**TUMBLEWEED**

To send a non-secured message, you can put [not secure] in the subject line (with the square brackets).  If you don't, Tumbleweed may find a keyword in your email or attachments that makes it secure anyway.  In that case you will get a message back that it was directed to Tumbleweed and you'll probably need to resend it unless the recipient has a Tumbleweed account or creates one.

Likewise, if you put [secure] in the subject line, the email will be forced to Tumbleweed.  The recipient will be prompted to create an account and password to access the Tumbleweed server in order to read it, if they haven't already done so.  The important thing to remember is that if someone knows the recipient's Tumbleweed userid and password, they will be able log into Tumbleweed (from anywhere with Internet access) and read those messages.  There is a 30 day expiration period - if the email is not read within 30 days, they are deleted.

Some other things to remember:

The emails do not reside on our system, i.e. they don't travel throughout the Internet like regular email.  They go to DOIT first, where their software determines whether it meets the criteria for Tumbleweed; if so, they are sent to the Tumbleweed server.  The email is encrypted.

Also, it only works with mail sent outside the agency.

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