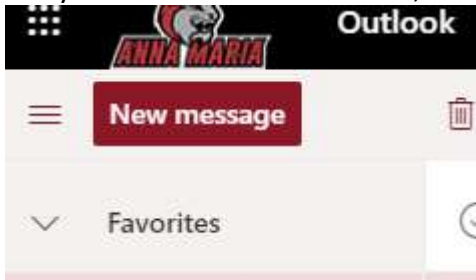




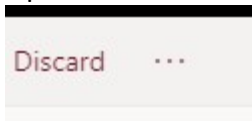
Office of Financial Aid
50 Sunset Lane
Paxton, MA 01612
Phone: (508) 849-3366 **Fax:** (508) 849-3735
Email: financialaid@annamaria.edu

How to Send a Secure Email

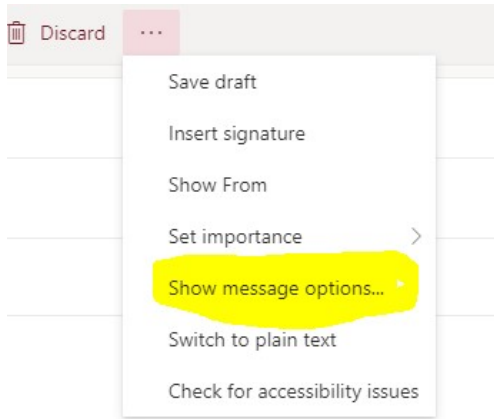
1. On your student email account, click “New Message” to start composing a message.



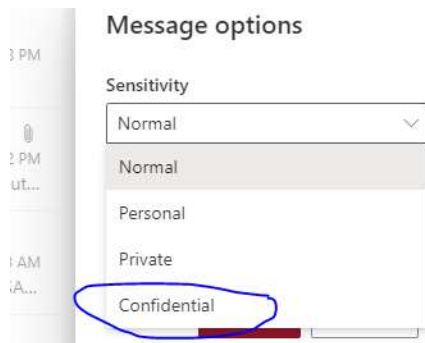
2. Open the three dot menu



3. Click “show message” options



4. Under “Sensitivity” where it says “Normal”, click the drop down menu and select “Confidential”



DO NOT use the “Encrypt” option!

5. Use the “Attach” tab at the top of the email to attach the document file in the email. Please be sure the document is clear. There are many different scanner apps that you can use to make the documents more clear.