
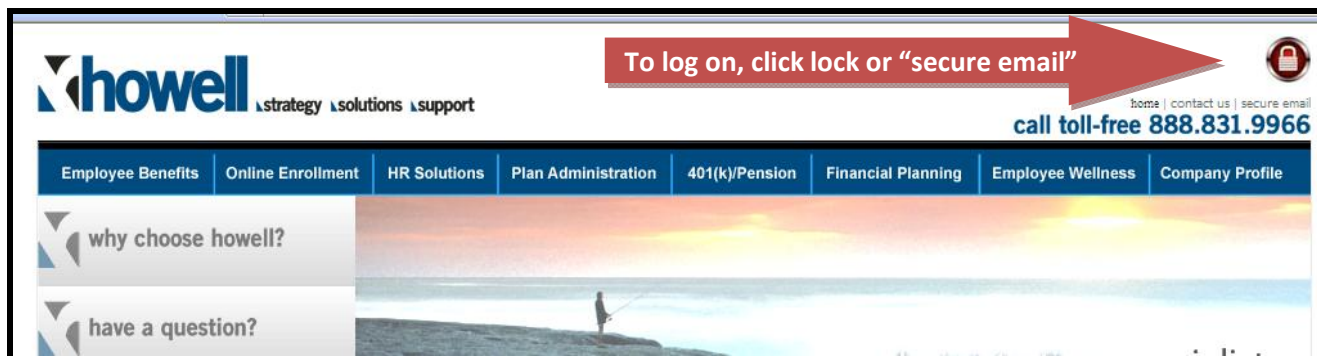


Sending a Secure Email to Howell

When sending an email to Howell which may contain PHI, you must encrypt the email using Howell's secure mail exchange.

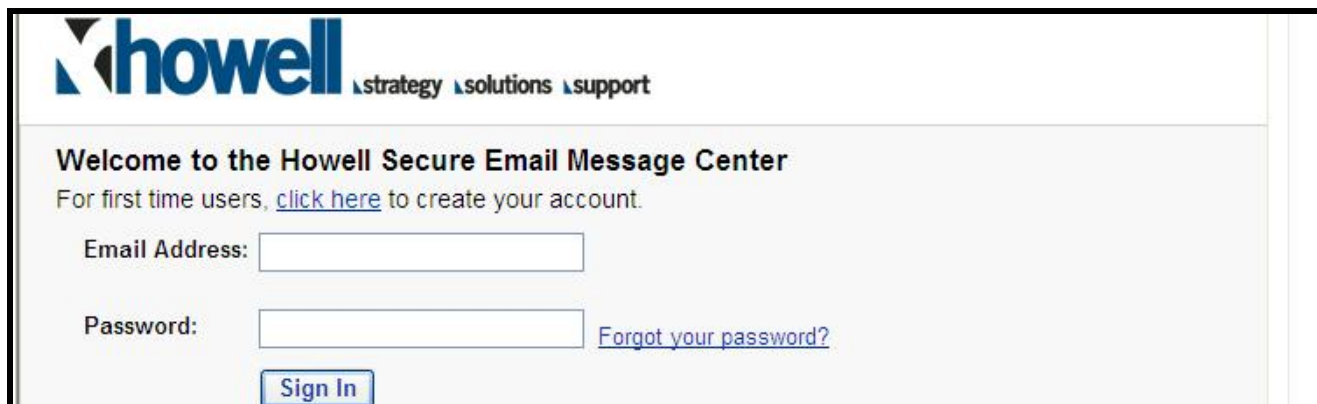
To send your secure email message from Howell's Secure Mail Exchange:

1. Go to Howell's website found at www.howellusa.com.
2. On Howell's homepage, in upper right hand corner, click on the lock symbol  or the words "secure email" for login to Howell's Secure Mail Exchange.

