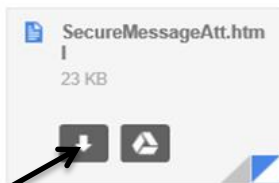


HOW TO OPEN ENCRYPTED MESSAGES AND ATTACHMENTS RECEIVED FROM THE DIVISION

By D. RACE

Aging and Disability Services Division





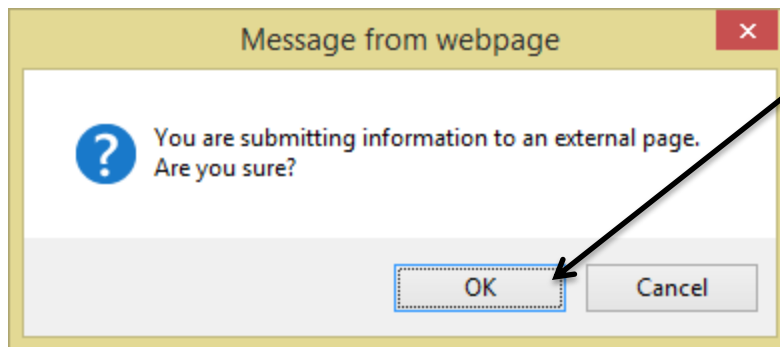
Create Screen Clippin

Step 1: Click the attachment in the message

- A new tab will open on your web browser



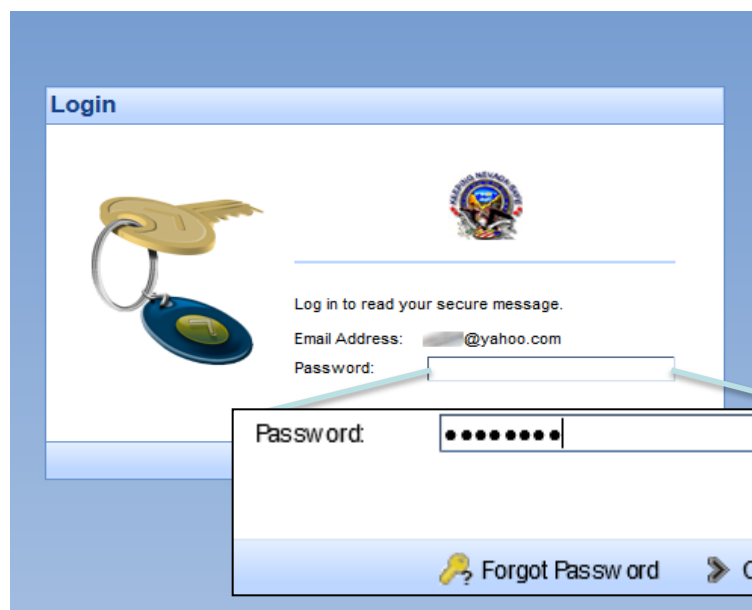
Step 2: Click “Click to read message”




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”

