

Weekly Rep Call

As you will notice when you listen to this week's call, we have changed the service provider that hosts our recordings. The new service provider is SoundCloud. Please let us know if you have any problems with the new format.

Click [HERE](#) to listen to a recording of this week's rep call.

Call Notes (Click on the [red links](#) to learn more):

Compliance and Administration Updates

Compliance Topics

Email Domains and Email Encryption

There are three email domains, the part after the "@" in your email address, available to you at Cambridge.

1. Cambridgeresource.com
 - Less common option
 - Does not have the ability to send files securely
2. Cambridgesecure.com
 - Most common option
 - Can send files securely
 - No additional cost
3. Self-Branded / Using your own domain
 - Least common
 - May have the ability to send secure emails

Email Encryption (Smash)

- Putting "Encrypt" or "Secure" in the subject line encrypts email.
- "Sensitive" in the subject line encrypts the email and the recipient is required to login to a website to view the message

Encryption Confirmation

- Sending email using "Encrypt" or "Secure" will generate two confirmations, one for you and one for the recipient
 - You will receive a confirmation email when you send an encrypted email. An example is available [HERE](#)
 - Your recipient's confirmation is a notification at the bottom of the email they receive that lets them know it has been encrypted. An example is available [HERE](#)
- Sending email using "Sensitive" will generate a confirmation for you and your recipient will be required to login to the SMARSH website.
 - You will receive a confirmation email when you

send an encrypted email. An example is available [HERE](#).

- Your recipient's confirmation is being required to login to a website to view the message. An example is available [HERE](#).

Does my Self-Branded email have encryption?

- To test if your Self-Branded email has the ability to send encrypted emails please follow these directions:

1. Send yourself an email using the word sensitive
 - a. If the test email is received without making you login to smarsh you do not have email encryption
 - b. If you are directed to login the smarsh website to [view your message](#) then you have encryption enabled.

Options if you don't have encryption

- If you have cambridgeresource email domain you can add a second cambridgesecure email for no additional cost
- If you have a branded email you can add the security feature by contacting your OSJ.

Practice Management

Rep call Archive

The archive for the 2017 and 2018 rep calls is available through [duncanar.com](#)

- If you have not registered before click on "[Click here to register](#)"
- If you forgot your password click on "[Click here to reset](#)"
- After you have logged into the website the link to access the calls is in the upper left corner and is labeled "Rep Calls"

Next week we will go through exactly how to search for particular topics and how to listen to the archived calls

Cyber Security

On next week's call we will be joined by Cameron Chamberlin from the Cambridge Information Security Team.

- Cameron will discuss the questions that were asked on this week's call along with other cyber security best practices.

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