

TWP Secure Email – Sending a Secure Message (ZixSelect)

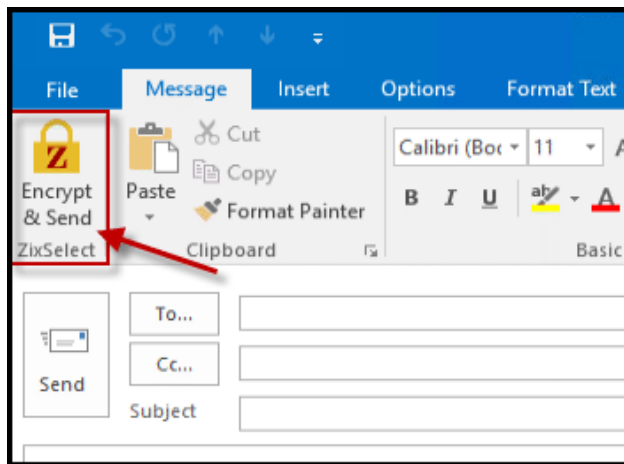
There are two ways to send an email securely with ZixSelect:

1. Using the Encrypt & Send button.
2. Using a Keyword in the Email's Subject line.

Using the Encrypt & Send button

Steps

1. From the **TitleWorkPlace Desktop**, open **Outlook**.
2. Either create a new email message or reply/forward an existing message.
3. When ready to send your message, click on the **Encrypt & Send** button to be sent securely through **ZixSelect**.



4. Your message will be sent securely.

To confirm if your message was sent securely, locate your email in the *Sent Items* in **Outlook** and open the message. At the bottom of the message, the following tagline will appear.

This message was secured by **ZixCorp**®.
To reach ZixCorp, go to: <http://www.zixcorp.com/info/zixmail>

This indicates that your message was sent securely. If this tagline is not visible, it means your message was sent using the **Send** button instead of the **Encrypt & Send** button.

Using a Keyword in the Subject line

If the **Encrypt & Send** button is not available to you (when sending from AIM+ or Outlook Web), then you can use keywords to make your email secure. Write either **Secure** or **Confidential** in the Subject line of your email to do so.

Installing the Encrypt & Send button

The **Encrypt & Send** button is pre-installed for Outlook users on the **TitleWorkPlace Desktop**. If the button is not visible, please contact the **Agency Support Center** for assistance at **844-835-1200** or customercare@stewart.com.

