



# Email Privacy

How to Send/Receive a Secure/Encrypted Email

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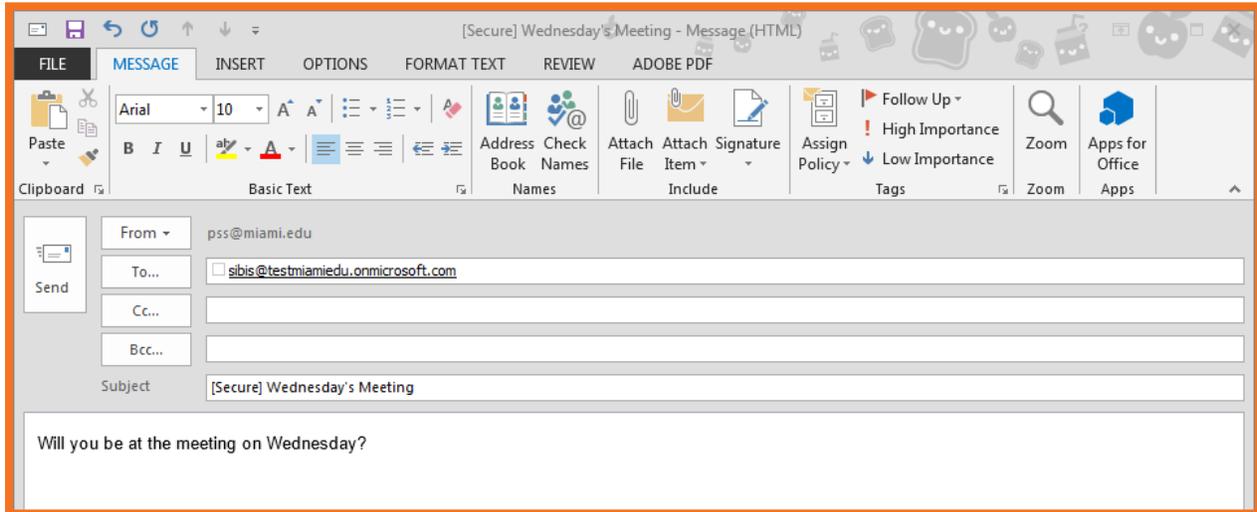
**IT Training** <http://www.miami.edu/it/training>

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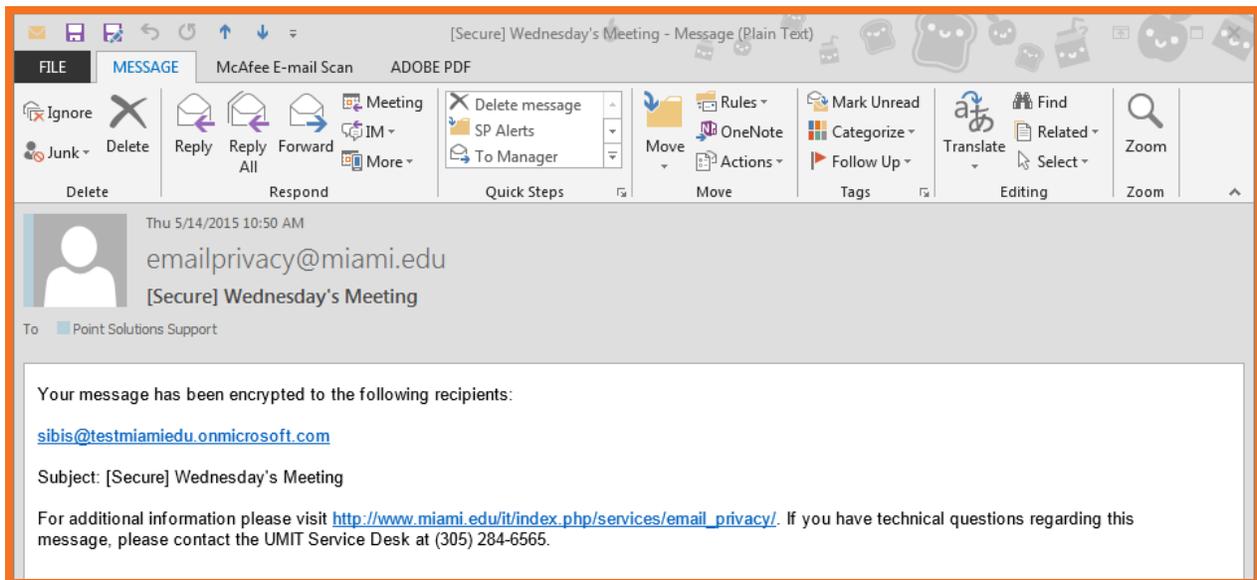
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# How to Send a Secure/Encrypted Email

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.

