

# **Decrypting Secure Messages**

The following sections describe how to receive and decrypt secure messages.

# **Reading a Secure Message**

When you receive a secure message, it will look like this in your mailbox:



Click the URL to launch a browser.

If this is the first time you are receiving a secure message, you will be prompted to register with Email Encryption. Otherwise, you will be prompted to log in to Email Encryption. Click the **Click to read message** button.



# **Registering with Email Encryption**

The first time you receive a secure message, you will be prompted to create an account to register with Email Encryption.

You will see the following message the first time you use Email Encryption:

First time here? You'll be asked to register.

Already registered? You'll be asked to log in.



	Registration		
Create your account to read secure email.			
Email Address:			
First Name:			
Last Name:			
Password:			
Confirm Password	:		
Validation Code:	We have sent a validation code to your email address. Please check your inbox for the code and enter it below. If you did not receive it and need another code: <u>Click here</u>		
validation code.			
	Continue		

Note: Your password cannot contain spaces.

Fill in the fields and then click **Continue**.

# **Read Your Message**

When reading your messages, the **Reply** and **Reply All** options are available. You cannot forward secure messages.

proo	fpoint.				Logout
		ত	Reply	Reply All	Help
Inbox	Sent		Test	*LGASecure* Test	Digital Signature is VALID ✔
Test *LGASec	cure* Test	Apr 12, 11:28 AM	From: To: Cc: Sent:	4/12/2022 11:28:42 AM	
			Test		

You do not have the option to add more recipients to replies.

proc	proofpoint.					
Send	Cancel	lelp				
To:	monthematicgs an according to a con-					
Subject:	RE: Test Message					
C Send	me a copy a file 🕕					
* E	NB ← → HA 微 Format Y Font Y SY An B I U + X2 X2 注 臣 信 崔 W 臣 皇 重 ■ ■ Ω	•				

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proofpoint.	Logout
Send Cancel	Help

The next time you want to read a secure message, you will be prompted to log in to Email Encryption using your password.

	proofpoint.	
	Login	
Log in to r	ead your secure message.	
ana ana amin'ny fisiana amin'ny fisiana amin'ny fisiana amin'ny fisiana amin'ny fisiana amin'ny fisiana amin'ny		
Password		
Forgot Pas	sword	
	Continue	

# **Your Password Expires**

Your password may expire after an expiration period. If your password is about to expire, you will see the message "Your password will expire in *n* days" displayed in a secure message.

proofpoint	Logout
Reply Reply All Forward	Save As Help
Your password will expire in 5 days. <u>Click here to change it.</u>	
Test Message From: To:	Digital Signature is VALID 💙

Click the link next to the expiration message to reset your password.

If your password expires before you have a chance to reset it, you will be prompted to reset it the next time you read a secure message.

proofpoint Enter New Password
Your password has expired or is expiring soon.
Enter a new password.
CONTRACTOR DE LA CONTRACT
New password
Confirm password
Continue

# **Forgetting Your Password**

If you forgot your password, click the Forgot Password link.

proofp Logi	oint.
Log in to read your secure mess	age.
departments of the second s	
Password Forgot Password	
Contin	ue

You will receive an email message with a link in it. Click the link to reset your password.