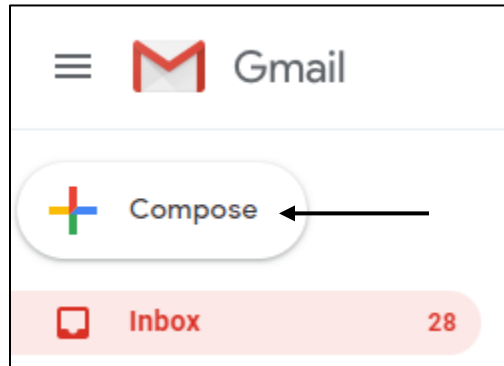


Sending Secure Email through Gmail

Sending Secure Email Using RMU Email Address

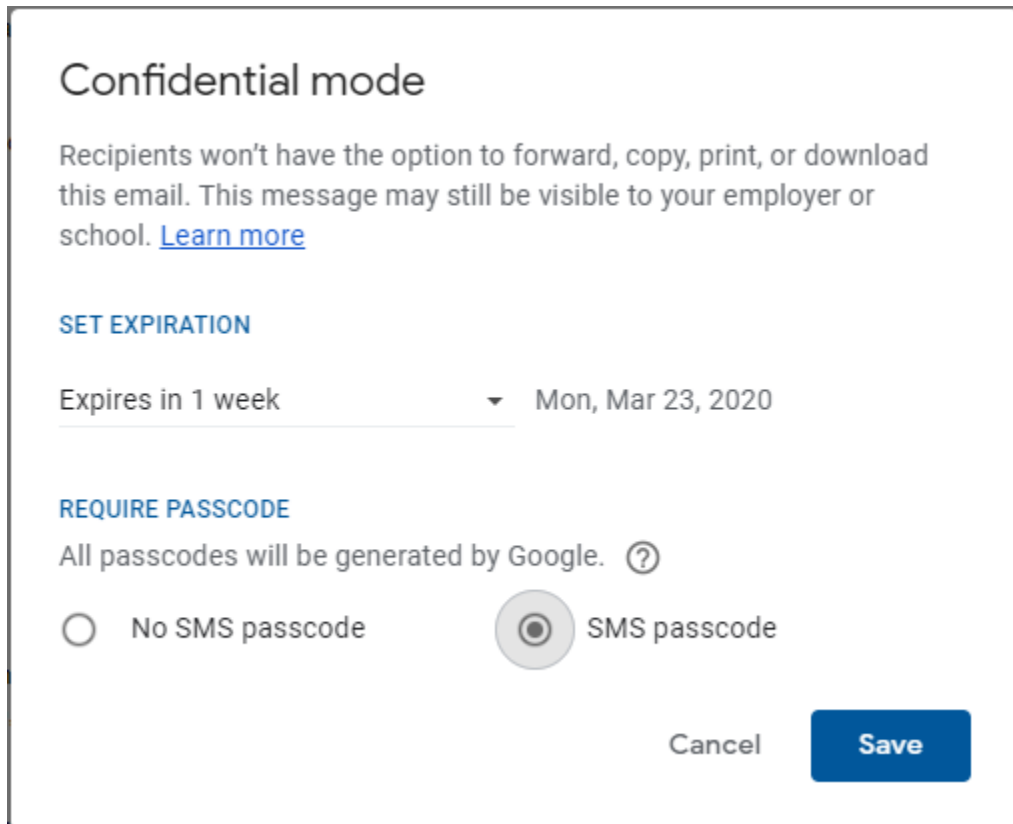
1. Compose a New Email in Gmail



2. Prepare your email, including adding any attachments needed.
3. Prior to Sending, Click the small padlock/clock icon at the bottom of your email

