



Kapnick

Email Encryption System

Thank you for being a valuable Kapnick client. Your data is equally valuable to us. To ensure the confidentiality of private information that our company sends you via email, and to comply with all privacy and regulation standards, we utilize an email encryption service through Zix Corporation. Kapnick has partnered with Zix Corporation, the leader in email encryption services, for the past several years.

ZixCorp's easy-to-use email protection makes it seamless for you to receive, read, and reply to all encrypted email communication we send you. If you are a ZixCorp customer, you do not need to do anything, and emails should be securely sent between our organizations and delivered directly to your inbox, with a blue ZixCorp banner indicating the encryption.

If you are not currently a ZixCorp customer, and your email server accepts transport layer security (TLS) connections, messages and attachments will be delivered straight to your inbox with a blue ZixCorp banner indicating the encryption.

Should your email not be configured to accept TLS connections, then you will receive a message directing you to a web portal to open the secure messages. Similarly, if your email server does not send securely, the same web portal is available to send secure messages to Kapnick.com email recipients.

The protection of confidential communication is important to us and we want to ensure your information stays private. Read on for more information about the importance of email encryption, the details on how it works, and a FAQ. If you have other questions about this

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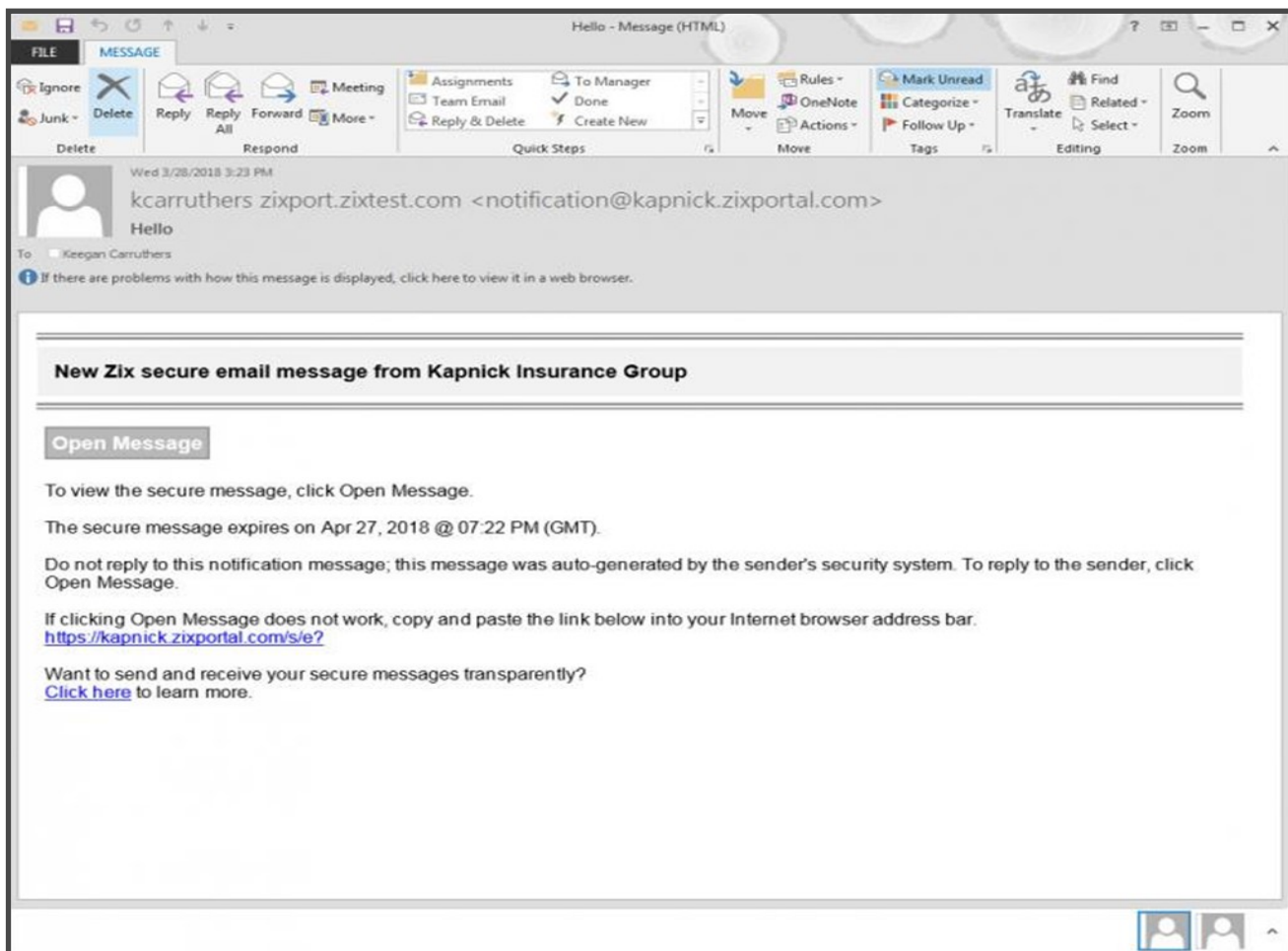


