

Why and When to use SkinnyOffice Encrypted Email [SEND SECURE]

Staying compliant with Healthcare, Financial, and Legal regulations requires utilizing Encrypted Email when correspondence contains PII or HIPAA sensitive information.

SkinnyOffice utilized SSL security by default (the little green lock that shows up in your browsers address bar) but when working with PII or sensitive information its best to utilize encrypted email which also serves to provide; Access Control to protect the email so that only the intended recipient can read it. Transmission Control to protect the email while it's being delivered to make sure no one can eavesdrop on you and the third party. and Integrity control to ensure that the email isn't improperly altered.

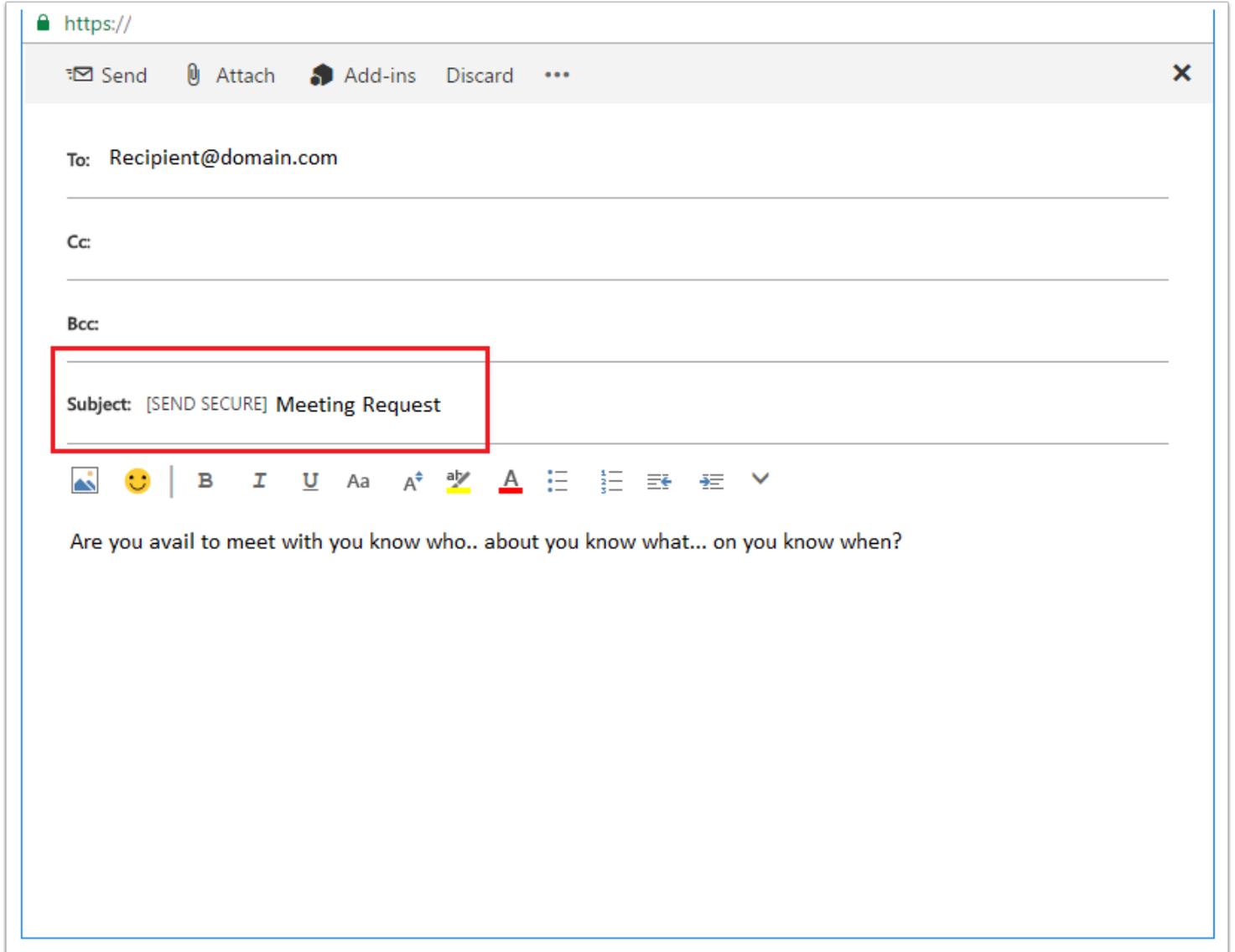
Whenever you send an email that may contain PHI, include the word [SEND SECURE] in the subject line (including the square brackets). If you're not sure whether the information you're sending is PHI (when in doubt), then always include [SEND SECURE] in the subject line.

When [SEND SECURE] is found in the subject of your email it is automatically encrypted with the leading Barracuda Networks Email Security platform and a notification with a secure link is sent to the recipient so they may securely access, reply and correspond with you. Emails sent via [SEND SECURE] are not archived and will be automatically deleted after 30 days. to be very clear encrypted emails are for communicating during a business process and are not archival.

