

# HOW TO OPEN ENCRYPTED MESSAGES AND ATTACHMENTS RECEIVED FROM THE DIVISION

By D. RACE

Aging and Disability Services Division



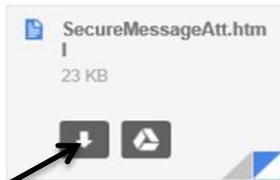


**This is a secure message which has been sent to you by a user of the State of Nevada's Secure Messaging System. To read and reply to this message, please open the attachment.**

**Disclaimer:** This message and accompanying documents are covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, may be covered by the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and may contain confidential information or Protected Health Information intended for the specified individual(s) only. If you are not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, copying, or the taking of any action based on the contents of this information is strictly prohibited. Violations may result in administrative, civil, or criminal penalties. If you have received this communication in error, please notify sender immediately by e-mail, and delete the message.

[More Info](#)

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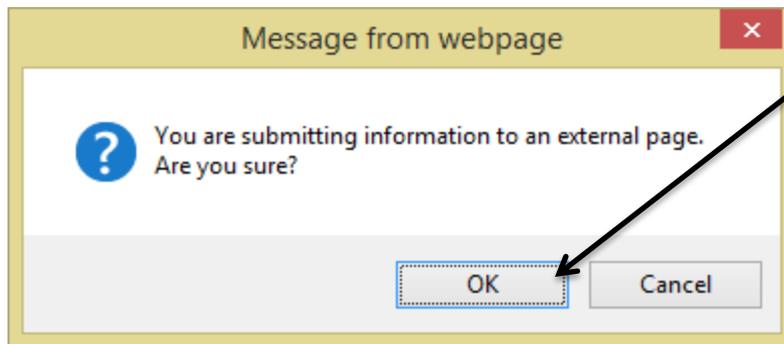
Create Screen Clippin

## Step 1: Click the attachment in the message

- A new tab will open on your web browser



**Step 2: Click "Click to read message"**



**Step 3: The window to the left may pop up. If so, click "OK" to continue.**



**Step 4:** A Pop-up blocker may block you from continuing. To proceed, click “Options for this site” and then “Always allow”

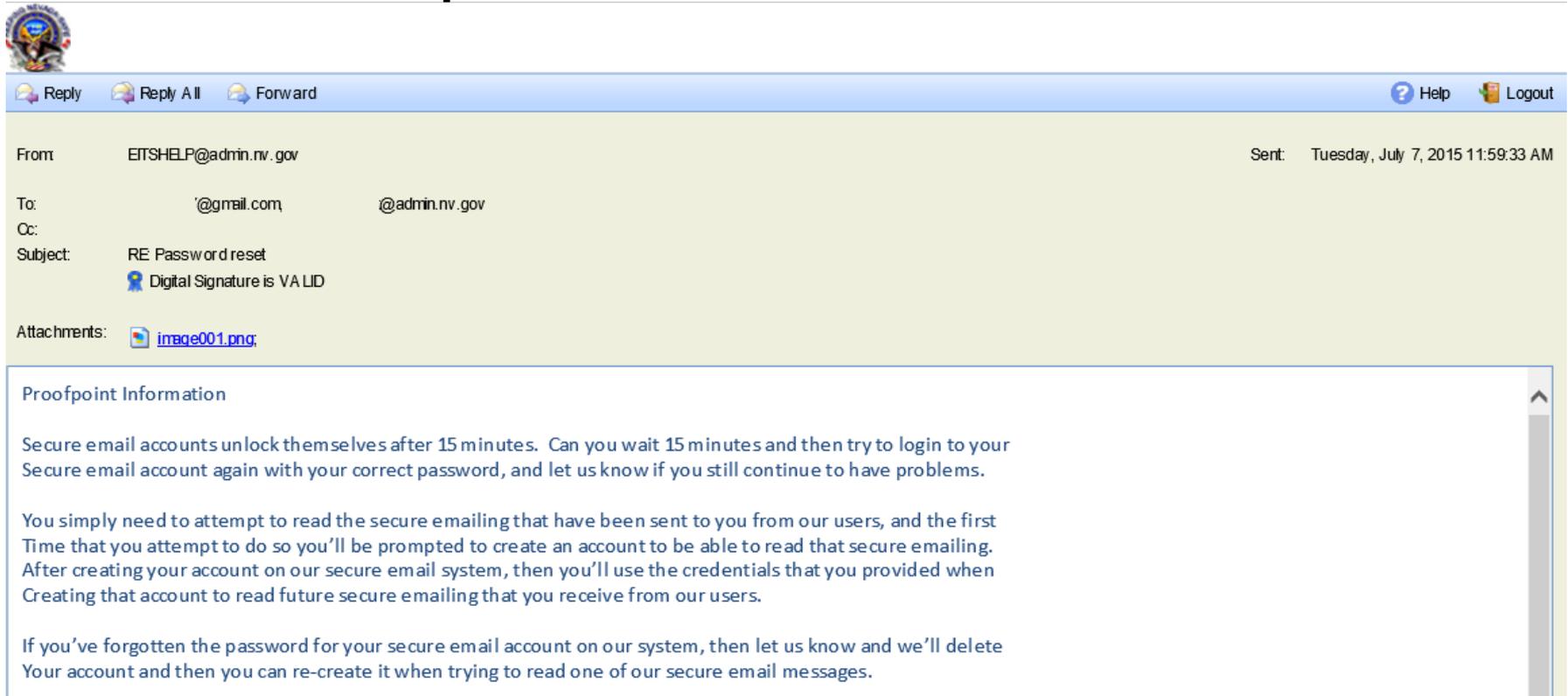


**Step 5:** A Login screen will appear - enter your password

– Click  to see what you entered and make corrections to your password if needed.

