



How to Send/Receive a Secure/Encrypted Email

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How to Send a Secure/Encrypted Email

- 1. Create the email and in the Subject line type the text [SECURE] or [Secure] (with the brackets and a space before and after the brackets). The text is case sensitive.
- 2. Send the email.

E .	5 (J 🕆	ψ ≠ [:	Secure] Wednesday's M	eeting - Message (HTN	ŭ _ @ /•••) d	
FILE	MESSAGE	INSERT OPTIONS FORMAT	TEXT REVIEW	ADOBE PDF		
Paste	Arial B I U	· 10 · A A ∷ · ∷ · ≫ [•] ⁄⁄⁄ · <u>A</u> · ≡ ≡ ≡ € ₩	Address Check Book Names	ach Attach Signature Ie Item • •	Follow Up * High Importance Assign Policy * Low Importance	Zoom Apps for Office
Clipboard 1	G.	Basic Text 🕞	Names	Include	Tags 🖓	Zoom Apps 🔨 🔨
ت = Send	From • To Cc Bcc	pss@miami.edu <u>sibis@testmiamiedu.onmicrosoft.com</u>				
	Subject	[Secure] Wednesday's Meeting				
Will you	u be at the me	eting on Wednesday?				

3. You will receive a confirmation email once the email has been encrypted and sent.

	C ↑ ↓ =	[Secure] Wednesday's Meet	ting - Message (Plain Te	ext) 🚽 🤗 🎦				
FILE MESSA	Reply Reply Forward All Reply More *	Course Steps	Move	Mark Unread Categorize * Follow Up *	Translate	Zoom		
To Point Solutions	Delete Respond Quick Steps Move Tags Editing Zoom A Thu 5/14/2015 10:50 AM emailprivacy@miami.edu [Secure] Wednesday's Meeting To Point Solutions Support							
Your message h <u>sibis@testmiam</u> Subject: [Secure For additional in message, please	To Point Solutions Support Your message has been encrypted to the following recipients: sibls@testmiamiedu.onmicrosoft.com Subject: [Secure] Wednesday's Meeting For additional information please visit http://www.miami.edu/it/index.php/services/email_privacy/ . If you have technical questions regarding this message, please contact the UMIT Service Desk at (305) 284-6565.							

How to Open a Secure/Encrypted Email

1. The recipient will receive a message titled "[Secure] Message Title."

	Office 365	Mail	≝ ¢ ? •
(†	Vew	INBOX	CONVERSATIONS BY DATE 🔻
Se Se	earch mail and people	All Unread To me Flagged	
		Point Solutions Suppor 🕴 [Secure] Wednesday's Meeting	2:01p
∧ Fo	JIGEIS	Ulloa, David A. Hello	11:30a
In	box 2		

- 2. Open the email.
- To open the message either click the link titled "Click here" in the message or locate the SecureMessageAtt.html attachment and click Download, if the option is available. Open the downloaded file to retrieve the message.
 - If you select "Click here", the message is available for 7 days
 - If you select "Download", the message will available for 30 days. After that time you will need to contact the sender to resend the message.

 02 [Secure] Wednesday's Meeting - Google Chrome
https://outlook.office365.com/owa/projection.aspx
[Secure] Wednesday's Meeting iii DeLete ← REPLY ← REPLY ALL → FORWARD ····
Point Solutions Support <pre>psg@miami.edu></pre> Mark as unread Thu 57.4/2015 10:50 AM Inbox
To: Sebastian Ibis;
To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here. To always show content from this sender, click here.
SecureMessageAtt.html 12 KB
1 attachment (12 KB) Download all
This is a secure message. If you have concerns about the validity of this message, contact the sender directly. <u>Click here</u> by 2015-05-21 10:50 EDT to read your message. After that, open the attachment.
If you have technical questions regarding this message, please dial (305) 284-6565 option 7.
<u>Mare Infe</u>
Disclaimer: This email and its content are confidential and intended solely for the use of the addressee. Please notify the sender if you have received this email in error or simply delete it.
Secured by Proofpoint Encryption, Copyright © 2009-2014 Proofpoint, Inc. All rights reserved.

