

# CHOOSING A SECURE EMAIL SOLUTION:

## Your Email Encryption Checklist

Email encryption should be easy. Take advantage of a modern platform that makes secure email convenient for you, your senders and your receivers. Don't let the complexity and maintenance of a solution pose a barrier to getting work done effectively. When users have too many hoops to jump through, they may resort to insecure methods—putting your business at risk.

There is a better way. Protecting your email, your clients and your reputation can actually be as easy as clicking "send." But not all email encryption solutions are created equal. We want to arm you with the knowledge you need to explore your options with any potential vendor.



Everything in this checklist is based on what our customers have consistently identified as important differentiators, such as:

- Method of encryption
- Method of delivery (end user experience)
- Day-to-day administration
- Company experience

## ENCRYPTION



This section covers issues pertaining specifically to the encryption of messages. Ensuring only messages that need to be encrypted are actually encrypted is of particular concern, as it reduces the false positive rate and leads to a successful implementation.

	<b>zix</b>	OTHER VENDOR
1. Does the solution include a hosted, shared email encryption community?	<b>YES</b>	
2. Can customers within that shared community exchange encrypted email without extra steps or passwords?	<b>YES</b>	
3. Does the solution use industry best lexicons for the detection of protected health information and personal financial information?	<b>YES</b>	
4. Does the solution automatically decrypt inbound messages, such as replies?	<b>YES</b>	
5. Has the solution been proven to address regulatory compliance requirements?	<b>YES</b>	

## DELIVERY



Ultimately, email encryption is a business tool and should be seamless. Often, this is not the case, which may result in costly breaches in compliance, not to mention drops in productivity.

	<b>zix</b>	OTHER VENDOR
1. Does the solution automatically identify the recipients and encrypt messages to simplify the process for them?	<b>YES</b>	
2. If the recipient has the same vendor's solution, does it automatically decrypt and deliver like any other email message?	<b>YES</b>	
3. Does the solution ensure secure, bidirectional transparency? For example, are reply, reply-all and forward messages automatically encrypted?	<b>YES</b>	
4. Do you have reporting and branding capabilities for messages sent via TLS?	<b>YES</b>	

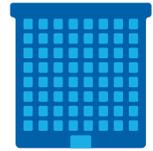
# ADMINISTRATION



The ease of a solution is determined, in large part, by the solution architecture, the deployment process and day-to-day management. Make sure your partner has you covered.

	<b>zix</b>	OTHER VENDOR
1. Can the solution be delivered as a Software-as-a-Service (SaaS) model?	<b>YES</b>	
2. Can the solution be deployed in less than a day?	<b>YES</b>	
3. Does the solution include a User Awareness Program designed to educate your users and potential recipients about email encryption?	<b>YES</b>	
4. Can TLS be configured as an alternative transparent delivery method? Is it integrated into the options for delivery methods with deployment via a checkbox?	<b>YES</b>	
5. Is the solution monitored and maintained by the vendor, requiring minimal ongoing resources from your team?	<b>YES</b>	

# COMPANY



It's important to select an email encryption vendor with a proven solution and a reliable track record. Our long history in this industry gives us the advantage in delivering superior email encryption that has gained the trust of the nation's most influential institutions.

	<b>zix</b>	OTHER VENDOR
1. Does the infrastructure have any certifications and accreditations, such as SOC3 or PCI DSS v 3.1?	<b>YES</b>	
2. Can the vendor provide referrals to verify the solution's reliability?	<b>YES</b>	
3. Will the vendor sign a business associate agreement with you?	<b>YES</b>	



## MOVING FORWARD

Email is the most powerful tool in business—one we often take for granted. It allows you to collaborate every day without thinking about it. And that's exactly how it should be. A transparent and intuitive email encryption solution improves workflow and strengthens compliance.

By implementing Zix email encryption you become a member of the ZixDirectory—now tens of millions strong. You not only safeguard your business by utilizing the world's largest encryption community but also remove barriers for your employees and give them the freedom to move forward.

## THAT'S THE POWER OF EVERYONE.



### Learn More

Register for our weekly live Web demo, every Thursday at 2pm (Eastern)

### Explore

Read about Zix Email Encryption, the Industries we serve and more.

**zix**<sup>®</sup>

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