



## ATK Secure Email Saving Information & Attachments from Encrypted Email Messages

### Why ATK Secure Email?

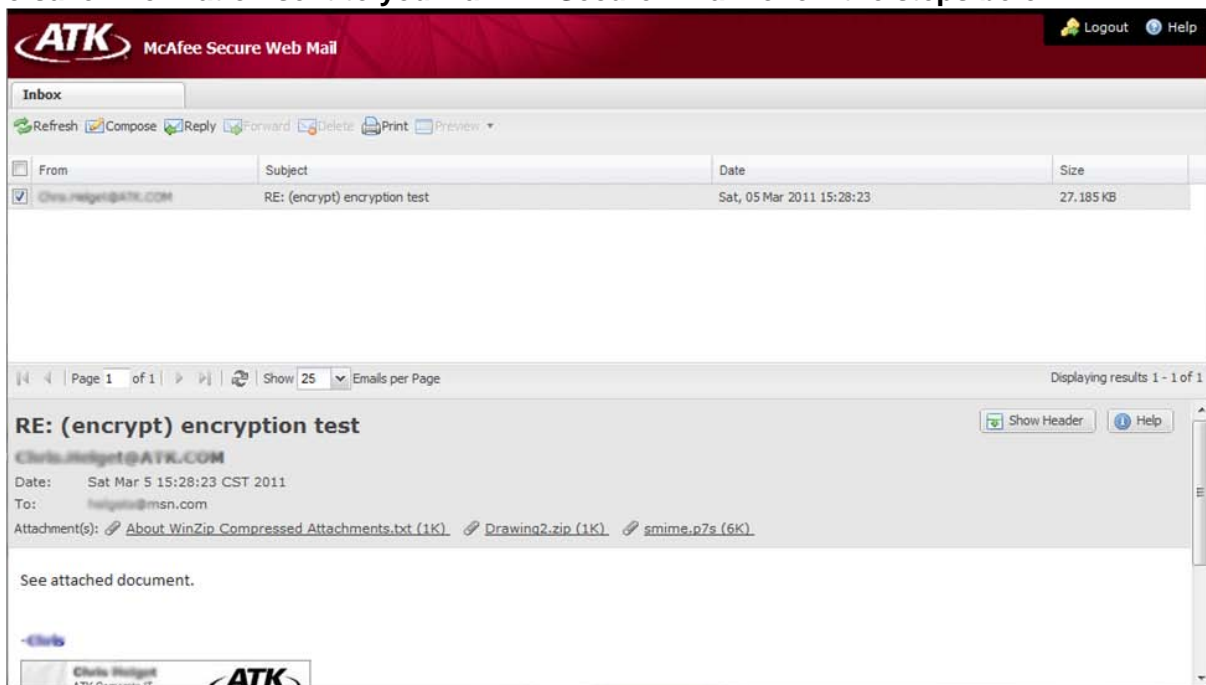
Email encryption is one of the ways we protect sensitive data from getting into the hands of “the bad guys”. Because email is a staple for sending data to our suppliers, partners, and customers, we need to develop ways to make sure that data goes no further than the intended audience. Many regulations and contracts require that certain email transmissions be encrypted to ensure that the data is protected as it travels across the Internet.

Think about it like this. When a postcard is sent through the Postal Service, anyone can read the postcard as it travels from the sender to the receiver. Encrypting email is like putting it in a sealed envelope. ATK has developed an email encryption solution called ATK Secure Email.


### How to open an ATK Secure Email

Additional documentation on how to open and view an encrypted message can be found at [www.atk.com](http://www.atk.com), under Suppliers>Secure Email or by following the:  
[http://www.atk.com/myatk/FAQ/MyEmail/ATK\\_Secure\\_Mail.pdf](http://www.atk.com/myatk/FAQ/MyEmail/ATK_Secure_Mail.pdf)

### To save information sent to you via ATK Secure Email follow the steps below



#### For text information found in the body of the message:

- Use the  button to make a hard copy
- You may also select the text and copy it to another application.
- Save critical attachments using a descriptive title to ensure they can be easily found at a later date and time.

#### To save the attachments:

- Scroll to the bottom of the page
- Click the appropriate attachment under the Attachments section.
- Save to your computer by following the prompts.

Should you have additional questions after reviewing this article, please contact the Corporate IT Service Desk for assistance ([corporate.helpdesk@atk.com](mailto:corporate.helpdesk@atk.com) or 877-285-0550).