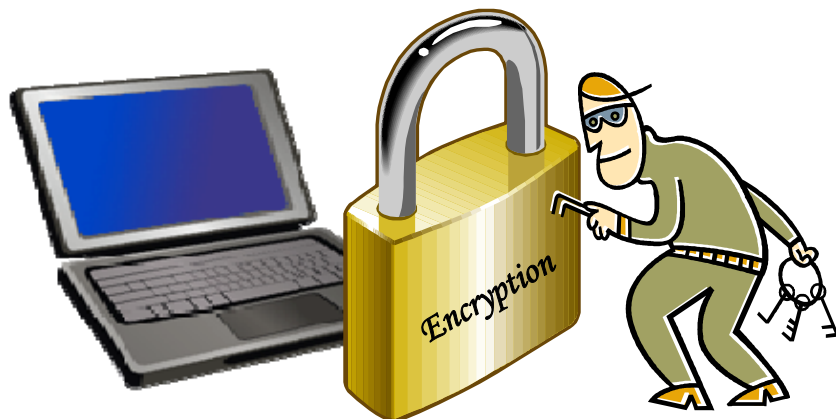


**YOU hold the key to
protecting UAMS
data...**



Encrypt...

- UAMS outbound email using “Mark Secure” feature (on Outlook tool bar; or type [Secure] in subject line)
- All laptops and any workstations containing confidential information (PHI, SSNs, email archives) using Guardian Edge whole disk encryption
- Any files written to USB drives, CDs, DVDs, etc.

Lock...

- Your workstation when away from your desk (CTRL+ALT+DEL, then Enter)

Don't click...

- On links in suspicious emails, especially if you don't know the sender! Mouse over the link and compare to URL in status bar. Does it match?

Don't share...

- Your password!

Required by UAMS policy and HIPAA regulations!