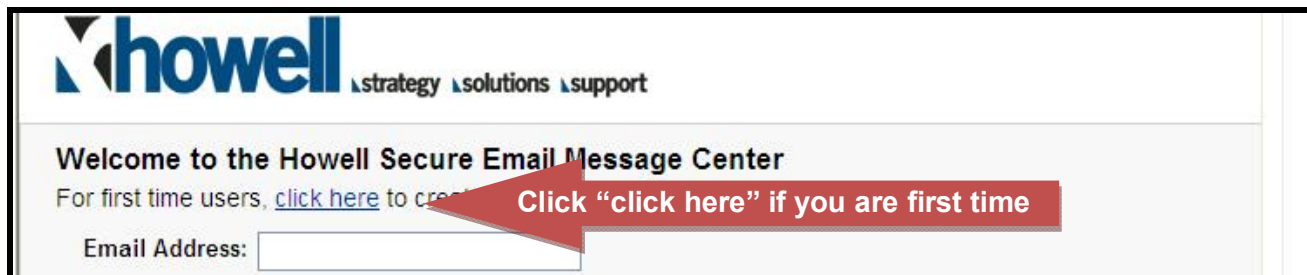


3. You are welcomed to Howell's Secure Email Message Center.

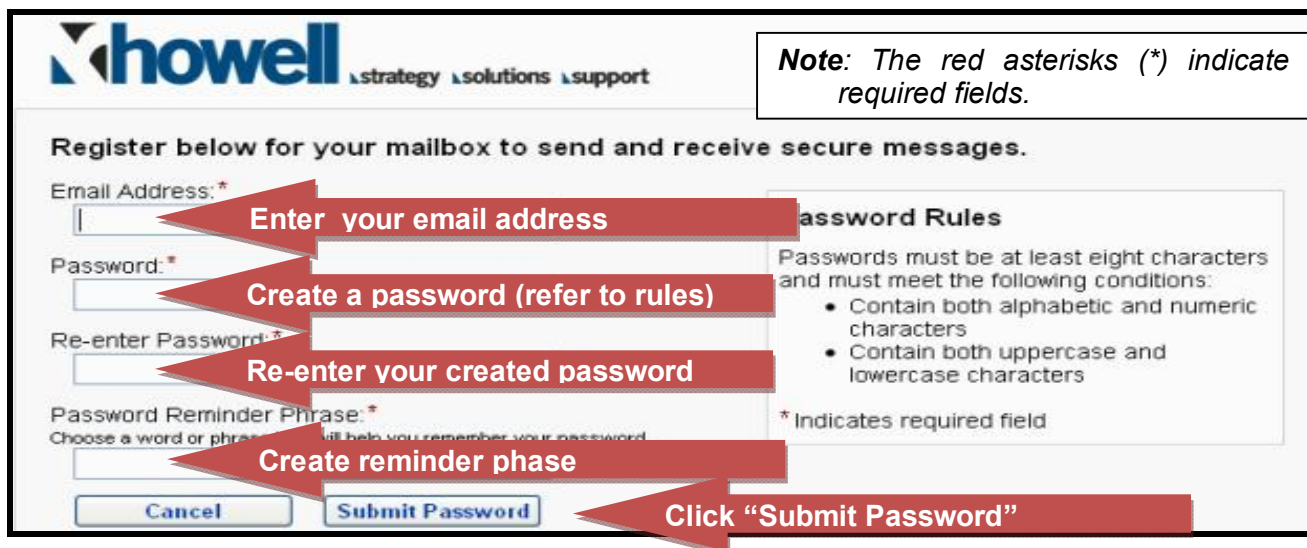
3a. If you already have a Zixcorp login and password, simply enter it and click "Sign In."



