



Sending Secure Data from the IHS

About the IHS Secure Data Transfer Service

The IHS Office of Information Technology offers the **IHS Secure Data Transfer Service** to securely transfer data, including messages and large files, to recipients inside and outside of the IHS network.

This technology enables recipients to receive and view secure data in a Web application, after they have completed a one-time registration process. The one-page PDF document, *Accessing the IHS Secure Data Transfer Service*, explains the registration process, and should be sent to all non-IHS contacts to whom you need to send encrypted e-mail or large files.

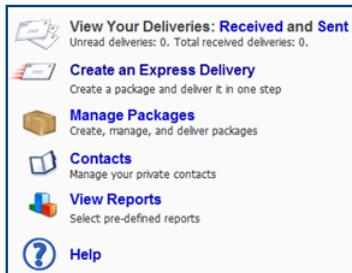
Sending Secure Data

All IHS users are automatically enabled to use the Secure Data Transfer Service. To send a secure data package, do the following:

1. Go to the IHS Secure Data Transfer website:

<https://securedata.ihs.gov>

2. Enter your IHS D1 domain username and password, and click **Sign in**.



3. To send a one-time encrypted e-mail, click **Create an Express Delivery**.

NOTE: Use the **Manage Packages** option to send messages/data repeatedly.

4. Fill out the message details as for a normal e-mail.

5. To see the full window of options including CC, BCC and the notification the recipient will get, click the **Show options** link.
6. Click **Send** to send the message. If you attached a file, an upload process will begin.

About Additional Options

There are additional options on the right of the Express Delivery window that will be available to you, the sending user, to control various aspects of the secure email message:

- **Date available:** Lets you specify when the message can first be accessed by the recipient.
- **Date expires:** Lets you specify when the message can no longer be accessed. The default and maximum is 30 days.
- **Password & Confirm password:** Lets you specify a password to use on the message independent of requiring the user to log in to view a message. Specifically, you can add another layer of protection to the e-mail message, and also use this method to password-protect the contents of the message, if you don't want to require users to log in (e.g., for a bulk e-mail).
- **Send email notification to recipients:** This is checked by default and should be left checked. Otherwise, the end user will not know that they have a message they have to read..
- **Allow collaboration:** Enables the recipients of the e-mail message to reply-all, which allows them to send a response e-mail message to everyone in the e-mail thread. Otherwise, they can reply only back to you.

The rest of the options are self explanatory.

For More Information, go to:

- <http://www.biscomdeliveryserver.com/>