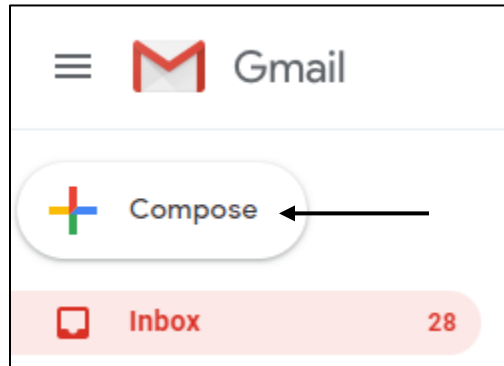**Sending Secure Email through Gmail**

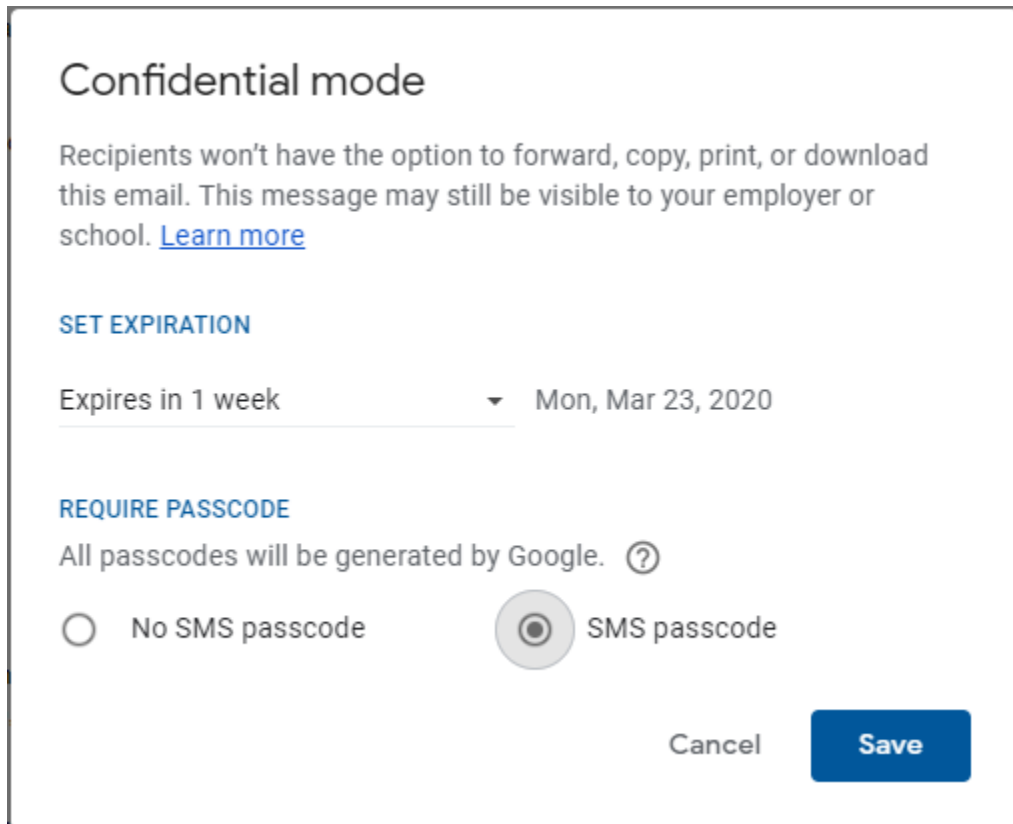**Sending Secure Email Using RMU Email Address**

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
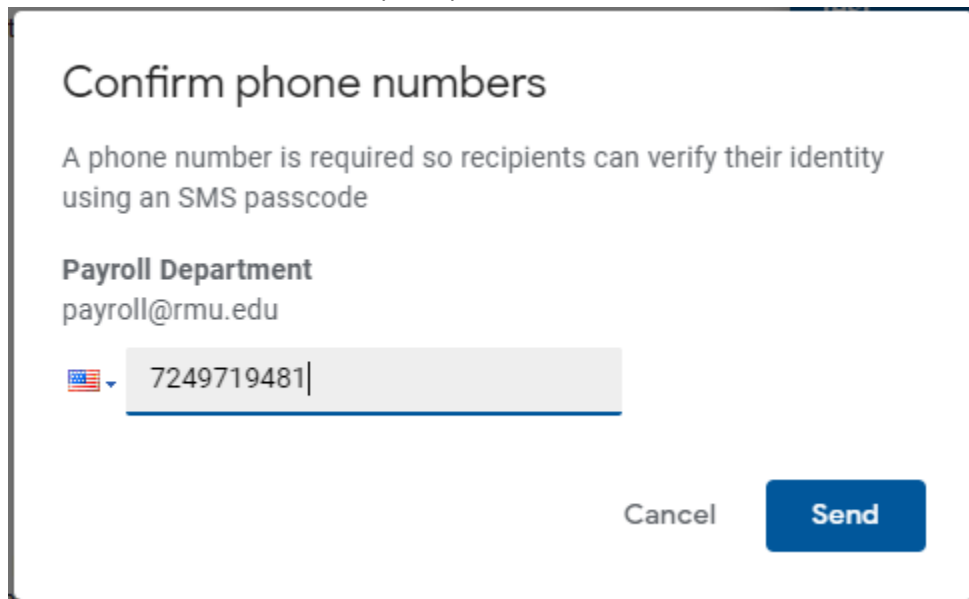

4. This brings up a Confidential Mode box.
   a. Select the expiration period
   b. Select SMS Passcode
   c. Click Save

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.
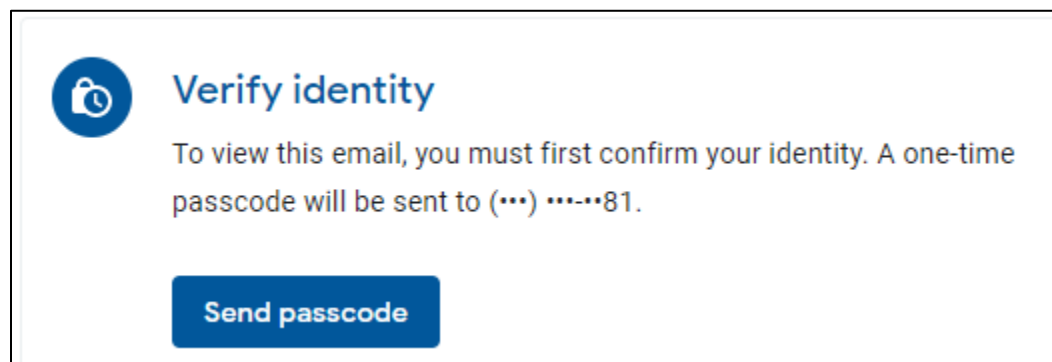
6. Click Send

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

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.