3b. If you are a first time user, you will need create your account; therefore click [click here](#)



4. To create an account on the Registration Page:

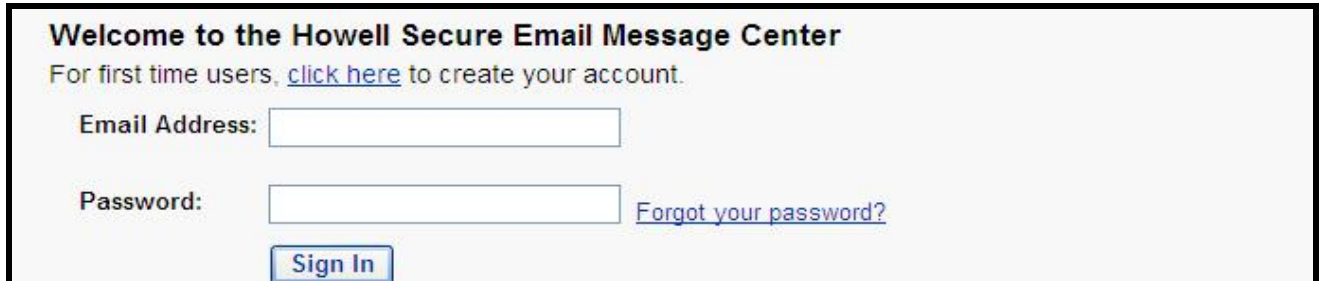


5. You will receive a confirmation page instructing you to go to your regular email Inbox to find an email message with [Secure Email Notification](#) in the subject line. Here you will find instructions on how to activate your password.



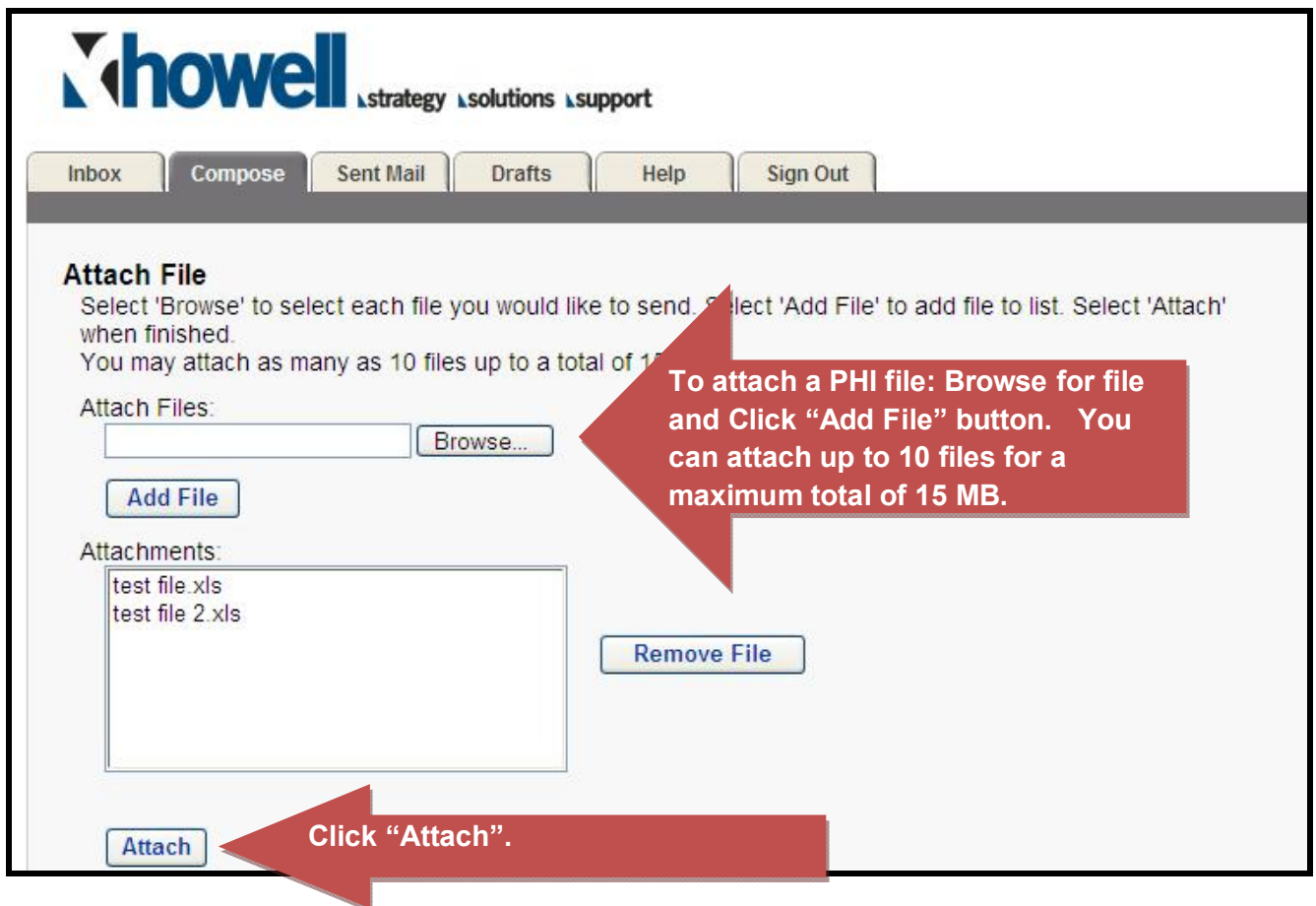
5. Follow instructions to activate your password and click appropriate link.

