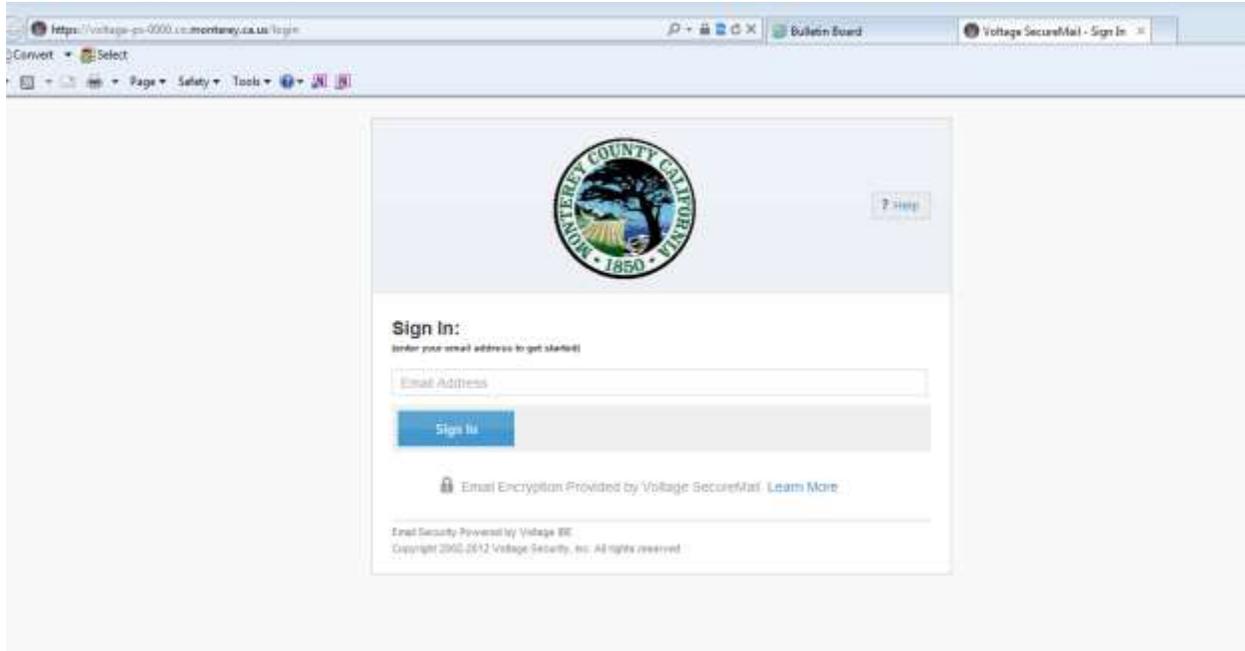
Encrypted email from County Outlook if you have Voltage Client installed on PC:



You can create your email and then click the "Send Secure" button.

If you do not have Voltage installed, you can also use Voltage by accessing it via a web-link:
<https://voltage-ps-0000.co.monterey.ca.us/login>

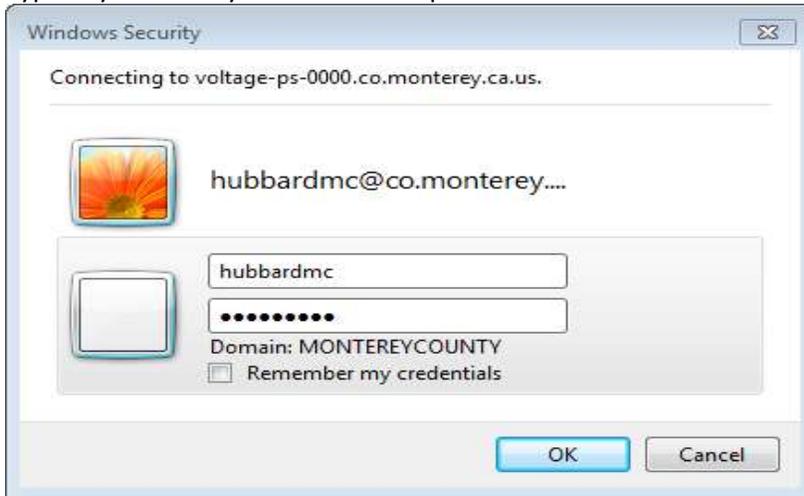
Encrypted email from Voltage Web portal:
Sign in using your county email.



