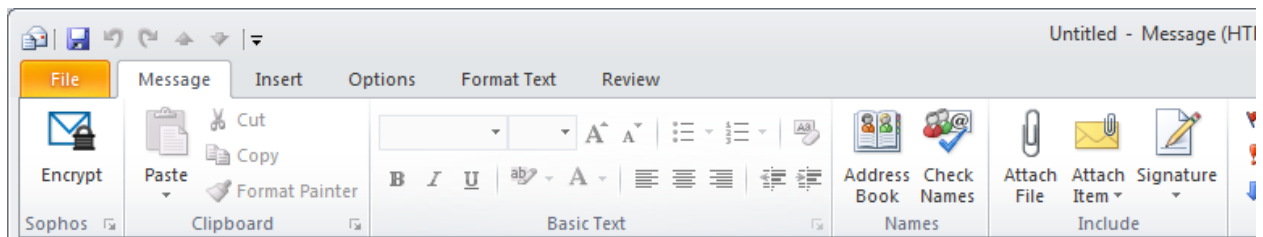


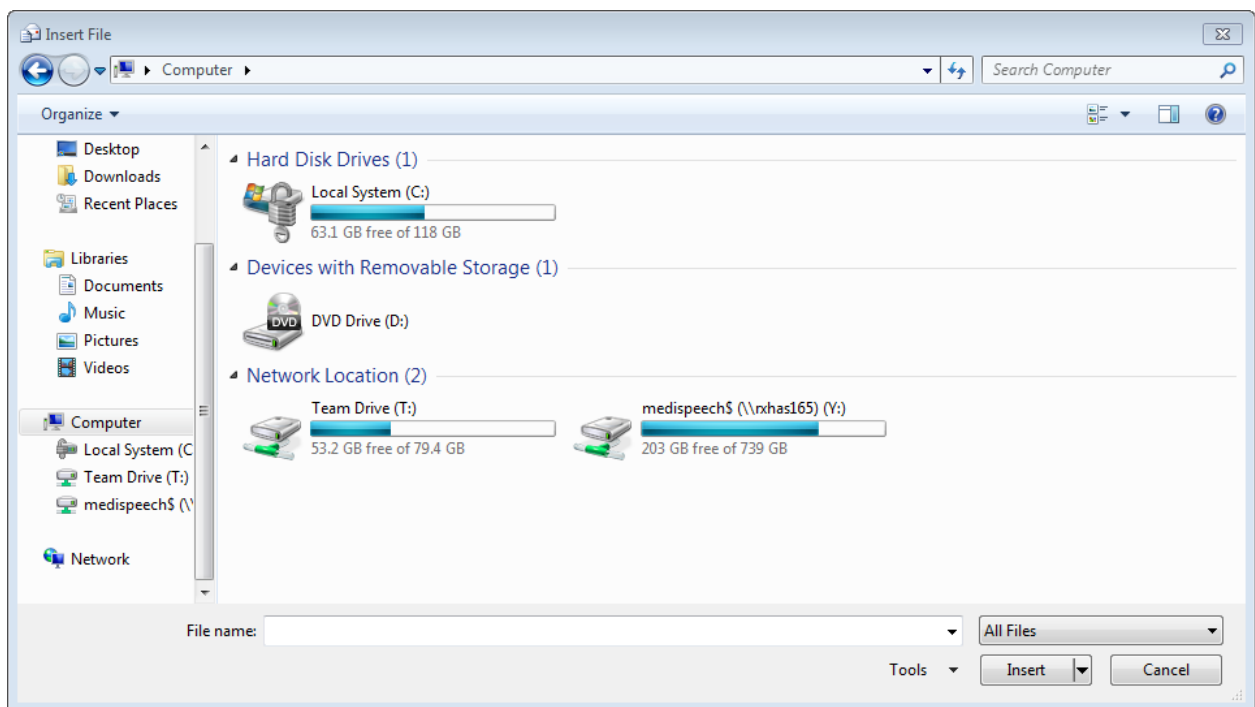
Emailing G2-produced Letters

Attaching the Letter

It is better to attach the letter to a new email you have opened in Outlook than it is to find the letter in the Medispeech folder and right-click > Send to Mail Recipient as the latter method *does not include your email signature*.



1. Click **Attach File**



2. Double-click the **Medispeech\$** folder in Windows Explorer
3. Double-click **Patient Letters** folder
4. Type the Patient's **Trust ID** into the Search box, top right of the window
5. Press **Enter** on your keyboard
6. Double-click the Patient's folder to display the letters
7. Double-click the correct letter

Internal Emails

If the letter is being sent internally, ensure you **don't put any patient-identifying details in the Subject line** of the email. This includes:

- NHS numbers
- Trust IDs
- Patient Names

Including the initials of the patient is considered acceptable.

Once you have written your email, it is safe to send internal emails with **Send**.

External Emails

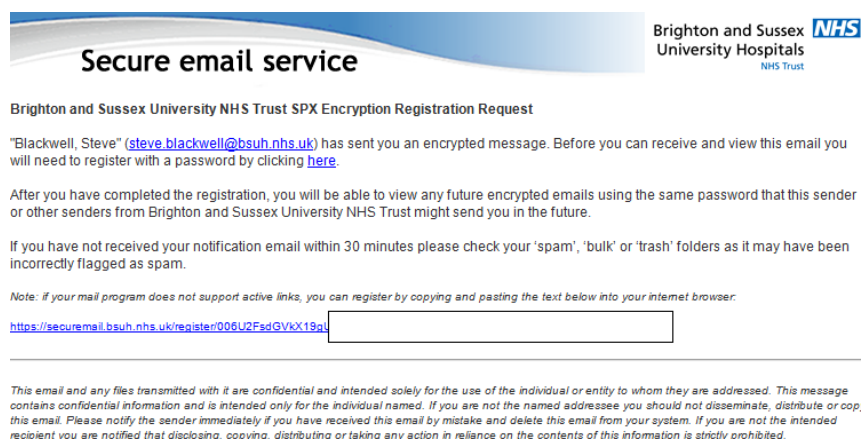
If the letter is being sent externally, ensure you **don't put any patient-identifying details in the Subject line** of the email. This includes:

- NHS numbers
- Trust IDs
- Patient Names

Including the initials of the patient is considered acceptable.

Once you have written your email, it is **NOT** safe to send external emails with Send. You must use the **Encrypt** button within the new email you have created. *If you do not have the Encrypt button, you will need to contact IT Helpdesk on (6)2700.*

Recipients receive this message allowing them to set up a password to be used whenever they receive encrypted emails from you. You get confirmation when they have done this and the email is then released to them.



Secure email service

Brighton and Sussex University Hospitals NHS Trust

Brighton and Sussex University NHS Trust SPX Encryption Registration Request

"Blackwell, Steve" (steve.blackwell@bsuh.nhs.uk) has sent you an encrypted message. Before you can receive and view this email you will need to register with a password by clicking [here](#).

After you have completed the registration, you will be able to view any future encrypted emails using the same password that this sender or other senders from Brighton and Sussex University NHS Trust might send you in the future.

If you have not received your notification email within 30 minutes please check your 'spam', 'bulk' or 'trash' folders as it may have been incorrectly flagged as spam.

Note: if your mail program does not support active links, you can register by copying and pasting the text below into your internet browser:

<https://securemail.bsuh.nhs.uk/register/006U2FsdGVkX19g1>

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this email. Please notify the sender immediately if you have received this email by mistake and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Emails are sent to them directly from now on and all (*including this initial one*) may well go into their Junk folder, so they may wish to add your email address to *their* safe senders list.