If Password is correct click “Continue”.

# Step 6: You now will be able to view the email that was sent encrypted (secure email) by the ADSD system called “Proofpoint”.



The screenshot displays an email client interface. At the top left is a circular logo. Below it is a navigation bar with 'Reply', 'Reply All', and 'Forward' buttons. On the right side of the navigation bar are 'Help' and 'Logout' links. The main content area shows the following email details:

**From:** EITSHHELP@admin.nv.gov  
**Sent:** Tuesday, July 7, 2015 11:59:33 AM  
**To:** '@gmail.com', '@admin.nv.gov'  
**Cc:**  
**Subject:** RE: Password reset  
Digital Signature is VALID  
**Attachments:** [image001.png](#)

Below the email details is a section titled 'Proofpoint Information' with a scroll bar on the right. The text in this section reads:

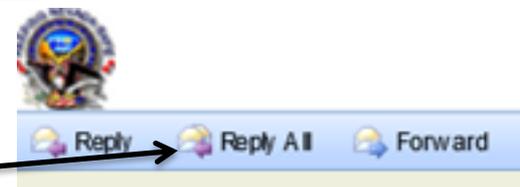
Secure email accounts unlock themselves after 15 minutes. Can you wait 15 minutes and then try to login to your Secure email account again with your correct password, and let us know if you still continue to have problems.

You simply need to attempt to read the secure emailing that have been sent to you from our users, and the first Time that you attempt to do so you'll be prompted to create an account to be able to read that secure emailing. After creating your account on our secure email system, then you'll use the credentials that you provided when Creating that account to read future secure emailing that you receive from our users.

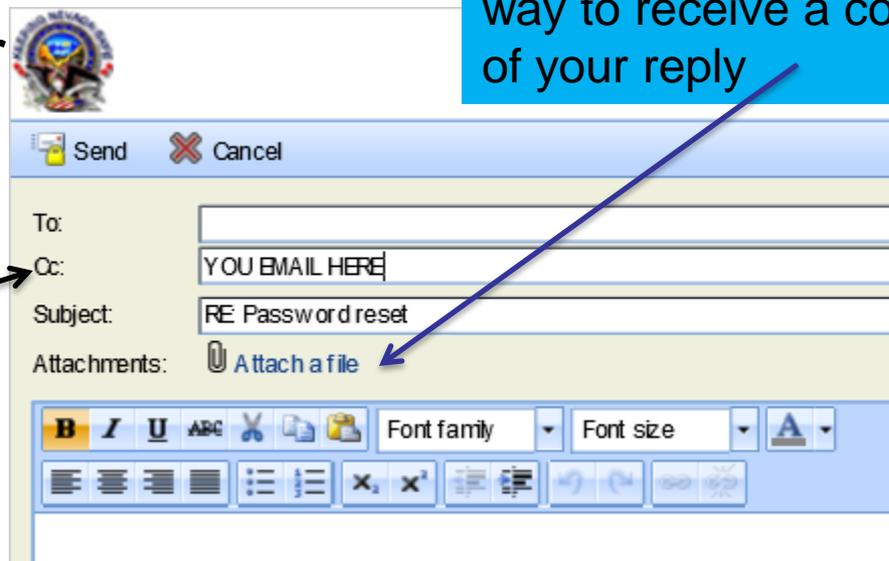
If you've forgotten the password for your secure email account on our system, then let us know and we'll delete Your account and then you can re-create it when trying to read one of our secure email messages.

# RESPONDING TO EMAIL

To respond to an email click “Reply All”



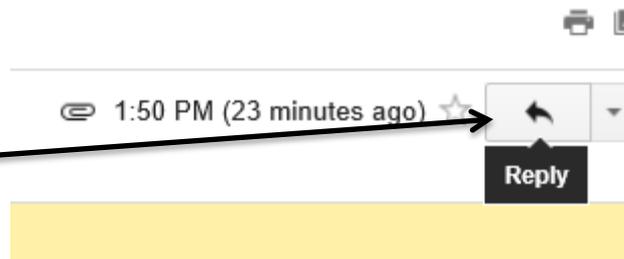
To receive a copy of your reply, be sure your email address is listed, or add it under “To:” or “Cc:”.



Send documents this way to receive a copy of your reply

## OR USING GMAIL:

Go back to the email in your Gmail account and click “Reply”.



# ATTACHMENTS

To view attachments sent through Proofpoint email, follow steps 1- 4. Start by clicking on the attachment.

- The alert below (yellow) will be displayed on your email sent through Proofpoint

 This message may not have been sent by: @gmail.com [Learn more](#) [Report phishing](#)

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