To remain secure It is also vital that your recipient replies to the original email thread and does not fwd: or copy paste outside and start a new thread.

SkinnyOffice (How to Send a Secure Encrypted Email)

Simple prefix the Subject: with "[SEND SECURE]" *without the quotes and then list your subject after. This will push the email to a secure server where it

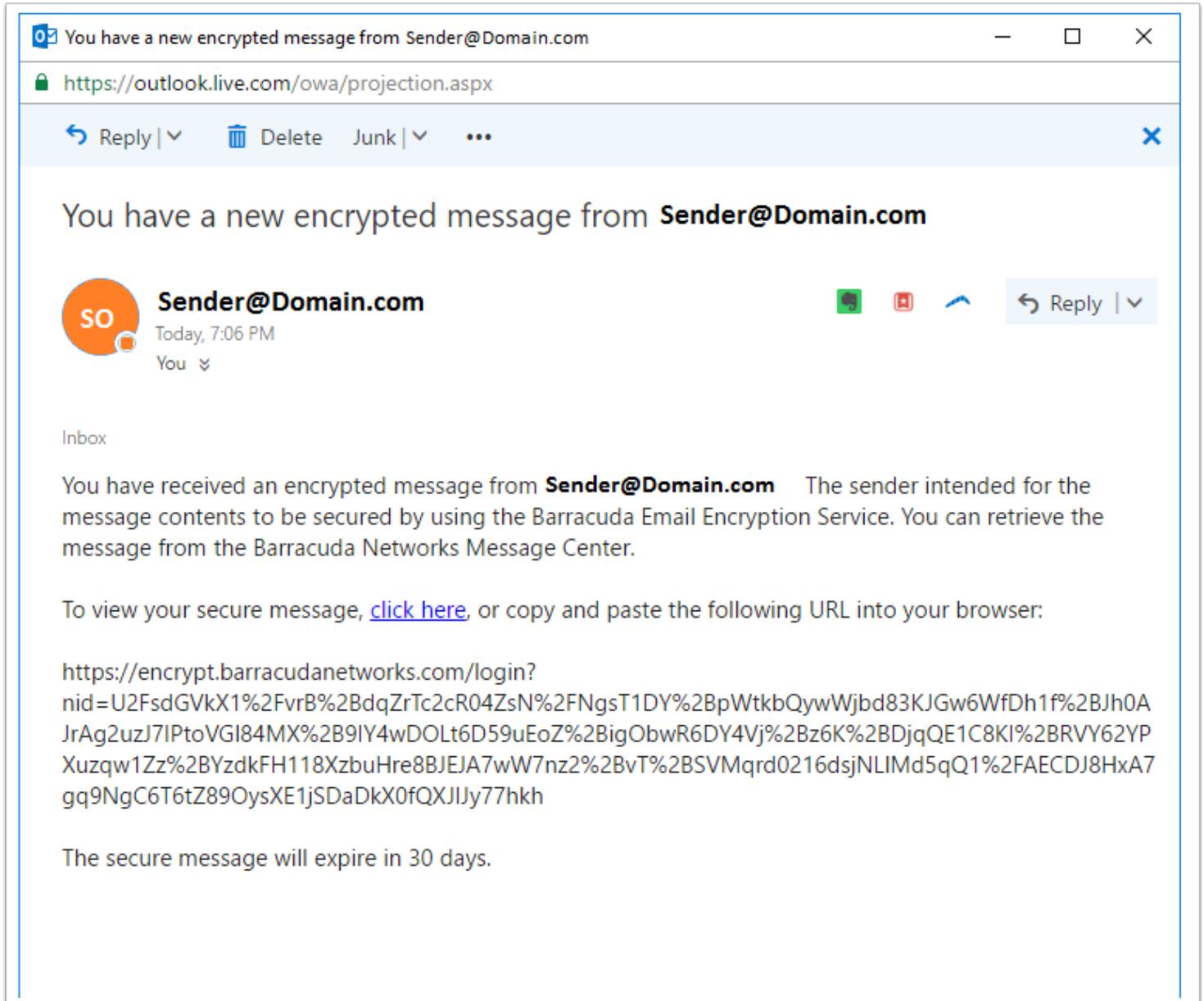


The screenshot shows an email composition window with a toolbar at the top containing 'Send', 'Attach', 'Add-ins', and 'Discard'. The email fields are as follows:

