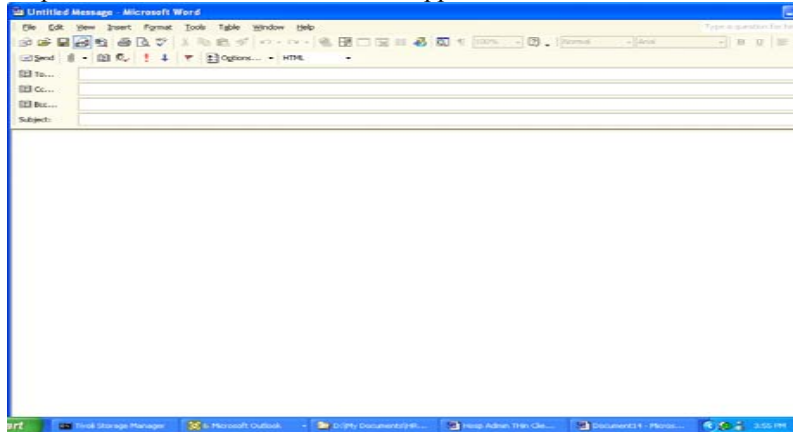


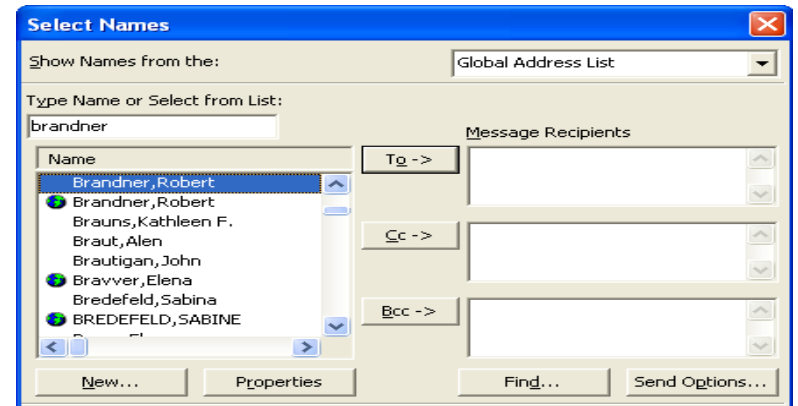
**Attachment 1 – Determining if Email Address is Internal to UCHC (Secure)**

Step 1. Open Microsoft Outlook

Step 2. Click on the <To> icon in the upper left corner to access the UCHC e-mail directory

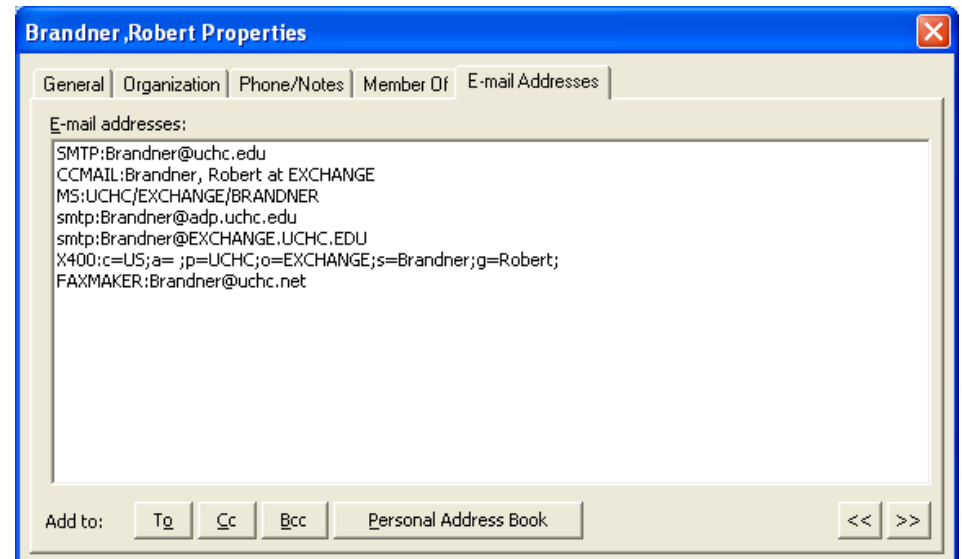
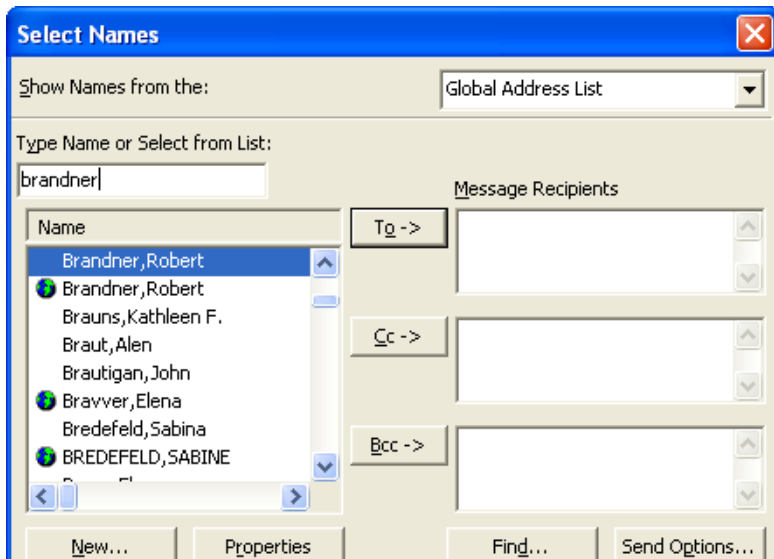


