

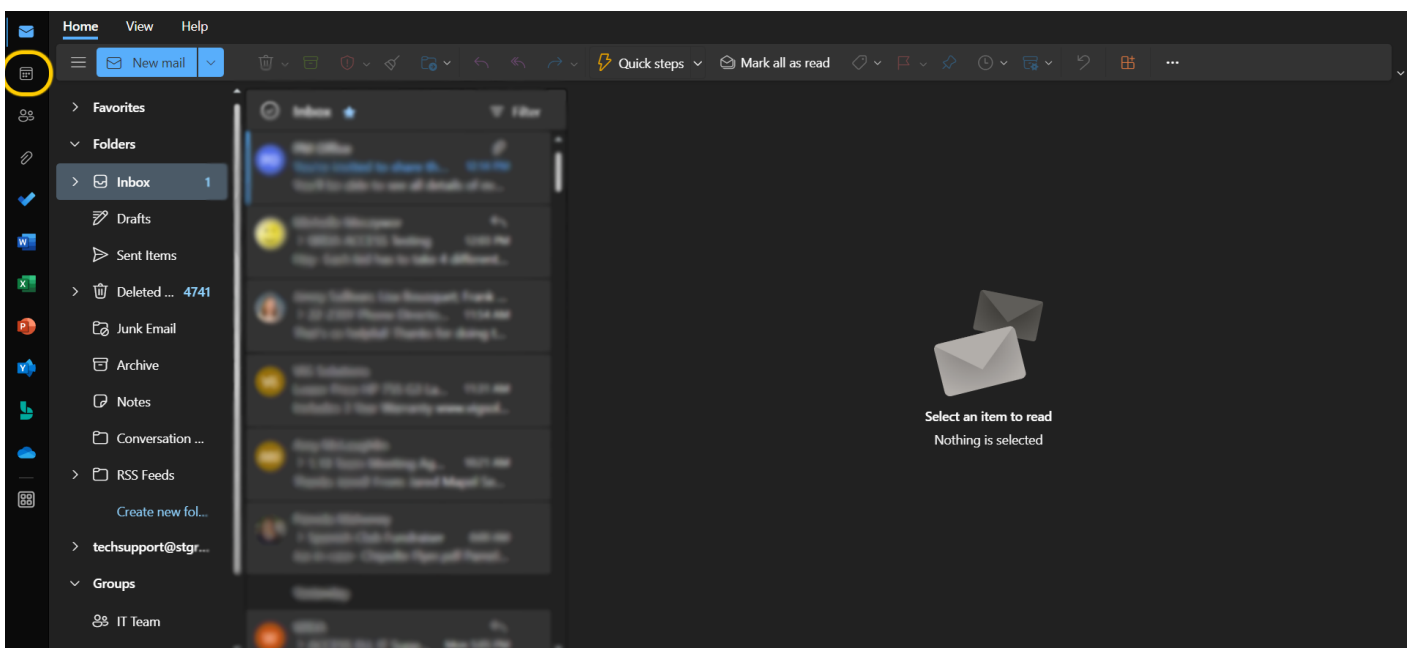
Outlook

- [How to access: Powder Mill Office Calendar](#)
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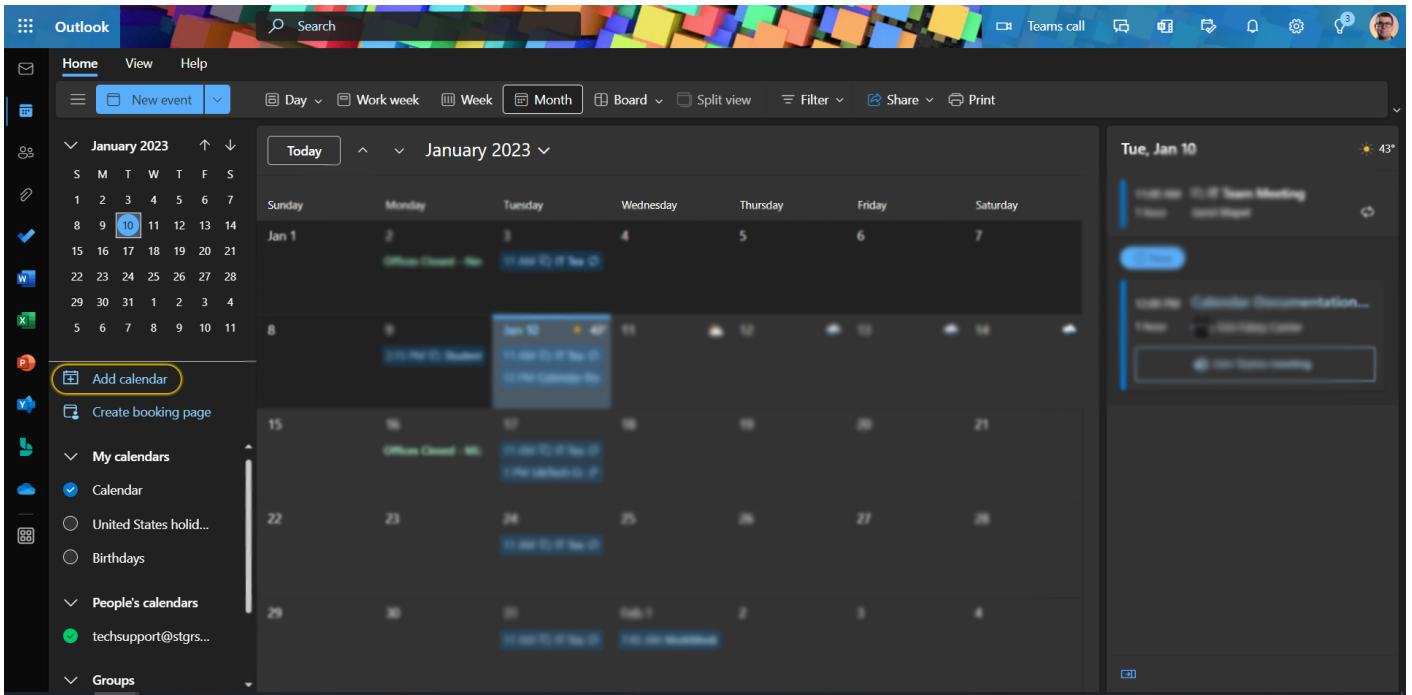
How to access: Powder Mill Office Calendar

In this document we'll be going over how to open the Powder Mill office calendar. All Powder Mill staff should have access to open this calendar. So, if you're having issues please reach out to Mary or Karen in the front office and they can share it with you.