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How to Read an Encrypted Message

When the Zix encrypted message is received by a non-TLS/non-ZixCorp client recipient:

When we send you an encrypted message, you will receive a notification email with instructions on how to open the message. The notification message arrives in your email Inbox. You select Open Message in the notification to go to the Secure Message Center and view your email.



How to Read an Encrypted Message

You must go through a one-time registration process.

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Register Account
Enter your email address and a password to register and begin sending and receiving secure messages.

Email Address:
kcaruthers@zixport.zixtest.com

Password:

Re-enter Password:

Cancel Register

Password Rules
Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#%*^&

Passwords cannot match email address.

Learn more about receiving secure messages directly to your inbox.

For Customer Support, send an email message to info@kapnick.com.

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After you register and sign in, your message opens, and you can view the message details and reply.

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Inbox Address Compose Sent Mail Drafts

Reply Reply All Forward Delete More actions kcaruthers@zixport.zixtest.com Sign Out

Received: Mar 28, 2018 3:22 PM
Expires: Apr 27, 2018 3:22 PM
From: kcaruthers@zixport.zixtest.com
To: kcaruthers@zixport.zixtest.com
Cc:
Subject: Hello

This message was sent securely using ZixCorp.

This is a test.

This message was secured by ZixCorp®.

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How to Send an Encrypted Message

Should you choose to send an encrypted email to recipients at our organization: On the Compose tab within the Secure Message Center you can send an encrypted email. When you select the Compose tab you are taken to a page where you can compose your message.

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Inbox | Address | **Compose** | Sent Mail | Drafts

Send | Save Draft | Attach File

To: kcaruthers@zixport.zixtest.com

Cc:

Subject: Hello

Attachments: None

B I U | [List Bullets] | [List Numbered] | [List None] | [List Indent] | [List Outdent] | Font | Size | [Text Color] | [Background Color]

This is a test|

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FAQ

What is email encryption?

Email encryption involves encrypting, or disguising, the content of email messages in order to protect potentially sensitive information from being read by anyone other than intended recipients. Email encryption often includes authentication.

It's not just those who may email sensitive information, such as Social Security numbers, login credentials, or bank account numbers, who need to encrypt their email. Hackers who gain unauthorized access to an email account can access attachments, content, and even hijack your entire email account.

Email is a vulnerable medium, particularly when emails are sent over unsecured, or public, Wi-Fi networks. Even emails sent within a secure company network can be intercepted by other users, including your login credentials.

Encryption renders the content of your emails unreadable as they travel from origin to destination, so even if someone intercepts your messages, they can't interpret the content.

What internet browsers are recommended?

Most internet browsers will work, including Microsoft Edge, Internet Explorer, Mozilla Firefox and Apple Safari.

What mobile devices can be used?

Mobile recipients will be able to open the Zix portal on one of the supported browsers.

How long do I have to read my message?

Messages you receive expire 60 days from when you are sent the message.

Where is the ZixCorp portal?

<https://kapnick.zixportal.com/>

Where can I get more information?

For more information on any of the products described, visit the ZixCorp website at www.zixcorp.com/products. Or contact someone on your Kapnick team for assistance.