- To: Recipient@domain.com
- Cc:
- Bcc:
- Subject: [SEND SECURE] Meeting Request

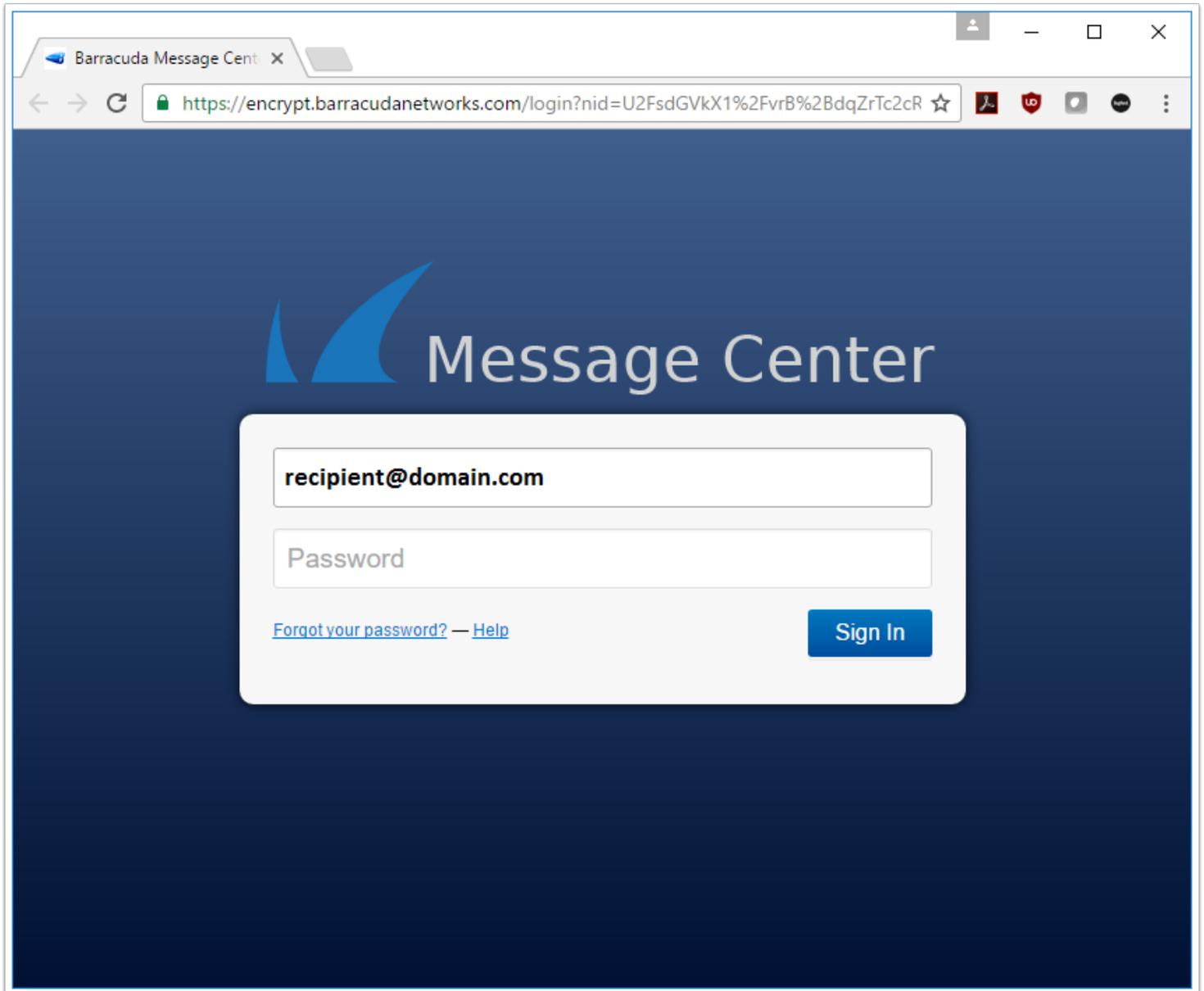
Below the subject line is a rich text editor toolbar with icons for image, emoji, bold, italic, underline, text color, background color, text color, bulleted list, numbered list, indent, and outdent. The body text of the email reads: "Are you avail to meet with you know who.. about you know what... on you know when?"

What your recipient sees in their inbox



The screenshot shows a web browser window displaying an Outlook inbox. The browser's address bar shows the URL <https://outlook.live.com/owa/projection.aspx>. The page title is "You have a new encrypted message from Sender@Domain.com". The inbox header includes "Reply | v", "Delete", "Junk | v", and a menu icon. The main content area shows a notification for a new encrypted message from "Sender@Domain.com" received "Today, 7:06 PM". The message body states: "You have received an encrypted message from **Sender@Domain.com**. The sender intended for the message contents to be secured by using the Barracuda Email Encryption Service. You can retrieve the message from the Barracuda Networks Message Center. To view your secure message, [click here](#), or copy and paste the following URL into your browser:
<https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX1%2FvrB%2BdqZrTc2cR04ZsN%2FNgsT1DY%2BpWtkbQywWjbd83KJGw6Wfdh1f%2BJh0AJrAg2uzJ7IPtoVGI84MX%2B9IY4wDOLt6D59uEoZ%2BigObwR6DY4Vj%2Bz6K%2BDjqQE1C8KI%2BRVY62YPXuzqw1Zz%2BYzdkFH118XzbuHre8BJEJA7wW7nz2%2BvT%2BSVMqrd0216dsjNLIMd5qQ1%2FAECDJ8HxA7gq9NgC6T6tZ89OysXE1jSDaDkX0fQXJIJy77hkh> The secure message will expire in 30 days.