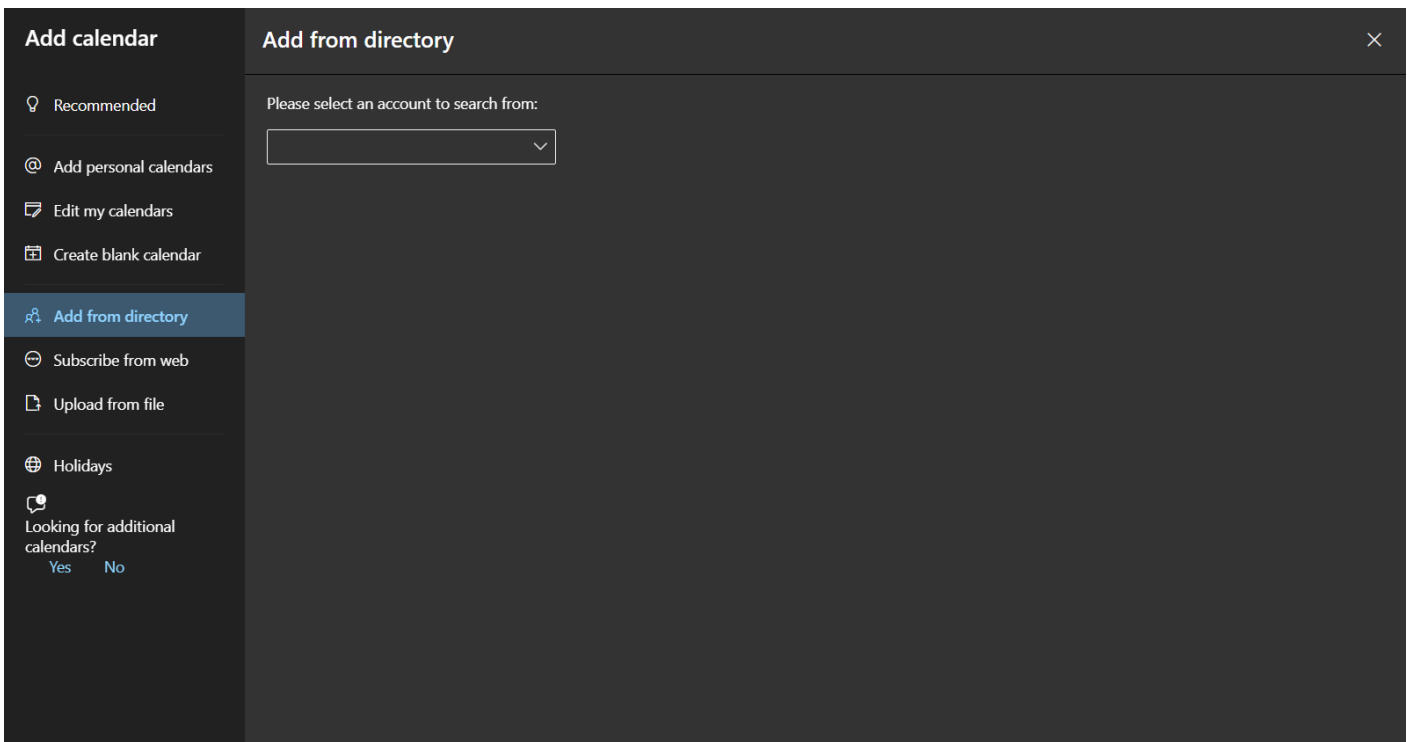
First, log into your Outlook and click on your calendar icon, circled on the left of the screenshot:



