

# SECURELY EMAIL

WITH ZIVVER

## CONFIDENTIAL INFORMATION

It may be necessary for you to send your confidential information to your ARBO service provider. This can be done via the secured mail environment of dpo2 and Zivver. Use the button below for this. In the manual for secure emailing with Zivver you can read how you can step-by-step email securely with the company doctor/company doctor practice assistant.

### Securely email with Zivver

Dpo2 provides the opportunity to securely share confidential information via Zivver. Zivver is an email tool that allows you to send secure emails (2-step verification).

On the website <https://dpo2arbo.nl/information-for-the-employee/> you will find the button "START SECURE MESSAGE" with which you can email us via Zivver.

Start secure message

### You will then follow these steps:

1. Enter your own name and email address, click on "Next" (when needed, you could also create a Zivver account, see the instruction below);
2. Enter the email address of the recipient, if you do not exactly know what this is, click the block: recipient or email address unknown to;
3. Enter the subject;
4. You will receive a new mail from Zivver at your own email address. Open this email and copy the code;
5. Click on Zivver's email: "Step 2 Click Here";
6. Copy the code in the white box and click on: "Unlock Message";
7. Zivver will now open an email. Click on: "Answer";
8. You do not have to add ANY recipient! Type your message and add it with the paperclip.
9. Click on Send. Your message was securely sent to the receiver. If you marked the block "Recipient unknown", your message is sent to: [medischsecretariaat@dpo2.nl](mailto:medischsecretariaat@dpo2.nl)



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## Your on account on Zivver

If you want to send confidential information more frequently, it could be useful to create an account. You can create a free account with Zivver.

Do this in the abovementioned step 1 or go to: <https://app.zivver.com>”.

From this Zivver account you can send secure e-mails and receive secure e-mails for free.

Do you need help creating an account or do you have other questions? On the help page of Zivver: <https://docs.zivver.com/en/index.html> you will find more information.