Recipient logs in with their email address and creates their own password.



Forgotten passwords are easy and secure to reset (secure reset link is sent to email of user)

Password reset request

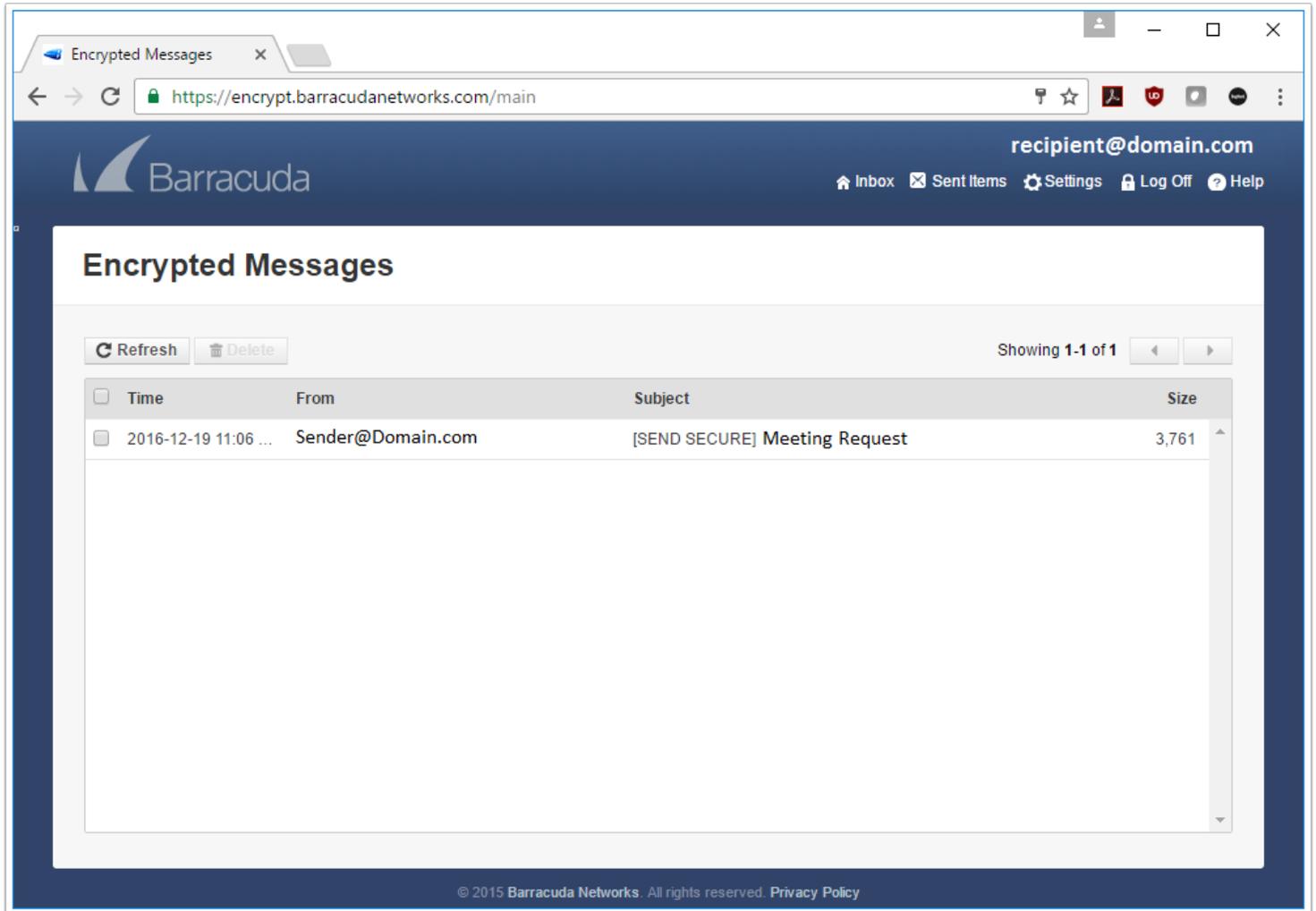
 noreply@barracuda.com
Today, 7:16 PM
You

A password reset has been requested for your account. If you have not requested a password reset, please delete this email.

Otherwise, follow the link below to change your password.