Once your calendar is open, click on Add Calendar

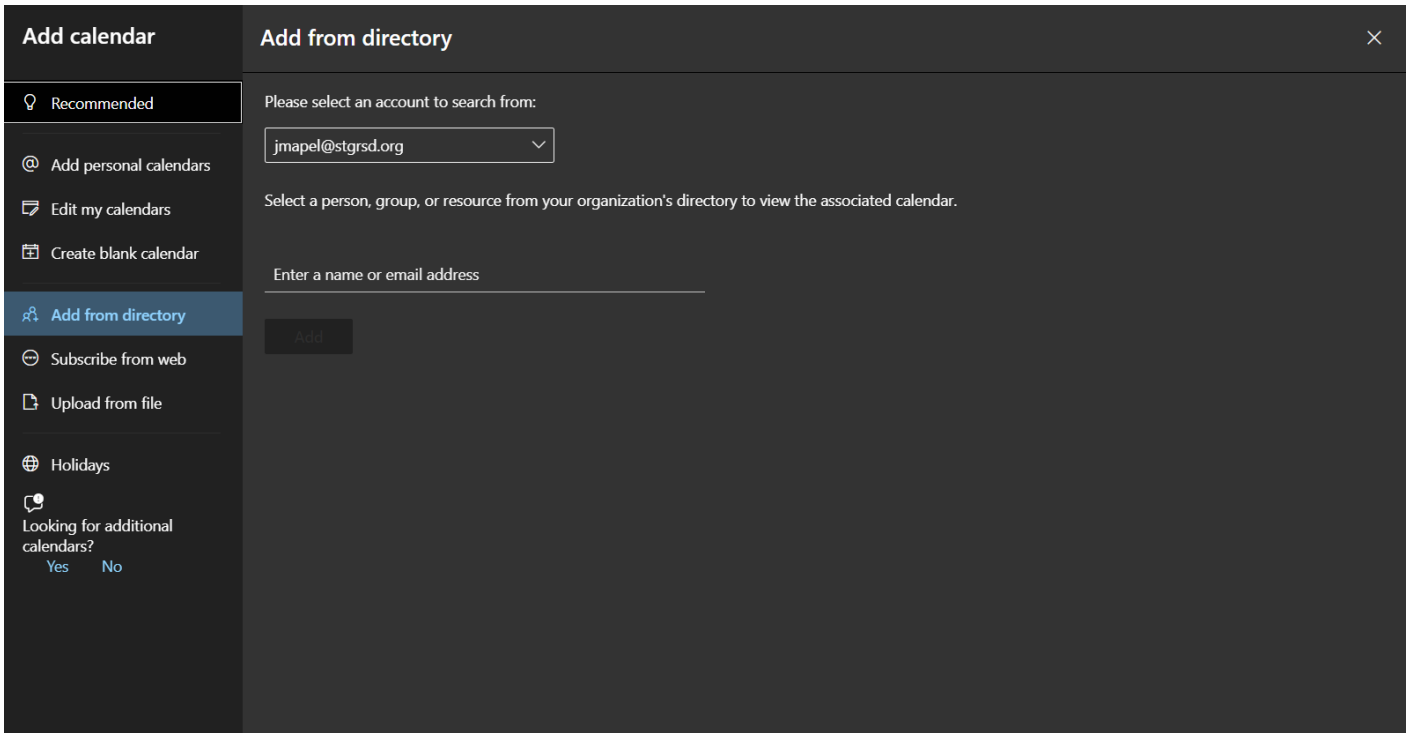


Then, click on Add from directory

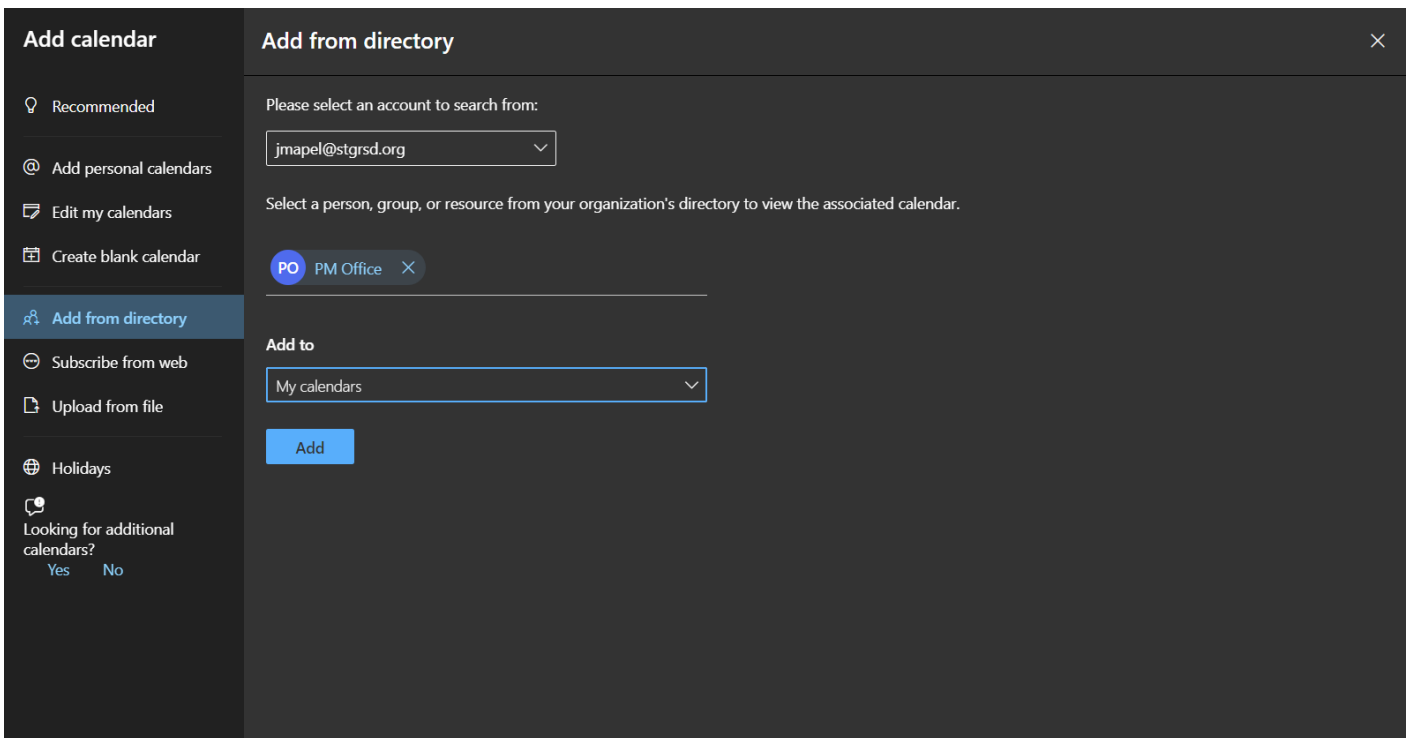