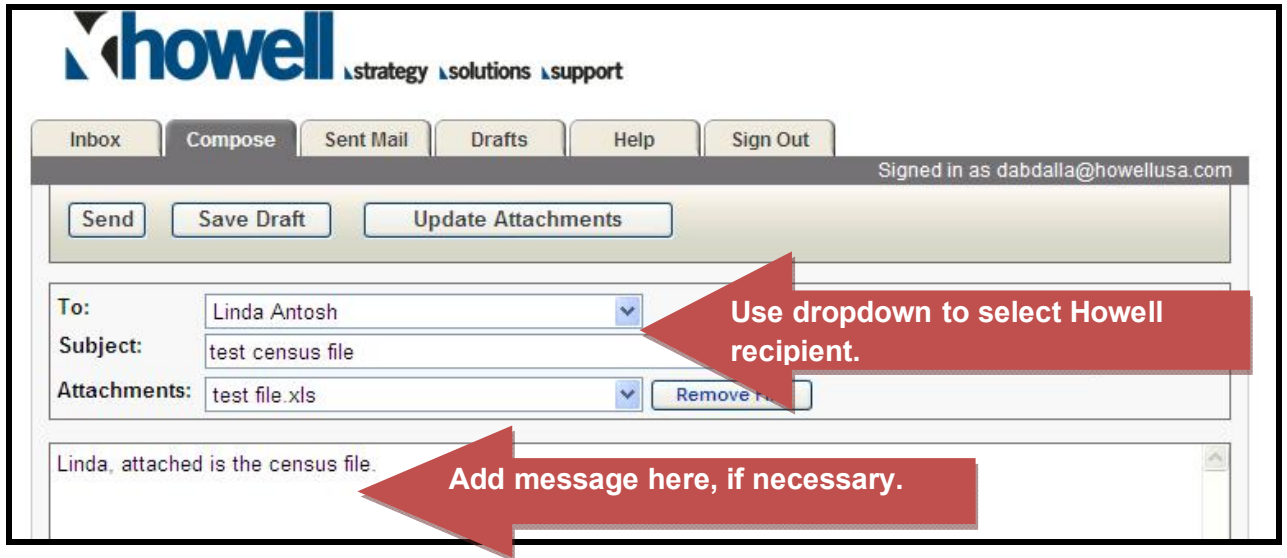
6. Log into Howell's Secure Email Message Center.



7. Inside the Message Center, click the %Compose+tab to create an email.

To attach a file (s), click %Attach File+and then for each file click %Add File+. After all files have been added, click %Attach+.





Then, click **Send+** to send your email. (You can save a draft of your email by clicking **Save Draft+**)

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