<https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX19FN8nlpG5p1MSBenBn0s9Qq%2BdfsYGfunW567LaH3TkaHpaHZqQfYr1ioZdsuo5AUqF%2Bk3YvO%2B00ea7IISLGqxAW%2FEpT%2B0TqOhm7EuDC%2F1e%2Fiew%2Bdw9X8qzZzzAKCj%2Bxp5kQxvOYyA556I83%2B6Y9Q%2BgPzTzrbqW7A21roQ3r6n78434o%2FkgJT00Pgv2iXzB%2F6COvmnVs49QJM%2B1gzfCMD%2B4%2BWFOEjyK977qN2v%2Bjz7%2BAw5JDL%2FZdd%2Fj>

Recipients Secure In-box shows them a list of all secure emails



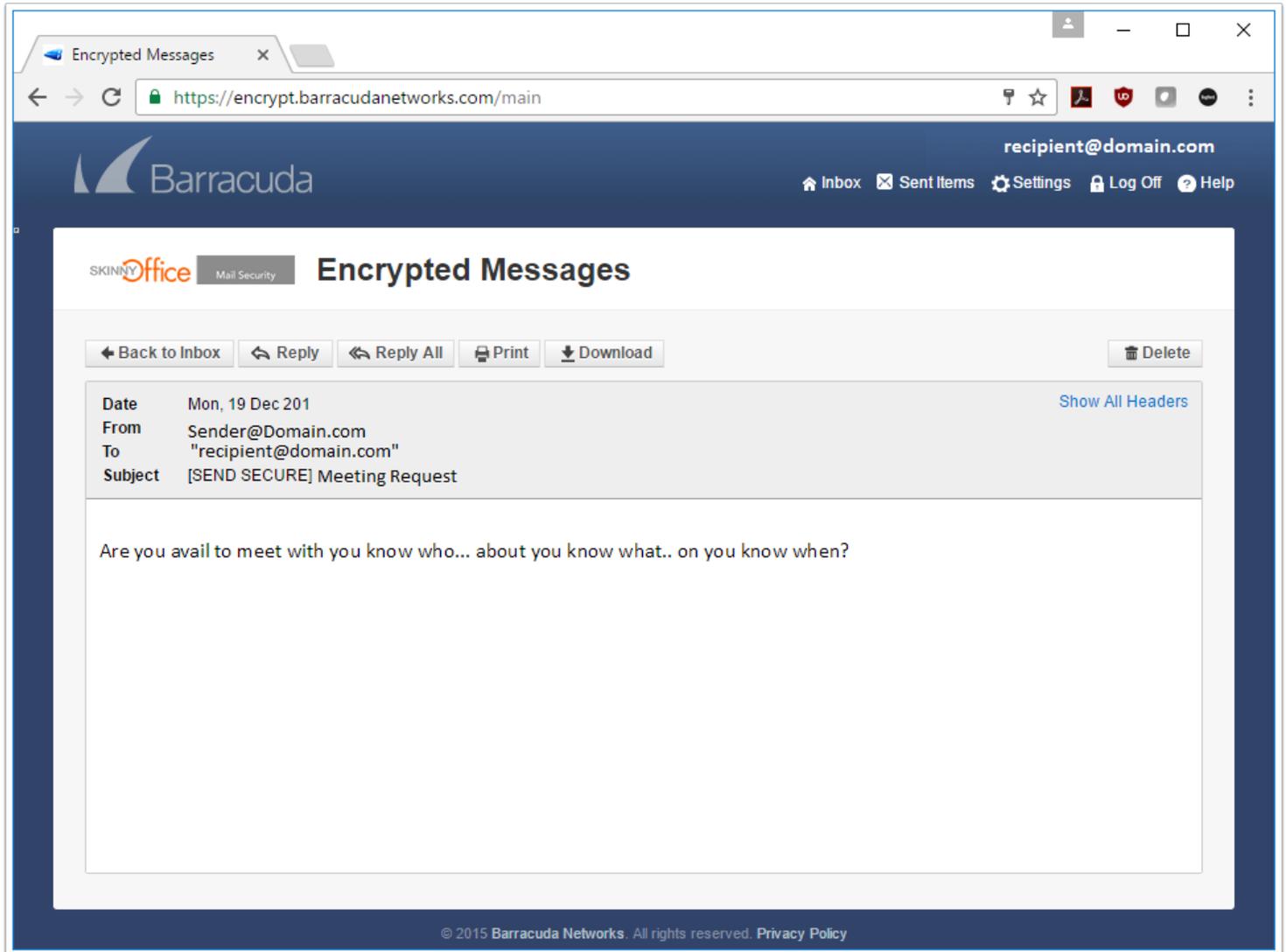
The screenshot shows a web browser window with the address bar displaying <https://encrypt.barracudanetworks.com/main>. The page title is "Encrypted Messages". The user is logged in as **recipient@domain.com**. The interface includes navigation links for **Inbox**, **Sent Items**, **Settings**, **Log Off**, and **Help**. The main content area is titled "Encrypted Messages" and contains a table of messages. The table has columns for **Time**, **From**, **Subject**, and **Size**. A single message is listed with a checkbox on the left, a time of "2016-12-19 11:06 ...", a sender of "Sender@Domain.com", a subject of "[SEND SECURE] Meeting Request", and a size of "3,761".