Select your email address from the dropdown menu and in the bottom field type:

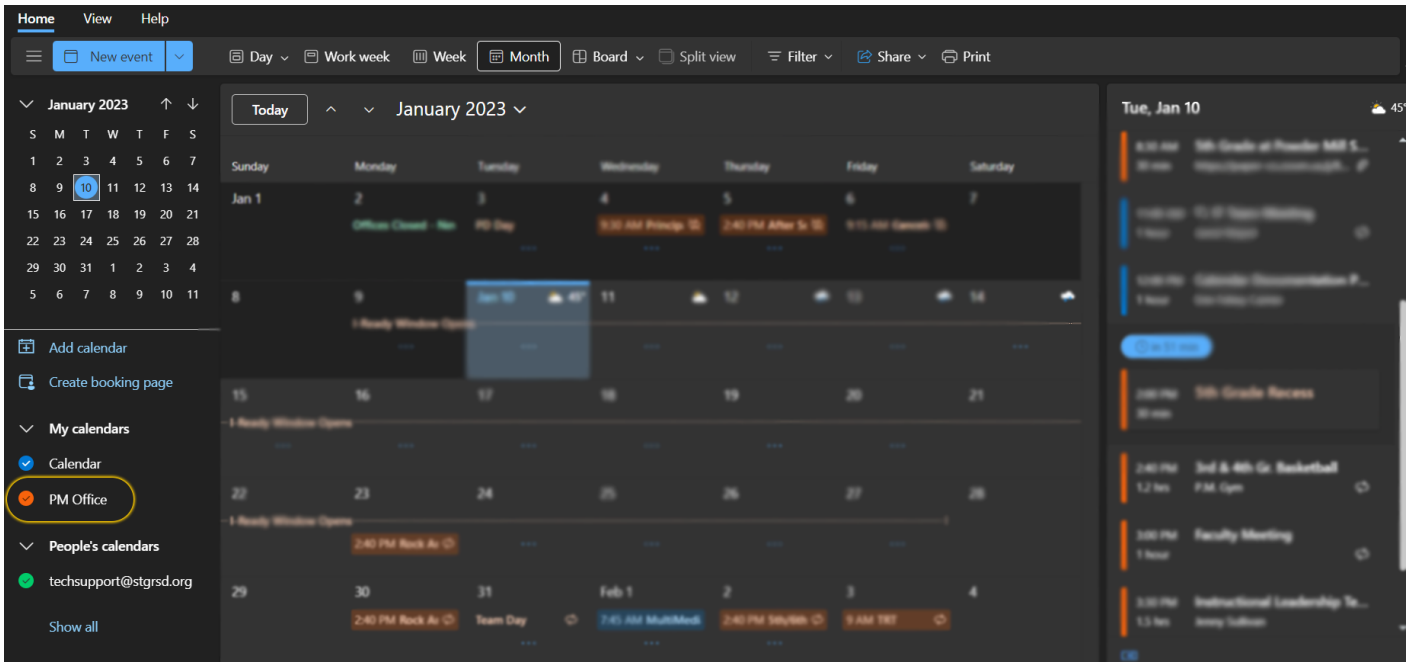
pm_office@stgrsd.org



Once you do that, select "My calendars" from the dropdown menu and click Add.