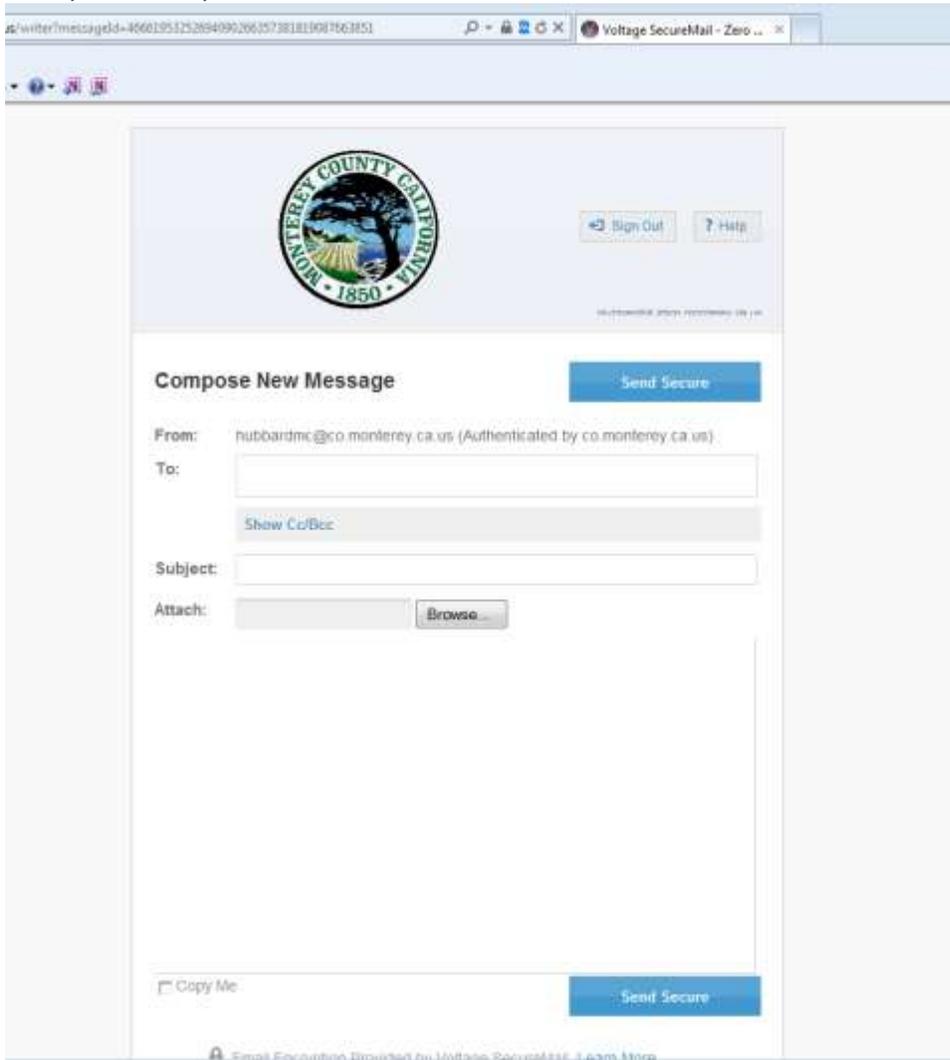
You will be prompted to log in with your credentials. Use **second** log in box.



Type in your county user name and password.



Next you create your email.



Once your email is complete, click "Send Secure".

[Sign Out](#)

[? Help](#)

HubbardMC@co.monterey.ca.us

Compose New Message

[Send Secure](#)

From: hubbardmc@co.monterey.ca.us (Authenticated by co.monterey.ca.us)

To:

[Show Cc/Bcc](#)

Subject:

Attach: [Browse...](#)

Hi!