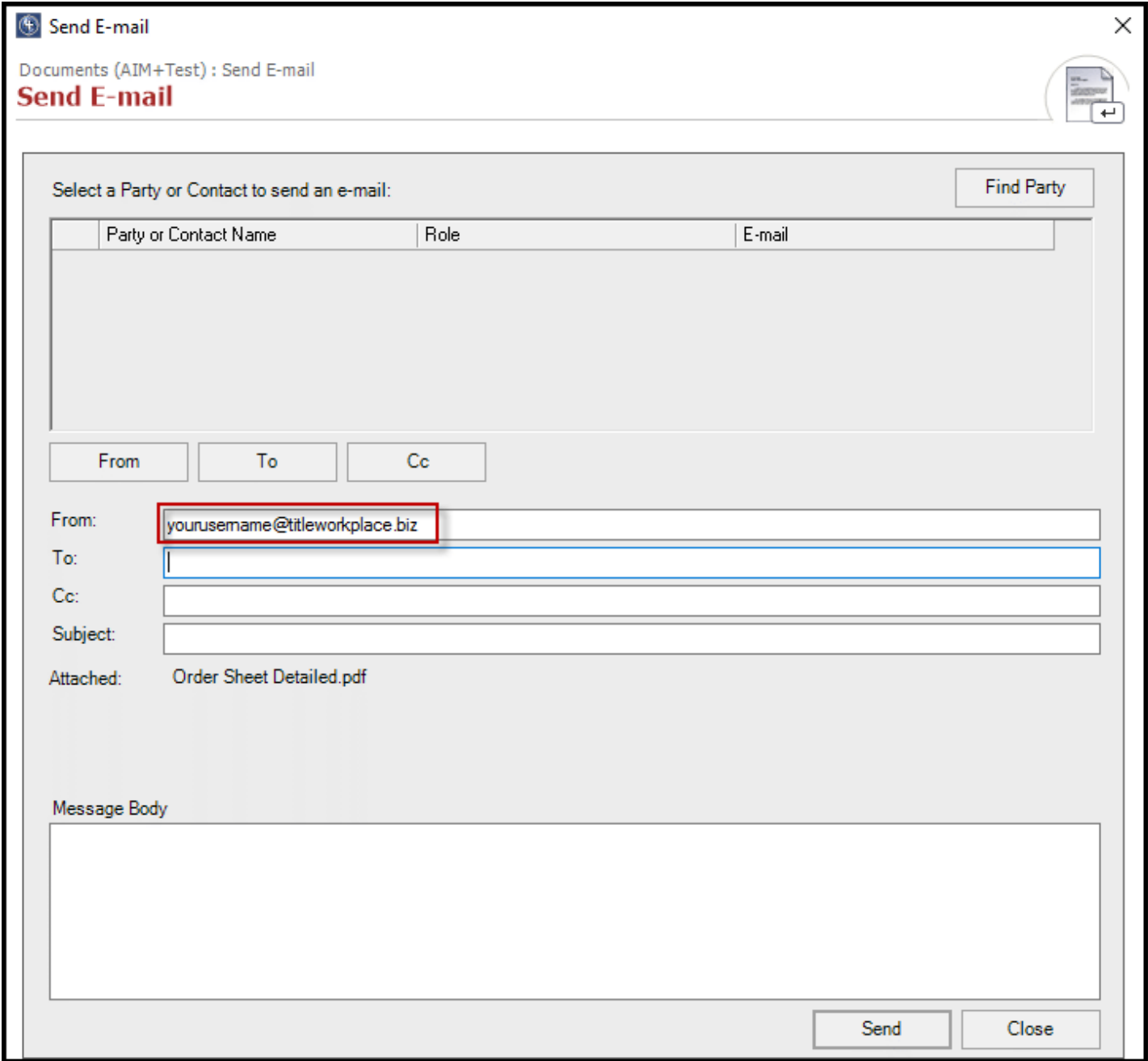
If Stewart hosts your email and you use Outlook from your computer (not from within TitleWorkPlace Desktop), then you can download and install the **Encrypt & Send** button from our website. Click on **ZixSelect plug-in and User Guide for Outlook 2010, 2013 and 2016** located under the **ZixSelect Secure Email Encryption** section on the [Downloads](#) page.

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Sending Secure Messages from AIM+

If you are sending an email from AIM+ Documents or Closing module, the **From** address must be an email address hosted in **TitleWorkPlace**. For example, yourusername@titleworkplace.biz

If you are unsure what address to use when sending from AIM+, please contact the **Agency Support Center** for assistance at **844-835-1200** or customercare@stewart.com.



Send E-mail

Documents (AIM+Test) : Send E-mail

Send E-mail

Select a Party or Contact to send an e-mail: Find Party

Party or Contact Name	Role	E-mail
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From:

To:

Cc:

Subject:

Attached: Order Sheet Detailed.pdf

Message Body

Send Close

TWP Secure Email – Sending a Secure Message (ZixSelect)

Zix PropertyInfo Portal

When a recipient receives a message sent securely through **Zix**, they must view the message details in the **Zix PropertyInfo Portal**.

For more information on how recipients access a secure e-mail, view the [Zix PropertyInfo Secure Message Center User Guide](#) located on the [Downloads](#) page under the **ZixSelect Secure Email Encryption** section.

Further Assistance

Should you have any technical questions, please contact the **Agency Support Center** at **844-835-1200** or customercare@stewart.com.