

Do you remember to encrypt e-mail whenever you include any Personally Identifiable Information (PII)?

If you don't, you are not safeguarding PII.

Actual or possible loss of control, unauthorized disclosure, or unauthorized access to personal information is known as a "PII Breach." *

PII breaches leave individuals open to identity theft or fraud. Protect against the loss or exposure of data to unauthorized personnel by properly encrypting your e-mail.

Why risk it?

* All breaches must be reported to US-Cert within one hour of discovering that a breach of PII has occurred, to the agency Privacy Officer within 24 hours, and the Defense Privacy Office within 48 hours for use in further reporting. Additional guidance and contact information are available in AE MISC PUB 340-21A.

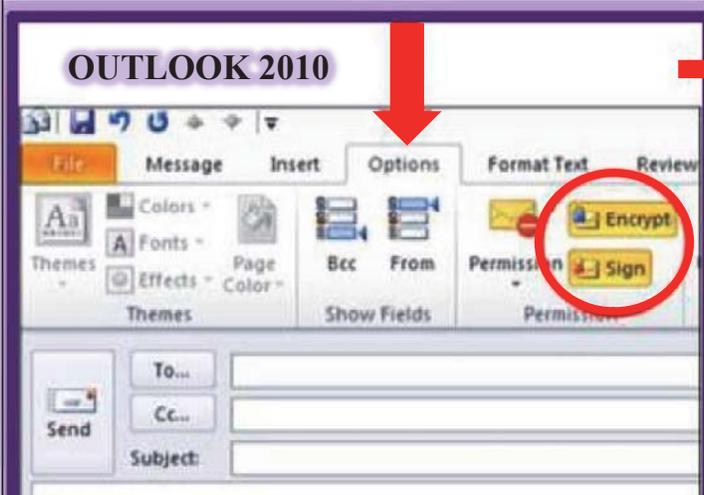
E-Mail Encryption Tip

OUTLOOK 2007



In Microsoft Outlook 2007, the digital encryption icon is at the top of the e-mail message.

OUTLOOK 2010



In Microsoft Outlook 2010, the digital encryption icon does not show when a new e-mail is created. In order to see the icon for encryption, you must click the "Options" tab, then the "Encryption" button to encrypt an e-mail.