

UNITED STATES ATTORNEYS' OFFICE

United States Attorneys' Virtual Office Network (USAVON)

Proofpoint Encryption Secure Messaging for External Recipients



PE-SM-EXTUsers-0-1.0

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External Recipients - Decrypting Secure Messages

The following describes how recipients who are outside the organization receive and decrypt secure email messages.

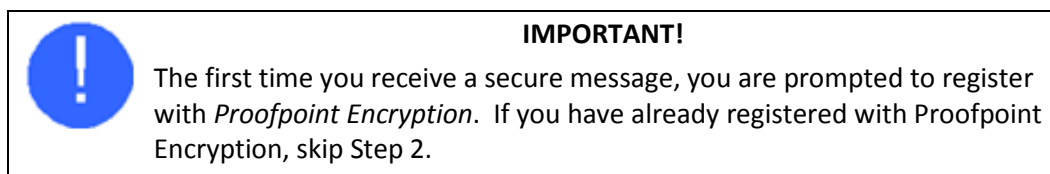
1. Receiving a Secure Message

When you receive a secure message, it appears in your mailbox as a message similar the figure below.



Figure 1.

Select the **Click here** link to launch a browser and read the message.



2. Registration

Registration is a one-time process. To register, fill in the fields in the *Registration* window and then select **Continue** (in the lower right corner). Once registered, you will only be prompted to enter your password when retrieving subsequent secure messages.

A screenshot of the "Registration" window. At the top is a black bar with the word "Registration" in orange. Below it is a yellow box titled "Password Policy" with a close button (X). The policy lists five requirements, each with a green checkmark: "Passwords must be 12-20 characters long.", "At least one digit (0-9) is required.", "At least one symbol character is required.", "Both uppercase and lowercase characters are required.", and "Your username may not appear in the password." Below the policy box are input fields for "Email Address:" (dave.atkins@comcast.net), "First Name:" (David), and "Last Name:" (Atkins). There are also fields for "Password:" and "Confirm Password:", both masked with dots. At the bottom, there is a text line: "You must accept the following terms and conditions before continuing:" followed by a link "Terms and Conditions". Below that is a checked checkbox and the text "I agree to the linked terms and conditions." At the very bottom is a black bar with a right-pointing arrow and the word "Continue".

Figure 2.

After successfully registering, a *Registration Complete* message appears.

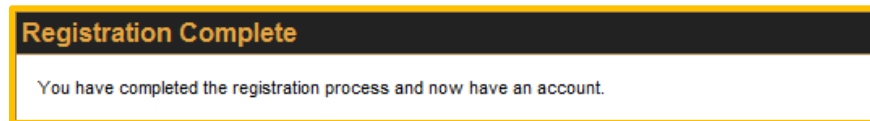


Figure 3.

3. Reading a Secure Message

Once you are registered, selecting the **Click here** link in a Secure Message announcement (refer to Figure 1 above), opens the *Login* window. Enter your password in the field provided and then select the **Continue** button.

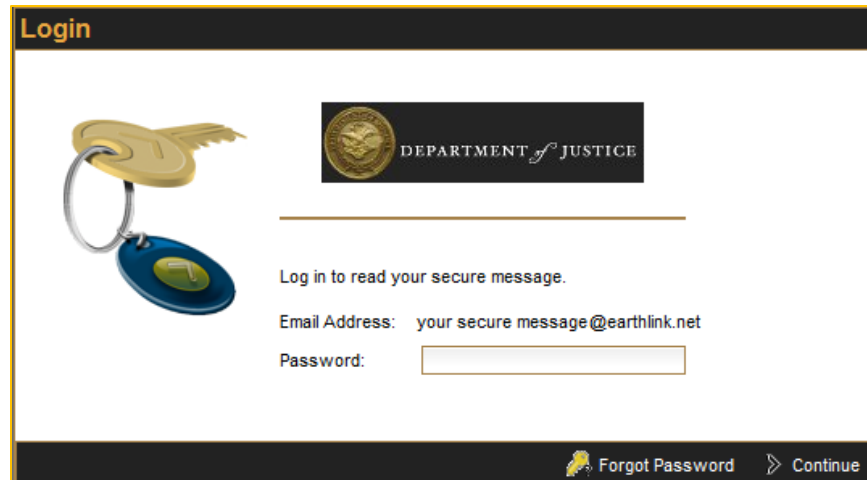


Figure 4.

Once logged in, the decrypted secure message opens in a new browser window.

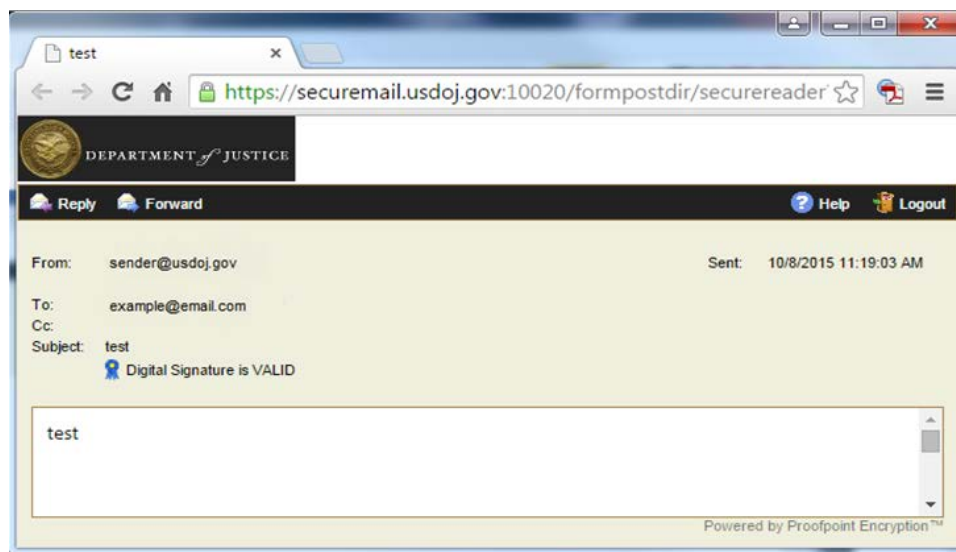


Figure 5.

4. Options

Once the message is opened, you can **Reply** to it and/or you can **Forward** it. In addition, you can download and save any attachment associated with the message. To save an attachment, select the attachment (by clicking on it). When the *Do you want to open or save...* message appears, select the dropdown arrow beside the **Save** option and then select **Save** (or **Save As**).

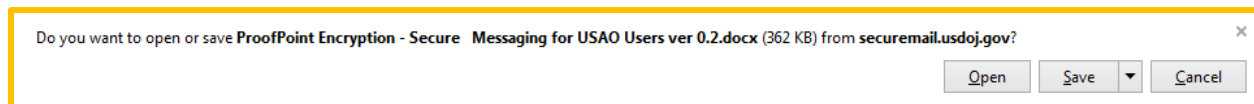


Figure 6.

5. Logging Out

Once finished, select the **Logout** option at the top of the message. When the following message appears, close the browser window.

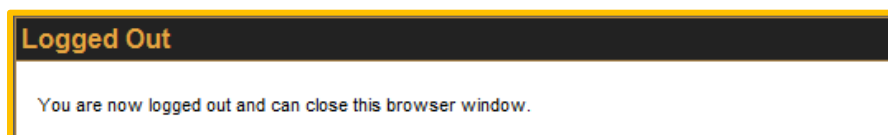


Figure 7.