<input type="checkbox"/>	Time	From	Subject	Size
<input type="checkbox"/>	2016-12-19 11:06 ...	Sender@Domain.com	[SEND SECURE] Meeting Request	3,761

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Recipients secure In-box allows click read and reply print and download

*If required a download can also have a separate password and you may call the recipient with it. (Adobe and 7zip are commonly used)



Encrypting Attachments (Encrypted email with Encrypted Attachment)

The most secure way to communicate is to send an encrypted email [SEND SECURE] and attach an encrypted file that requires a password to open and then either calling your recipient with the password or SMS texting it to them.

There are many ways to encrypt files but the most common are as follows:

Adobe

- 1) Open Adobe Acrobat Professional
- 2) Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password.
- 3) Select require a password To Open The Document, then type the password in the corresponding field.
- 4) Select the latest or most current Acrobat version from the Compatibility drop-down menu.
- 5) Select an encryption option "Encrypt All Document Contents"

7-Zip

- 1) Open 7-Zip or Install from here <http://www.7-zip.org/>
- 2) Right click on the file / folder to be encrypted
- 3) Select "7-Zip" from menu and then choose "Add to archive"
- 4) When Add to Archive window opens you can change the name of the archive you wish to create.(i.e. "Top_Secret.zip")
- 5) Change the Archive format to "Zip" (unless both you and your intended recipient use 7zip)
- 6) Change the Encryption Method to "AES-256".
- 7) Enter a Password with at least 8 characters containing upper + lowercase letters, a minimum of one number.
- 8) Then click "Ok" to create the encrypted archive file. (The new archive file will be located in the same folder as the original.)

Recipient can reply to sender and attach files securely

The screenshot shows a web browser window with the address bar displaying `https://encrypt.barracudanetworks.com/main`. The page header includes the Barracuda logo and the user's email address `recipient@domain.com`. Navigation links for `Inbox`, `Sent Items`, `Settings`, `Log Off`, and `Help` are visible. The main content area is titled "Encrypted Messages" and features a "SKINNY Office Mail Security" badge. At the top of the message view, there are buttons for `Back to Inbox` and `Cancel`. The message header shows the sender as `Sender@Domain.com` with the subject `Re: [SEND SECURE] Meeting Request`. The attachments section includes a `Choose File` button, the filename `central-park-fountain.jpg`, and an `Add` button. Below the attachments is a `Send` button. A rich text editor toolbar is present with options for `Source`, undo, redo, link, bold, italic, underline, text color, background color, and font size. The message body contains the following text: "On Mon, 19 Dec 2011 recipient@domain.com wrote" followed by a quoted block: "Yes, here the verification challenge phrase will be 'It only rains in March' positive response is 'Unless its June Showers' and the picture of the meeting place is securely attached." Below the quote, the text reads: "Are you avail to meet with you know who... about you know what.. on you know when?". The footer of the page contains the copyright notice: "© 2015 Barracuda Networks. All rights reserved. Privacy Policy".

Sender Is notified that recipient has replied

The screenshot shows a web browser window with the title "You have a new encrypted message". The address bar shows "https://". The main content area displays a notification: "You have a new encrypted message from recipient@domain.com". Below this, there is a header for the message: "RE recipient@domain.com" with a "To: Sender@Domain.com" field. A "Reply all" button is visible on the right. The date and time "Mon 12/19/2011 11:35 AM" are shown in the bottom right. The main body of the message is a "Deleted Items" folder containing a Barracuda notification. The Barracuda logo is at the top left of the notification. The text of the notification reads: "You have a new encrypted message from recipient@domain.com". Below this, it says: "You have received an email message from recipient@domain.com that has been encrypted for privacy and security by the Barracuda Email Encryption Service." It then provides instructions: "To view the email message, click here to log into the Barracuda Message Center. You'll be prompted to either create a password or enter the one you may already have. You can also paste the following URL into your browser to access the Barracuda Message Center:". The URL is: "https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX19fvJJbBsK4ciS%2Bju3UVgloJGhZKbL8HWiUEHvsdLHV%2BA6TysvB1%2F6nBQ6cwV82AQZIBuhVTgbMvYxZR7IbilkjG5VqiWNdWQqRV0SVZExEcknchbDrUN1hBnnalUx2ndKP3P1D4%2ByYiEy01K%2FLNK%2FnI%2F49VeXsDk0fgcwa5R2NDi1qNpnn8XMGbDiWklhflqs0ll1iORAv6TF28gvWtVB6yE%2Bx6gnY0XfAURTA0VtaitsVX6PqhFio".