Step 4. Highlight the Name and select properties



Step 3. Type the addresses last name in the <Type Name> box

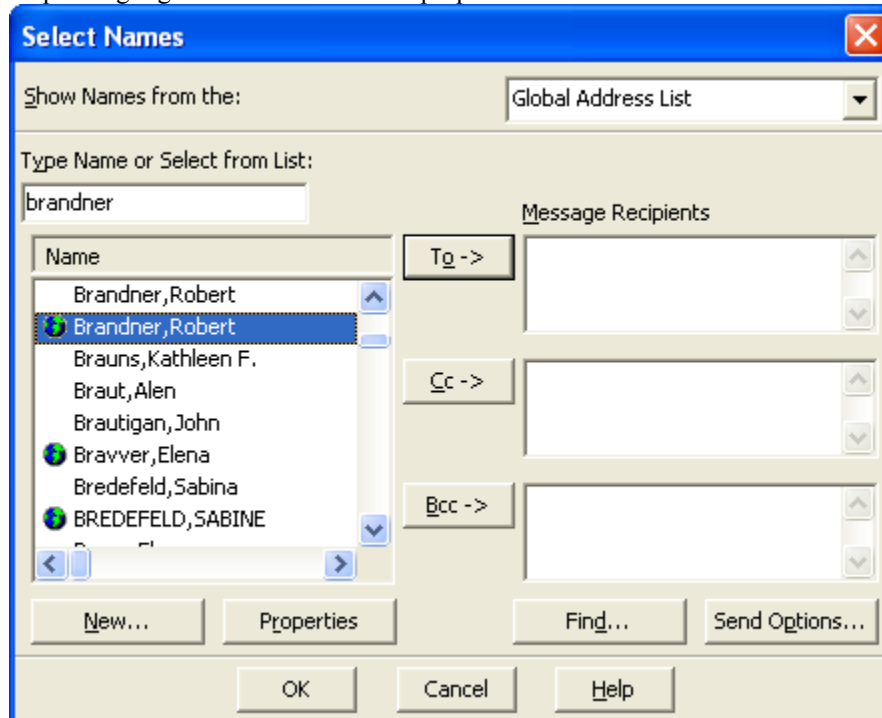
Step 5. This user has a secure ID as evidenced by the address by the address ending in UCHC.edu



**Attachment 2 – Determining if Email Address is External to UCHC (Not Secure)**

Step 1. Follow steps 1 to 3 listed in attachment 1.

Step 2. Highlight the Name and select properties



Step 3. This user has a non-secure ID as evidenced by the address not ending in UCHC.edu (i.e. it ends in aol.com, which is an external, non-secure address)