- 4. An Email Privacy website will open containing the encrypted message.
- 5. Select the "Click to read message" button on the page that appears.

UNIVERSITY OF MIAMI		
	Click to read message	
	More Info	
Disclaimer: This er use of the addresse error or simply dele	mail and its content are confidential and intended sol ee. Please notify the sender if you have received this te it.	lely for the email in
Secured by Proofpo	pint Encryption, Copyright © 2009-2014 Proofpoint, I	nc. All right:

6. The Email Privacy Registration page appears. Fill out the requested fields and create a password that complies with the Password Policy. Click **Continue** when done.

		^
	Registration	
Create your accour	nt to read secure email.	
Email Address:	sibis@testmiamiedu.onmicrosoft.com	
First Name:		
Last Name:		
Password:		
Confirm Password	t	
	Continue	
	Powered	by Proofpoint Encryption™ ≧

• If you have already registered your address for Email Privacy skip to step 7.

7. The login page will appear. Provide your account password.

Log in to read your secure message.	
sibis@testmiamiedu.onmicrosoft.com	
Password	
Forgot Password	
Continue	
Ром	vered by Proofpoint Encryption™

- 8. Once registered/logged in, the encrypted message will appear.
- 9. Click Reply or Reply All if you wish to send a response.



9. The sender will receive an automated message once the recipient has opened the secure message.



10. If you respond to a secured message it will be delivered as an unsecured message.



How to Reply to a Secure/Encrypted Email

1. To send a response, click the **Reply** button



- 2. Select the text box and enter your message.
- 3. Click Send.

Send	Cancel	
то:	pss@miami.edu	
Subject:	RE: [Secure] Wednesday's Meeting	
Send I	me a copy	
Attach	a file 🕖	
* 19	🋍 🐟 → 撥 號 Normal Font Size At B I U ## X2 X2	
1=	(本 年)) ■ 主 圭 ■ ▲ ▲ ■ Ω	
l'll be t	here.	
From: Sent:	pss@miami.edu Thu, 14 May 2015 14:50:15 +0000	
From: Sent: To: sib	pss@miami.edu Thu, 14 May 2015 14:50:15 +0000 js@testmiamiedu.onmicrosoft.com	
From: Sent: To: sib Cc: Subject	pss@miami.edu Thu, 14 May 2015 14:50:15 +0000 pis@testmiamiedu.onmicrosoft.com ct: [Secure] Wednesdav's Meeting	
From: Sent: To: sib Cc: Subjec	pss@miami.edu Thu, 14 May 2015 14:50:15 +0000 vis@testmiamiedu.onmicrosoft.com ct: [Secure] Wednesday's Meeting	
From: Sent: To: sib Cc: Subjec	pss@miami.edu Thu, 14 May 2015 14:50:15 +0000 jis@testmiamiedu.onmicrosoft.com ct: [Secure] Wednesday's Meeting	
From: Sent: ⁻ To: sib Cc: Subjec	pss@miami.edu Thu, 14 May 2015 14:50:15 +0000 vis@testmiamiedu.onmicrosoft.com ct: [Secure] Wednesday's Meeting	
From: Sent: To: sib Cc: Subjec	pss@miami.edu Thu, 14 May 2015 14:50:15 +0000 pis@testmiamiedu.onmicrosoft.com ct: [Secure] Wednesday's Meeting be at the meeting on Wednesday?	
From: Sent: To: sib Cc: Subjec	pss@miami.edu Thu, 14 May 2015 14:50:15 +0000 pis@testmiamiedu.onmicrosoft.com ct: [Secure] Wednesday's Meeting t be at the meeting on Wednesday?	

- 4. The Secure Reply page appears indicating your message has successfully been sent.
- 5. Click **Return To Message** or **Logout** when you're done.

