

Dear Sir or Madam,

With the continuous improvement of our information security, our employees are required to send sensitive data only encrypted.

WHY DO WE ENCRYPT?

An unencrypted e-mail can be compared to a postcard. Just as a postcard can be read and changed by many people, the same situation exists with any e-mail sent unencrypted.

In order to ensure that your information is kept confidential, we encrypt sensitive information that leaves our company as an e-mail.

WHAT DO YOU HAVE TO DO?

Our system has recognized that we cannot send the e-mail addressed to you in encrypted form, so you have received this e-mail.

There are two possibilities to retrieve the encrypted e-mail:



1. If you have an S/MIME certificate, you reply signed to this e-mail. (If you do not know whether you have such a certificate or do not know how to reply signed, please contact your IT department).



2. If you click on "Web Portal" in the e-mail, a Schürholz website will open. Create your account here. With this password all following e-mails will be encrypted in future. **Make a note of the password!**

As long as you do not have a S/MIME certificate, the e-mails will be converted to a password-protected PDF document and can only be opened with your password.



For all questions concerning "encrypted communication" our

IT - SUPPORTTEAM.

Tel.: +49 (2391) 8103 326

 $\hbox{E-Mail: helpdesk@schuerholz-group.com}\\$

