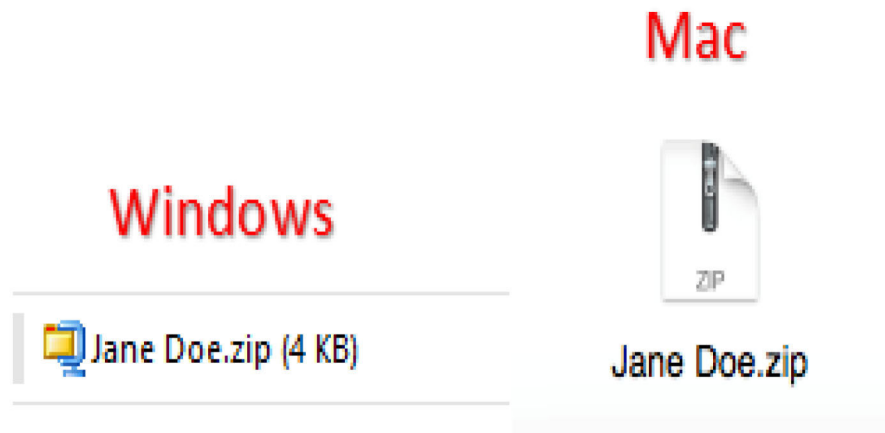


- 1- Any PII data sent from Mercy College staff or faculty will be encrypted to ensure sensitive data is secure. The information will be sent in a password protected .zip folder (example shown below)

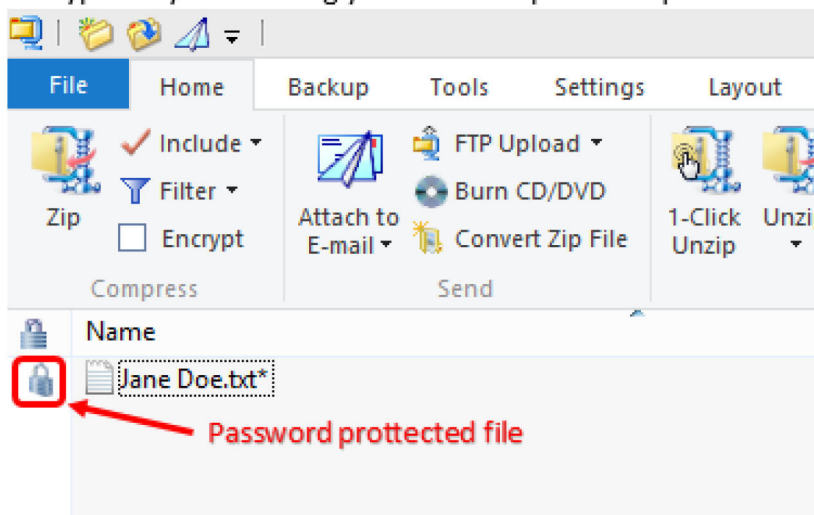


- 2- The password needed to access the file will be sent in a separate email, this is an additional security measure to protect any sensitive data.
- 3- **Double click** the attached .zip file

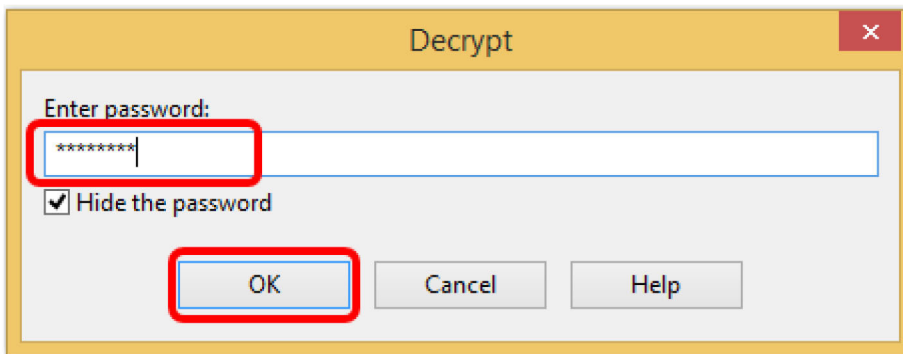


In Windows

- 4- You will be able to see the files inside the encrypted Zip folder however each file will have an encryption symbol letting you know it is password protected.



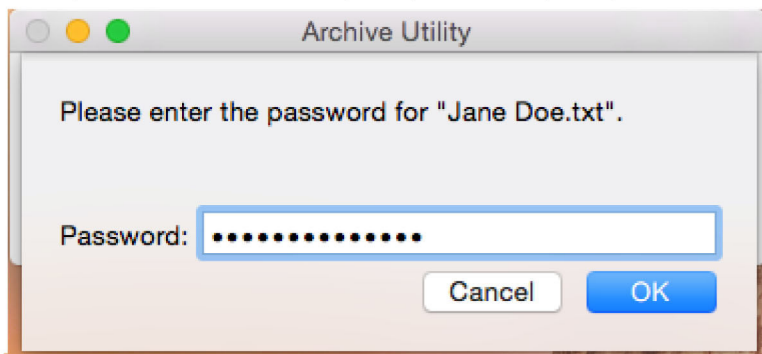
- 5- When you click on the file you want to open you will be prompted with the following window asking for the password to decrypt the file.



- 6- Once you enter the password that was provided and click **ok**, you will be able to access the contents of the file.

In Mac

- 7- Once you double click the .zip file you will be prompted to enter the provided password.



- 8- Once you enter the password that was provided and click **ok**, you will have the contents of the file on your desktop in unencrypted format