UNIVERSITY OF MIAMI Message Sent	
Your message was sent successfully.	
To exit click Logout or close this browser window.	
Return To Message Logout	
Powered by Pr	oofpoint Encryption™

- 1. Create the email.
- 2. In the subject line type the text [noencrypt] (with the brackets and a space before and after the brackets). The text is case sensitive.
 - This will guarantee that the email will not be encrypted and that all recipients will be able to open the message as they would a regular email.

Please Note: You will be assuming responsibility for certifying that the transmission does not contain <u>sensitive</u>/personal information

📴 https://outlook.office365.com/owa/projection.aspx - Google Chrome	23
https://outlook.office365.com/owa/projection.aspx	
™ SEND 🗙 DISCARD 🔞 INSERT 🏚 APPS 🚥	
From 🔻 pss@miami.edu	
	_
To: Sibis@testmiamiedu.onmicrosoft.com 🗙	+
	_
Cc:	
	_
Bcc:	
	_
Subject: [noencrypt] Lunch on Friday	
	-
Arial 🗸 10 🗸 B I U 🗄 🗄 🎫 📲 🖄 🔺 🦑 🚍 🚍 🗃 🕸	
Are we still meeting for lunch on Friday?	

- 3. Send the email.
- 4. You'll receive an automated message in response that states you assume responsibility for certifying that the transmission does not contain sensitive/personal information.

📴 [noencrypt] Lunch on Friday - Google Chrome					23
https://outlook.office365.com/owa/projection.aspx					
[noencrypt] Lunch on Friday	DELETE	← REPLY	⋘ REPLY ALL	→FORWARD	
Email Privacy Thu 5/14/2015 2:51 PM Inbox (Point Solutions Support)				Mark as unrea	d
To: Deint Solutions Support;					
Your message has been excluded from encryption to the recip certifying that the transmission does not contain sensitive/per numbers and/or social security numbers. sibis@testmiamiedu.onmicrosoft.com	ients below. B sonal informat	y using [noe tion such as	ncrypt] you assur credit card numb	ne responsibility for ers, medical record	
Subject: [noencrypt] Lunch on Friday					
For additional information please visit <u>http://www.miami.edu/</u> questions regarding this message, please contact the UMIT Se	<u>t/index.php/se</u> rvice Desk at (<u>ervices/emai</u> 305) 284-65	<u>l privacy/</u> . If you l 65.	nave technical	

What do I do if I forgot my Email Privacy password?

1. On the Email Privacy login screen, click **Forgot Password**. It is located underneath the Password field.

	OF MIAMI
	Login
Lo	g in to read your secure message.
sit	pis@testmiamiedu.onmicrosoft.com
Pa	assword
Fo	rgot Password
	Continue
1.7	

2. The Password Reset Request Sent page will appear indicating that a password reset message was sent to your email address. Click the link in that message to reset your password.

UNIVERSITY OF MIAMI Password Reset Request Sent
A password reset message was sent to your email address. Please click the link in that message to reset your password.
If you do not receive the password reset message within a few moments, please check your spam folder or other filtering tools.

3. Check your Inbox for the Password Reset message from <u>emailprivacy@miami.edu</u>. If you do not see it, check your Junk Mail folder for the message.

	Office 365	Mail			¢	?
۱ 🕀	New	INBOX		CONVERSATIONS BY DATE 🔻		
ړ م	earch mail and people	All Unread To me Flagged				
		emailprivacy@miami	Proofpoint Encryption Password Reset			3:58p
∧ F	olders	Point Solutions Suppr	[encrypt] Conference call on Monday			2:54p
In	lbox 2	Point Solutions Suppo	Auto-Reply			2:43p

4. Open the message and click the URL to reset your password.



- 5. Enter your new password on the Enter New Password page that appears. Make sure your password adheres to the password policy.
- 6. Click **Continue** when done.

UNIVERSITY OF MIAMI Enter New	Password				
Password Policy	×				
 Passwords must be 7-20 characters long. At least one digit (0-9) is required. At least one symbol character is required. Your username may not appear in the password. 					
Enter a new password.					
sibis@testmiamiedu.onmicro	soft.com				
New password					
Confirm password					
Cancel	Continue				