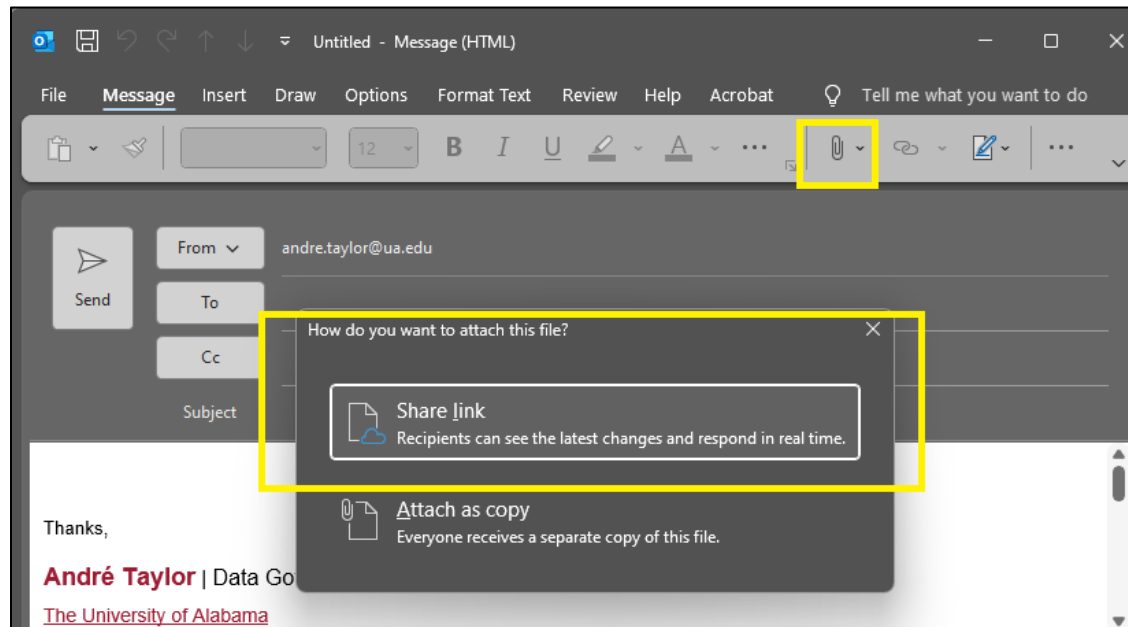


Emailing Data & Information

If the data or information is not classified by policy as Unrestricted:

- Ask yourself if the information needs to be stored
- Ask if the information needs to be sent
 - If this information needs to be emailed:
 1. Older Outlook method for sending a link via *Attach File*



WHERE LEGENDS ARE MADE®



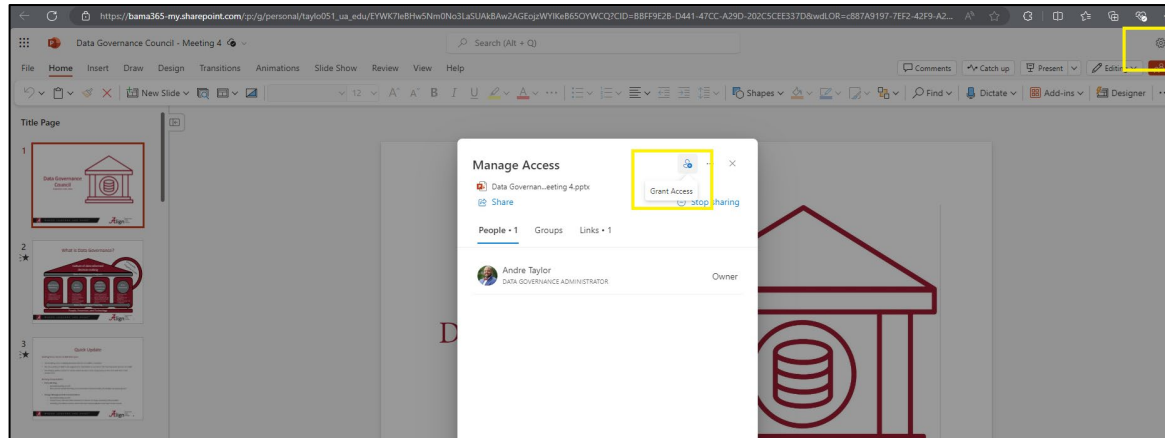
Data Governance:
People
Process
Technology

Emailing Data & Information

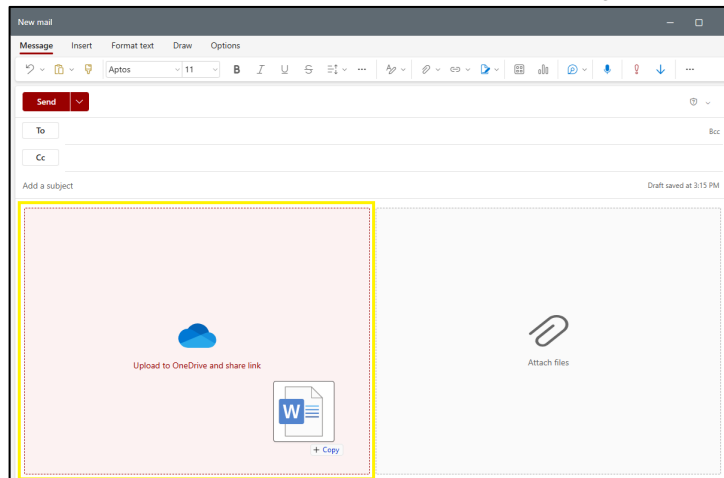
(Continued page 2)