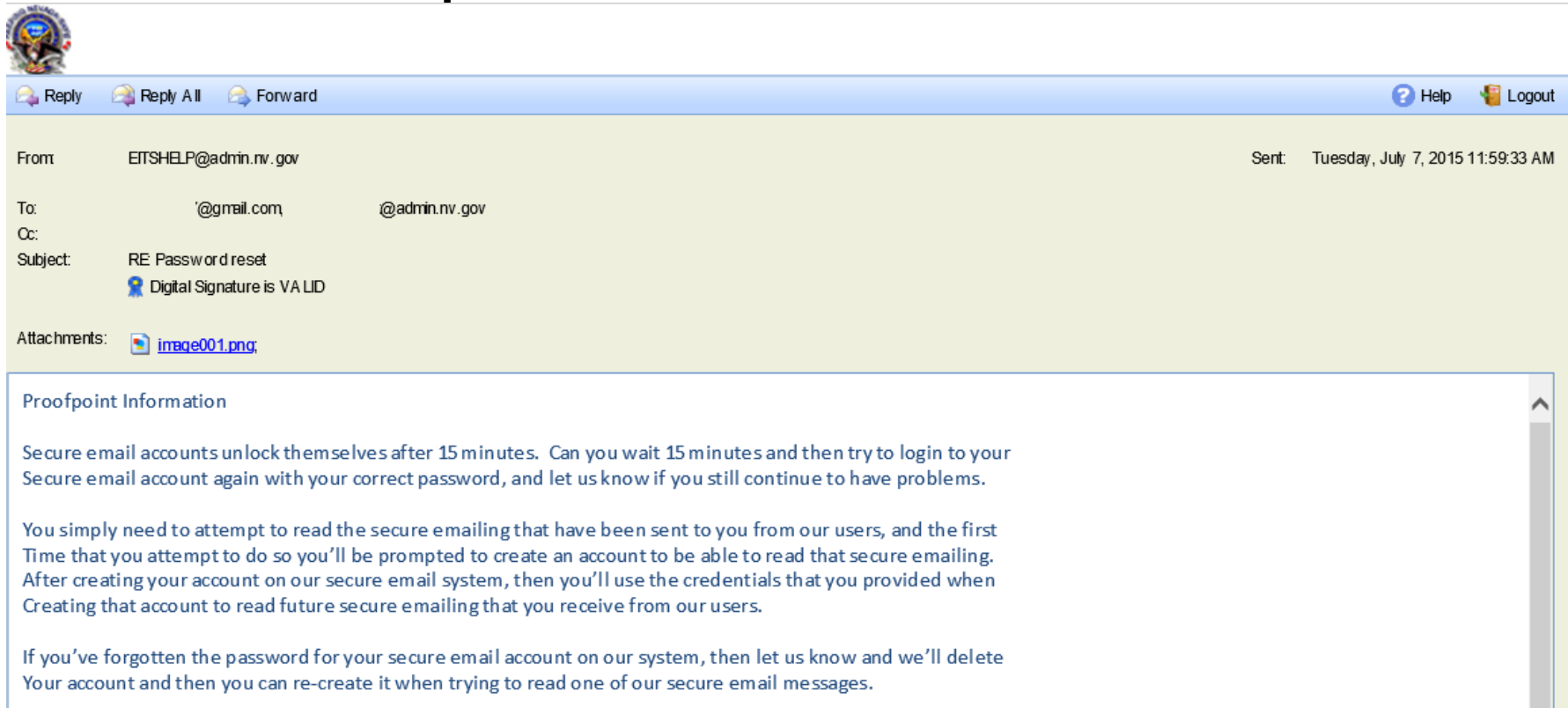


Step 5: A Login screen will appear - enter your password

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

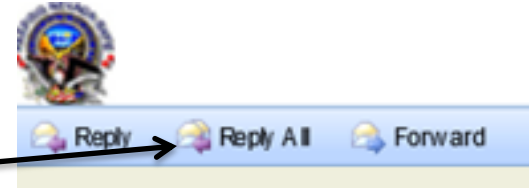
– If Password is correct click “Continue”.

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



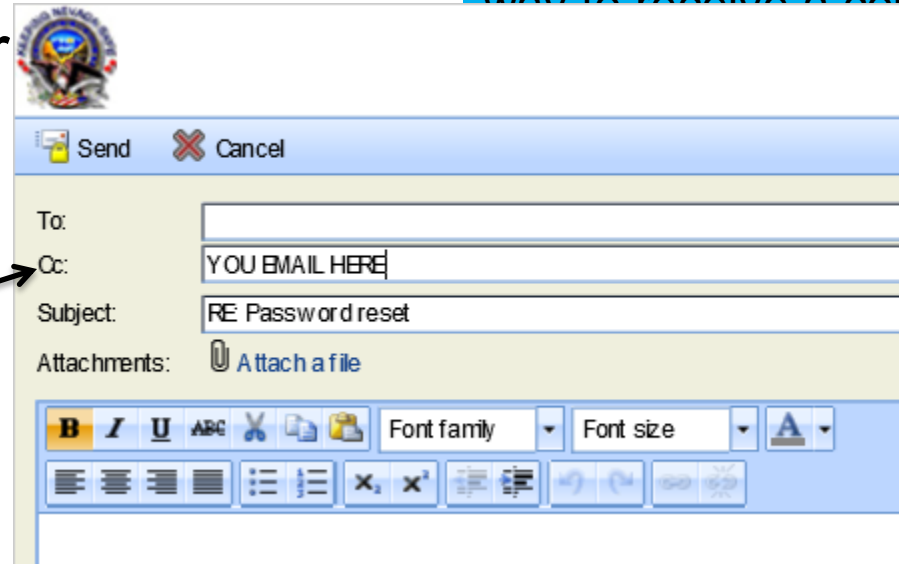
RESPONDING TO EMAIL

To respond to an email click “Reply All”



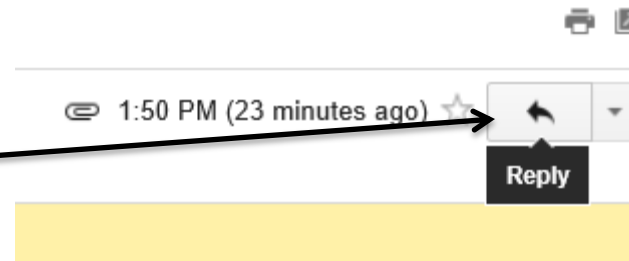
To receive a copy of your reply, be sure your email address is listed, or add it under “To:” or “Cc:”.

Send documents this way to receive a copy



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