You have a new encrypted message from **recipient@domain.com**

RE recipient@domain.com
To: Sender@Domain.com

Reply all | v

Mon 12/19/2011 11:35 AM

Deleted Items

 Barracuda

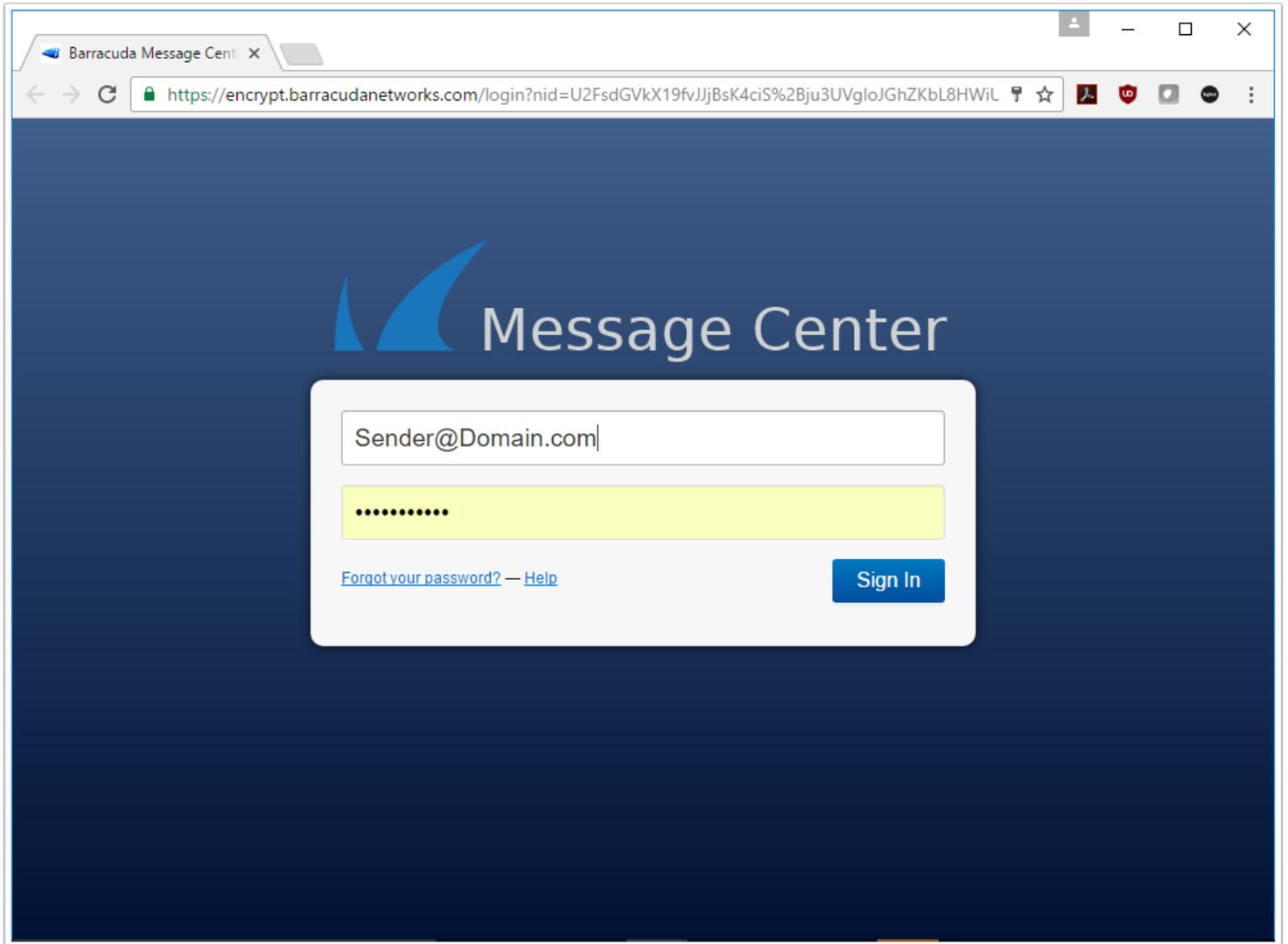
You have a new encrypted message from **recipient@domain.com**

You have received an email message from **recipient@domain.com** that has been encrypted for privacy and security by the Barracuda Email Encryption Service.

