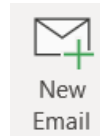


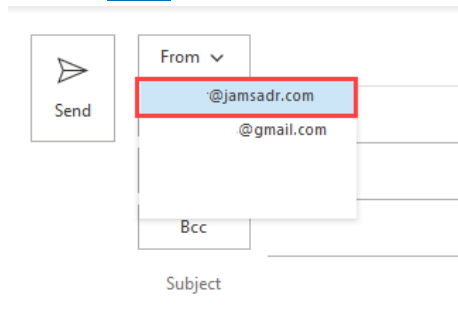


Encrypt and Email with your JAMS Email Account

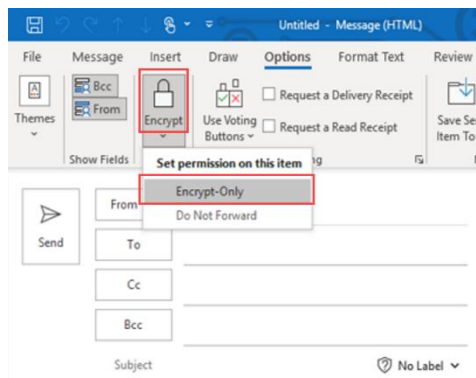
1. Open [Outlook](#)
2. Create a [New Email](#)



3. Select the JAMS Email Address in the [From](#) field



4. Under the [Options Tab](#), select the [Encrypt](#) icon
 - a. If you have an option of Encrypt or Do Not Forward, select the [Encrypt-Only](#) option



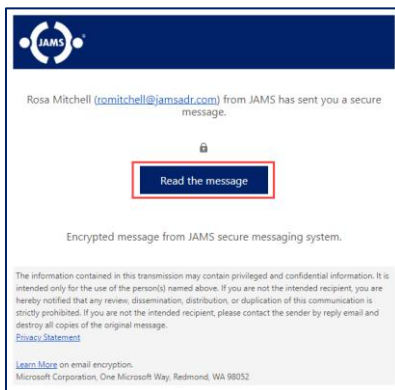
5. Compose your message as normal, add any attachments, and then click [Send](#)

* 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

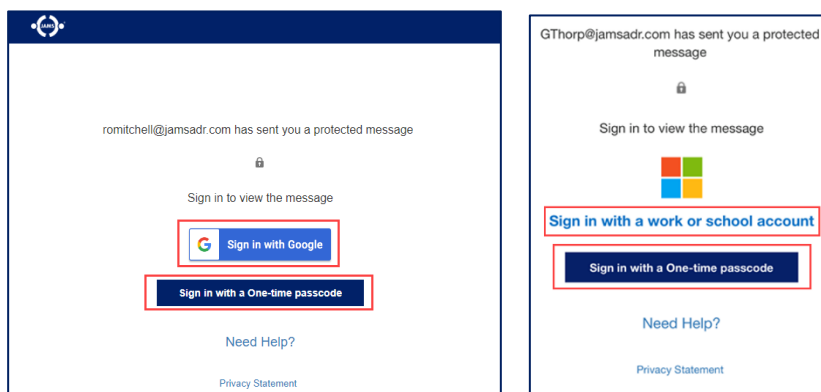


Opening an Encrypted Email

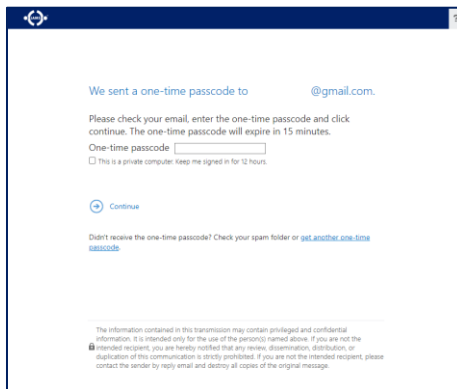
1. Open the [Encrypted Email](#) and click on [Read the Message](#)



2. You have two options to open the encrypted email:
 - a. Sign in with your [email provider](#) to verify (other than JAMSADR.com)
 - b. Sign in with a [one-time passcode](#). This option will send you an email with a passcode



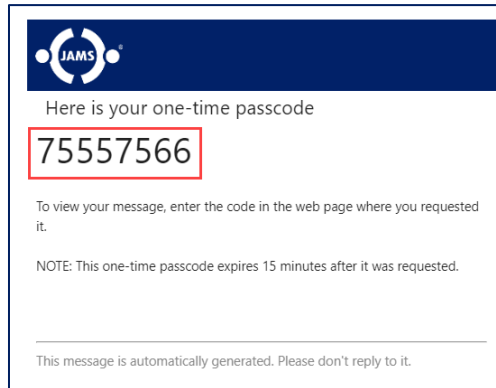
3. If you select the [One-Time passcode](#), you will get the following window



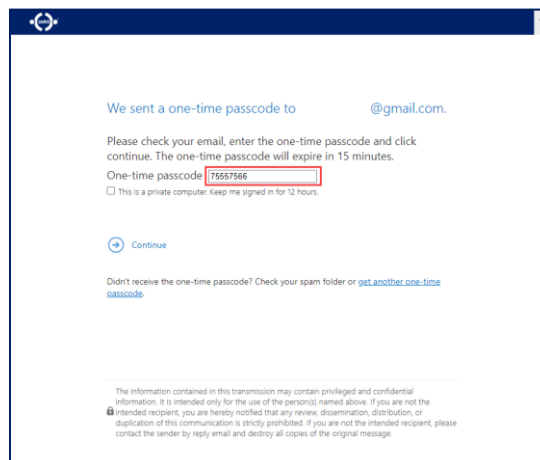
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4. Check your email for the [one-time passcode](#)



5. Enter the passcode and select [continue](#)



6. This will take you to the encrypted email, where you will be able to open attachments and reply

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