

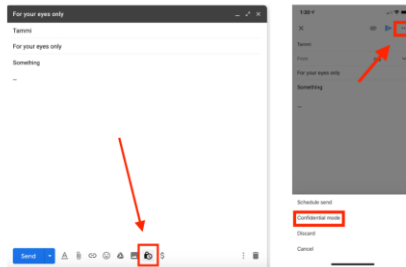


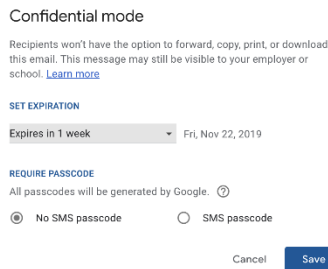


Encrypt with your Gmail Account

1. Sign into [Gmail](#)
2. Click  [Compose/Reply](#)
3. Compose your message as normal, add any attachments (as necessary)
4. Turn on Confidential Mode by, clicking the [lock icon](#)  at the bottom right of the message



5. The [Confidential Mode](#) window will open



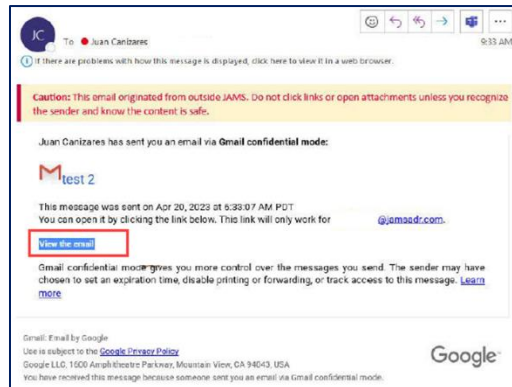
6. Set Expiration and Password:
 - a. Expiration Date: Select one of the Available Options
 - b. Password:
 - i. If you choose [No SMS passcode](#), recipients using the Gmail app will be able to open it directly. Recipients who don't use Gmail will get emailed a passcode.
 - ii. If you choose [SMS passcode](#), recipients will get a passcode by text message. Make sure you enter the recipient's phone number, not your own.
**If SMS Passcode is selected, the phone number of the recipient is required to send them a SMS/Text Message with the passcode.*
7. Click Save
8. The email is secured and you can click [Send](#) to complete the process

* Panelists with any questions should reach out to All Covered for technical support *
P: **855-402-7667** (indicate you are a JAMS Panelist when calling) | Email: support@allcovered.com



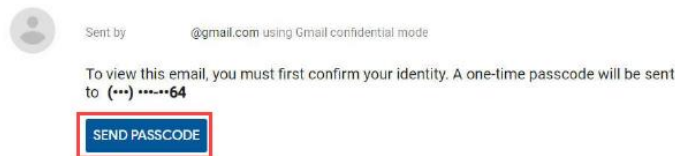
Opening an Encrypted Email (sent from Gmail)

1. Open the [Encrypted Email](#) and click on [View the email](#)

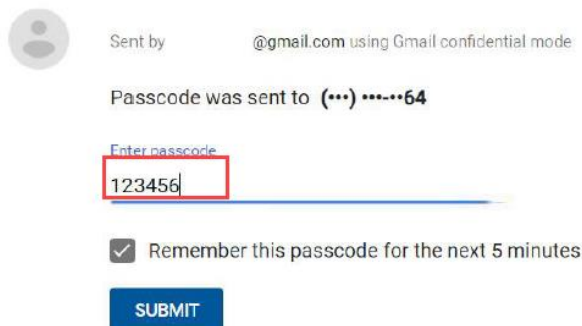


*If the email was configured with an [SMS/Text Message Passcode](#), the recipient will see the following:

- I. Select [Send Passcode](#)



- II. Enter the [SMS/Text Passcode](#) and select the [Submit](#) button to open the secured message



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