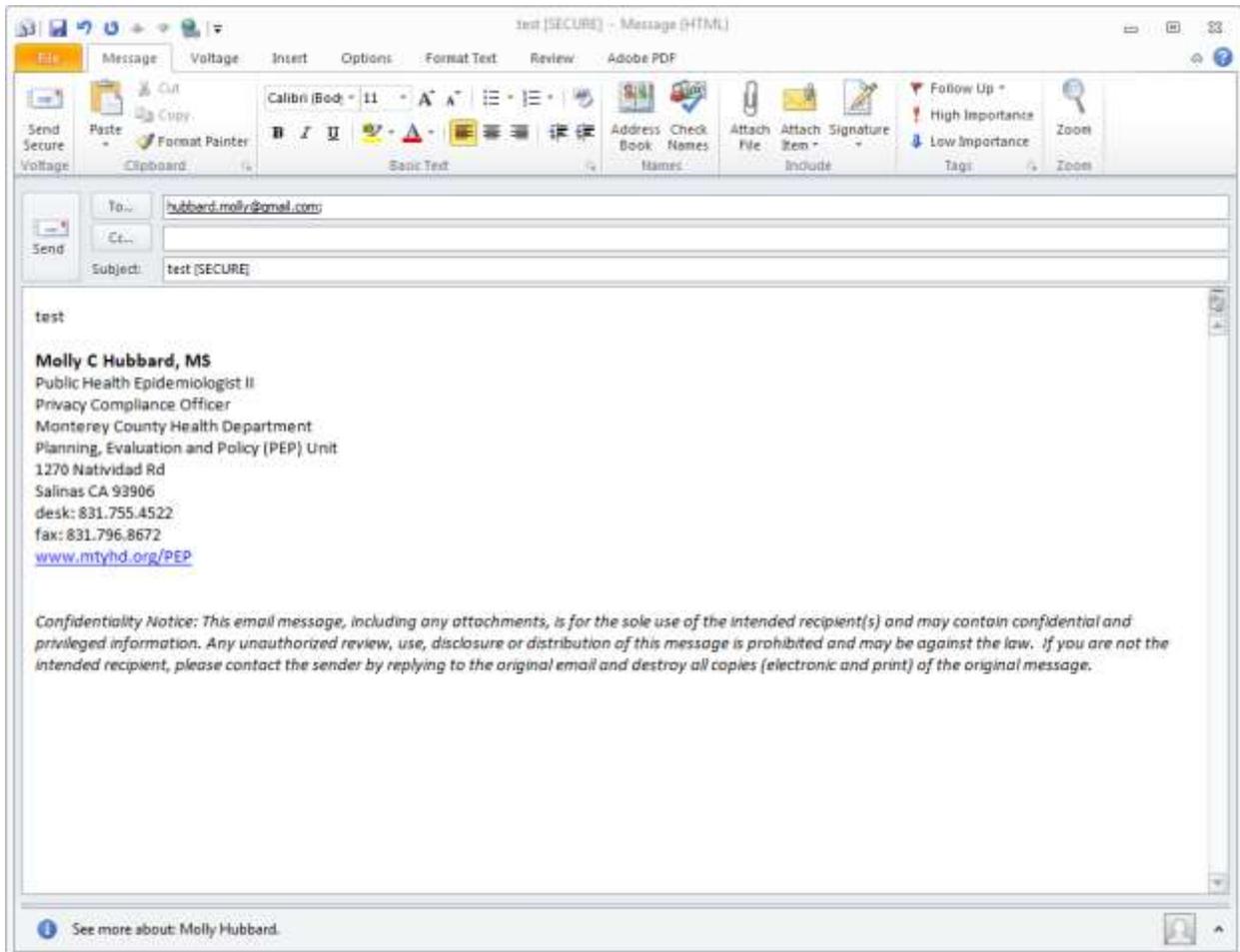
Copy Me

[Send Secure](#)

External Emails- Outlook:

You use this method of encryption for any email that is going to a non-county employees and Natividad Staff.

Create your email and type “[SECURE]” at the end subject line. Make sure to type just like that, otherwise it will **not** work. Send as normal.



What if you need to send the same email to individuals who are on the same network and outside of the network? Unfortunately you need to send separate emails using the appropriate method for each.