After that, you should see the PM Office calendar located on the left side of your calendar page like so:



Now you should be able to view any upcoming events on the PM Office calendar!

If you have any issues please ask for assistance by submitting a help ticket at <https://stgrsd.org/helpdesk>

How To Access: SRS Internal Calendar

In this document we'll be going over how to open the SRS internal calendar. All Southwick Regional School staff should have access to open this calendar. So, if you're having issues please reach out to Sue Romani in the front office and they can share it with you.

NOTE: We recommend using the browser version of Outlook, found at <https://office.com>

First, log into your Outlook and click on your calendar icon, circled on the left of the screenshot:

How to Encrypt Email in Outlook

How to Send an Encrypted Email

To ensure the secure transmission of confidential or sensitive information via district email.

Overview

STGRSD uses **FortiMail Secure Email Encryption** to protect messages that contain sensitive information. When a user includes the keyword **CONFIDENTIAL** in the subject line of an email, FortiMail automatically encrypts the message and sends it securely to the recipient.

This feature helps the district comply with **FERPA, HIPAA**, and other data privacy regulations.

You have received a secure message

Read your secure message by clicking the link below, the web browser will be launched and prompt you to log in.

[Click this to access the secure message](#)

If you have concerns about the validity of this message, contact the sender directly.

[About FortiMail Secure Message Service](#)

When to Use Encryption

Use encrypted email whenever you send information that includes:

- Student records (grades, IEPs, disciplinary info, etc.)
- Staff records or evaluations
- Personally identifiable information (PII) such as addresses, phone numbers, or Social Security numbers
- Financial or medical information
- Any content you would not want publicly accessible if intercepted

When in doubt — **encrypt it.**

How to Send an Encrypted Email

1. **Compose a new email** using your district Outlook account.
2. In the **Subject line**, type the word: **CONFIDENTIAL**
 1. (It must appear exactly as written — not “confidential info” or “confidential:” — the rule looks for the keyword *CONFIDENTIAL*.)

The screenshot shows the top portion of an Outlook email composition window. At the top left is a blue 'Send' button with a paper plane icon and a dropdown arrow. To the right are icons for help, a dropdown arrow, and a trash can. Below these are the 'To' and 'Cc' fields, each with a small button and a text input area. The subject line is 'CONFIDENTIAL: MY SUBJECT' and is underlined. In the bottom right corner, it says 'Draft saved at 12:2'. At the bottom left, there is a prompt: 'Type / to insert files and more'.

3. **Write your message** as usual. Attach any necessary files.
4. **Send the message.**

FortiMail will automatically detect the keyword and send your message using **Secure Message Encryption (SME)**

What Happens Next

- **You (the sender):**

You'll receive a confirmation that your message was sent via the encrypted channel.

- **The recipient:**

The recipient will receive an email notification with a secure link to access the message.

They'll be directed to the **FortiMail Secure Message Portal**, where they must verify their identity (usually by creating or logging into a one-time secure account). Once verified, they can read your message and download any attachments securely.

Important Notes

- Encryption is triggered **only** when the keyword **CONFIDENTIAL** appears in the **subject line**.
- Do **not** include sensitive data in an unencrypted email body or attachment without this keyword.
- The encryption process works for both **internal and external** recipients.
- If you reply to an encrypted message from within the secure portal, your reply remains encrypted automatically.

What Happens Next

For the Sender

- You'll receive a confirmation that your message was sent via the encrypted channel.
- The encryption process is automatic—no extra steps are required on your part.

For the Recipient

When a recipient receives an encrypted email, they will be directed to the **STGRSD Secure Email Service** page to register or log in before viewing the message.

Below is an example of what they will see:

Recipients must complete the registration form (if first-time users) by entering their name and creating a password. Once registered, they can log in to securely read and reply to your message.

Register New User

User email: user@gmail.com

Language: English ▾

Time zone: (GMT-5:00)Eastern Time(US & Canada) ▾

First name: Last name: Password: Confirm password:

You haven't registered yet. Please register first.