If the data or information is not classified by policy as **Unrestricted** (cont'd):

1. Old version of Outlook method for sending a link continued via *Attach File*. Setting access permissions.



2. Newest version of Outlook method for sending a link with *Drag & Drop*



WHERE LEGENDS ARE MADE®



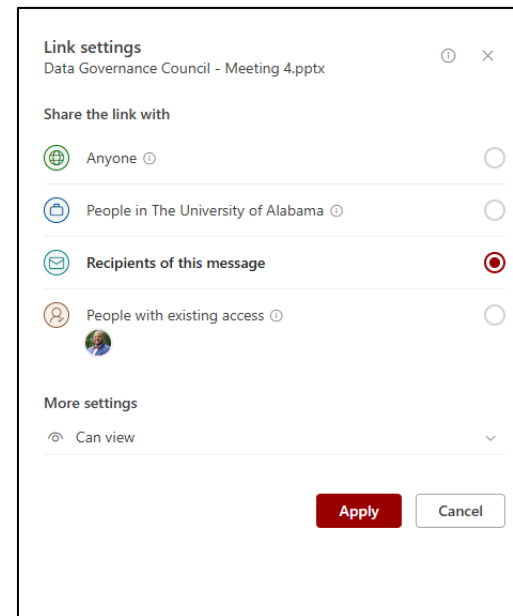
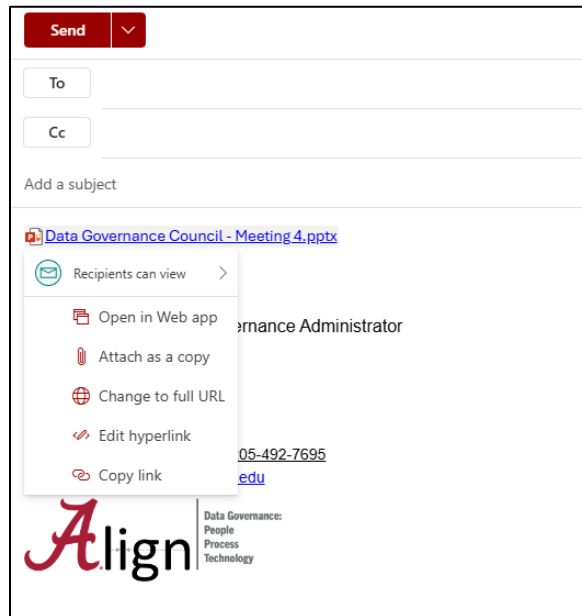
Data Governance:
People
Process
Technology

Emailing Data & Information

(Continued page 2)

If the data or information is not classified by policy as Unrestricted (cont'd):

3. Newest version of Outlook method for sending a link continued via *Attach File*. Setting access permissions.



WHERE LEGENDS ARE MADE®



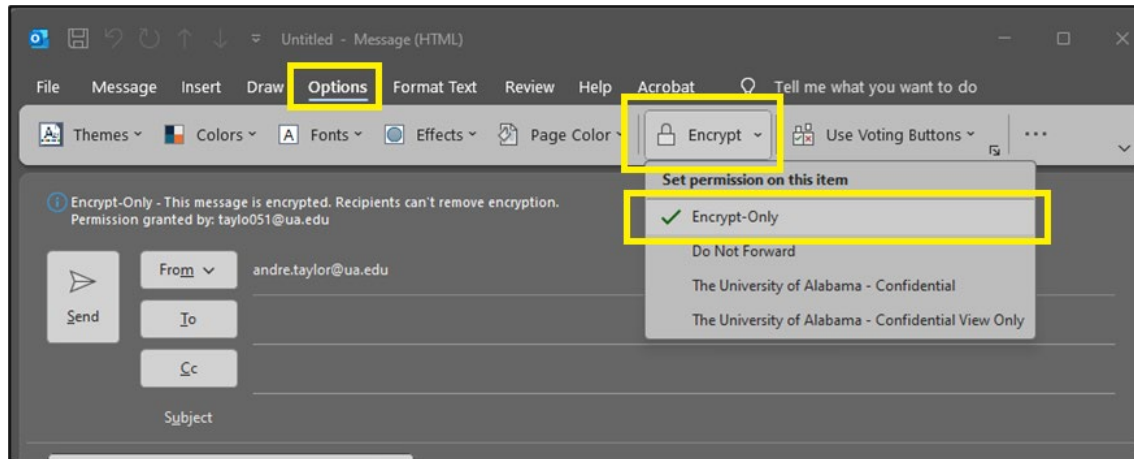
Data Governance:
People
Process
Technology

Emailing Data & Information

(Continued page 2)

If the data or information is not classified by policy as Unrestricted (cont'd):

4. Old version of Outlook method for encrypting a file.



5. Newest version of Outlook method for encrypting

