# Sending a Secure/Encrypted Email

Student Financial Assistance
8600 University Boulevard
Evansville, IN 47712
Phone: 812-464-1767 or 800-467-1965
Fax 812-461-5305/ Email: finaid@usi.edu

The University of Southern Indiana Financial Assistance Office makes every effort to protect the confidential information of their students and parents according to federal privacy regulations. To do so, all external communications that contain confidential, personal identifiable information (Social Security Number, Œ ] À  Œ [ • > ]   v •   } Œ ^ š š   /   E µ u   Œ U   o ] v   Z  eࢰP ] , must be encrypted. **Confidential documents must** • v š  š Z Œ } µ P Z   • š µ   v š [ •  u Ç h ^ /   u ] o    } µ v š X

Social Security Numbers should be redacted / blackened out and the message you are sending should be encrypted. • µ Œ   š Z  š  š Z    • š µ   v š [ •   and student ID number is on all documents.

There are 2 ways to send an encrypted email via your myUSI.

## Option #1
1. o ] l } v ^ E Á D • • P _ š } P ] v v Á u ] o
2. At the top, ‰ µ o o } Á v š Z ^ ^ v • ] š ] À ] š Ç _ š P ] u v µ
3. o ] l } v ^ h ^ / Œ ] š ] o _
4. Type finaid@usi.edu in the To: field
5. Continue with email as normal

## Option #2
1. o ] l } v ^ E Á D • • P v Á } u P ] } v
2. Type finaid@usi.edu in the To: field
3. d Ç ‰ ^ ( ~ ] v µ Œ Z • • µ i ~ } ] v Z } À Z } À š Z ‹ µ } } **MUST** µ š have the parenthesis)
4. Continue with email as normal