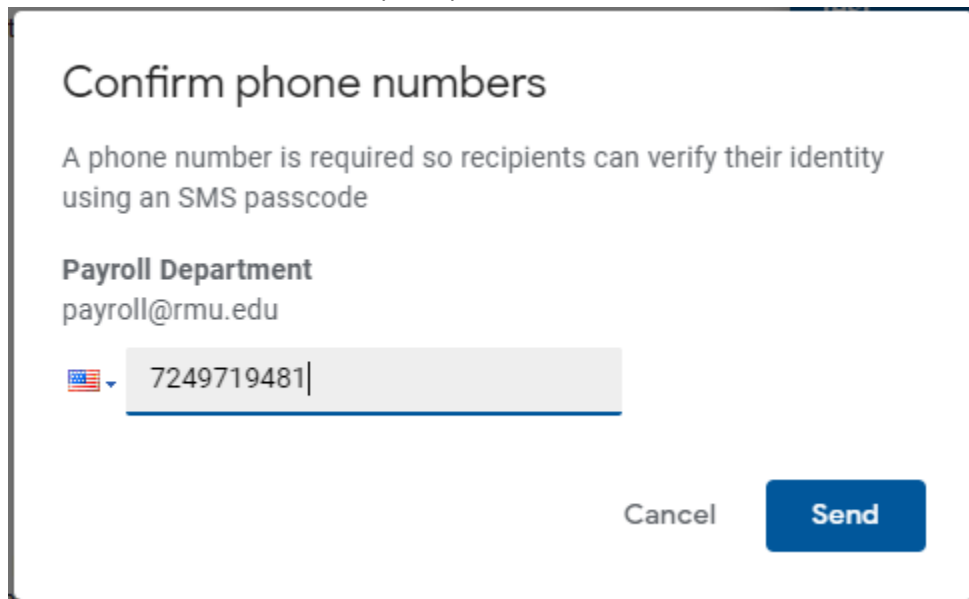


4. This brings up a Confidential Mode box.
 - a. Select the expiration period
 - b. Select SMS Passcode
 - c. Click Save



Sending Secure Email through Gmail


5. Click Send. This will prompt you to put in the cell phone number of the recipient for the SMS Passcode. Make sure you do not enter your own cell phone number.
 - a. Enter **7249719481** for the recipient phone number.



Confirm phone numbers

A phone number is required so recipients can verify their identity using an SMS passcode

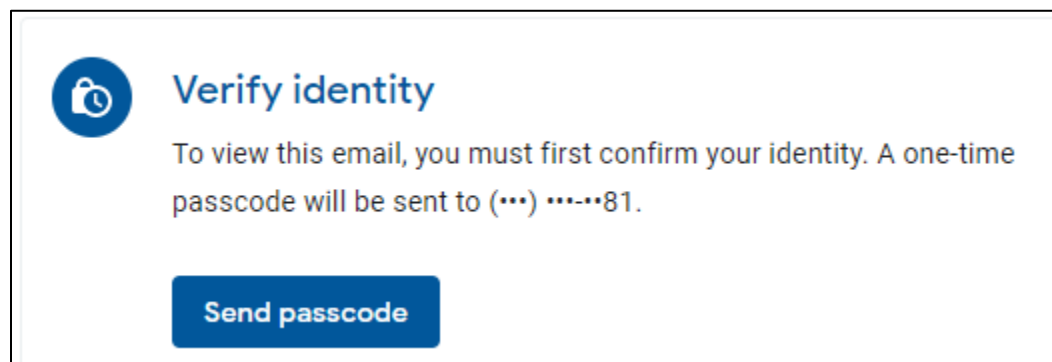
Payroll Department
payroll@rmu.edu


 7249719481

Cancel **Send**

6. Click Send

That completes your steps in sending the secure email. The following is what the recipient sees in order to retrieve the email:



 **Verify identity**

To view this email, you must first confirm your identity. A one-time passcode will be sent to (•••) •••••81.

Send passcode

As you can see, there is no option to enter a different phone number other than the number you have indicated, completing the security measures.