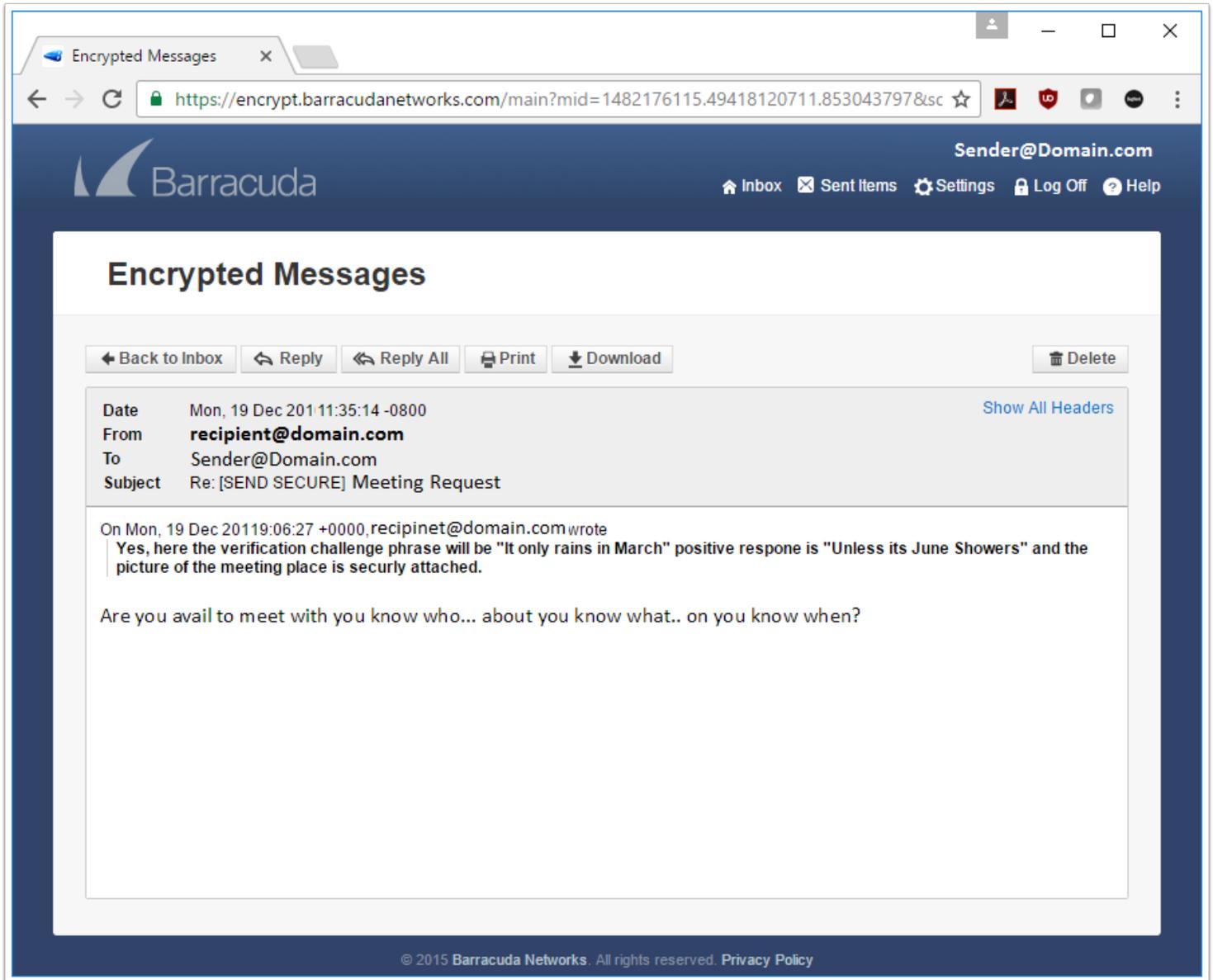
To view the email message, [click here](#) to log into the Barracuda Message Center. You'll be prompted to either create a password or enter the one you may already have. You can also paste the following URL into your browser to access the Barracuda Message Center:

<https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX19fvJJbBsK4ciS%2Bju3UVgloJGhZKbL8HWiUEHvsdLHV%2BA6TysvB1%2F6nBQ6cwV82AQZIBuhVTgbMvYxZR7IbilkjG5VqiWNdWQqRV0SVZExEcknchbDrUN1hBnnalUx2ndKP3P1D4%2ByYiEy01K%2FLNK%2FnI%2F49VeXsDk0fgcwa5R2NDi1qNpnn8XMGbDiWklhflqs0ll1iORAv6TF28gvWtVB6yE%2Bx6gnY0XfAURTA0VtaitsVX6PqhFio>

Sender accesses their secure inbox



Sender can read recipients response and download any attachments.



The screenshot shows a web browser window with the address bar displaying <https://encrypt.barracudanetworks.com/main?mid=1482176115.49418120711.853043797&sc>. The page header includes the Barracuda logo and the user name "Sender@Domain.com". Navigation links for "Inbox", "Sent Items", "Settings", "Log Off", and "Help" are visible. The main content area is titled "Encrypted Messages" and contains a message with the following details:

- Date:** Mon, 19 Dec 2011 11:35:14 -0800
- From:** recipient@domain.com
- To:** Sender@Domain.com
- Subject:** Re: [SEND SECURE] Meeting Request

The message body contains the following text:

On Mon, 19 Dec 2011 19:06:27 +0000, recipinet@domain.com wrote
Yes, here the verification challenge phrase will be "It only rains in March" positive response is "Unless its June Showers" and the picture of the meeting place is securly attached.

Are you avail to meet with you know who... about you know what.. on you know when?

At the bottom of the page, there is a copyright notice: © 2015 Barracuda Networks. All rights reserved. Privacy Policy