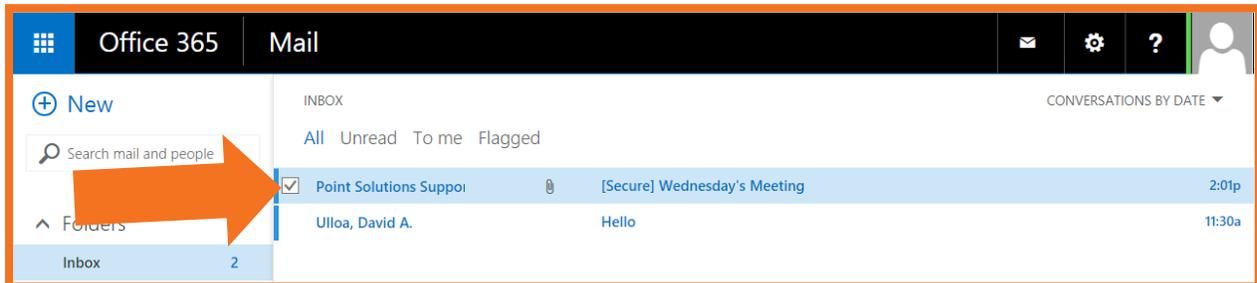


3. You will receive a confirmation email once the email has been encrypted and sent.

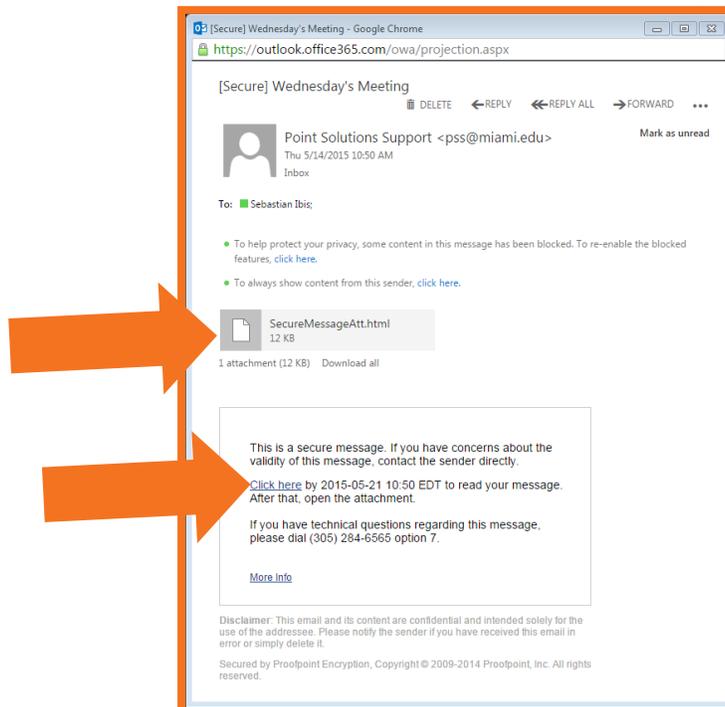


# How to Open a Secure/Encrypted Email

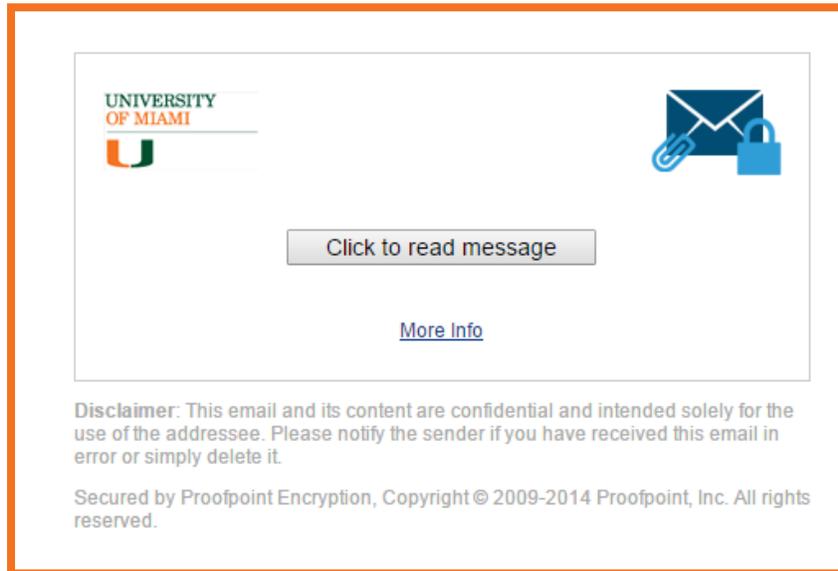
1. The recipient will receive a message titled “[Secure] Message Title.”



2. Open the email.
3. 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 be available for 30 days. After that time you will need to contact the sender to resend the message.



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



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.
- If you have already registered your address for Email Privacy skip to [step 7](#).

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**Registration**

Create your account to read secure email.

Email Address: sibus@testmiamiedu.onmicrosoft.com

First Name:

Last Name:

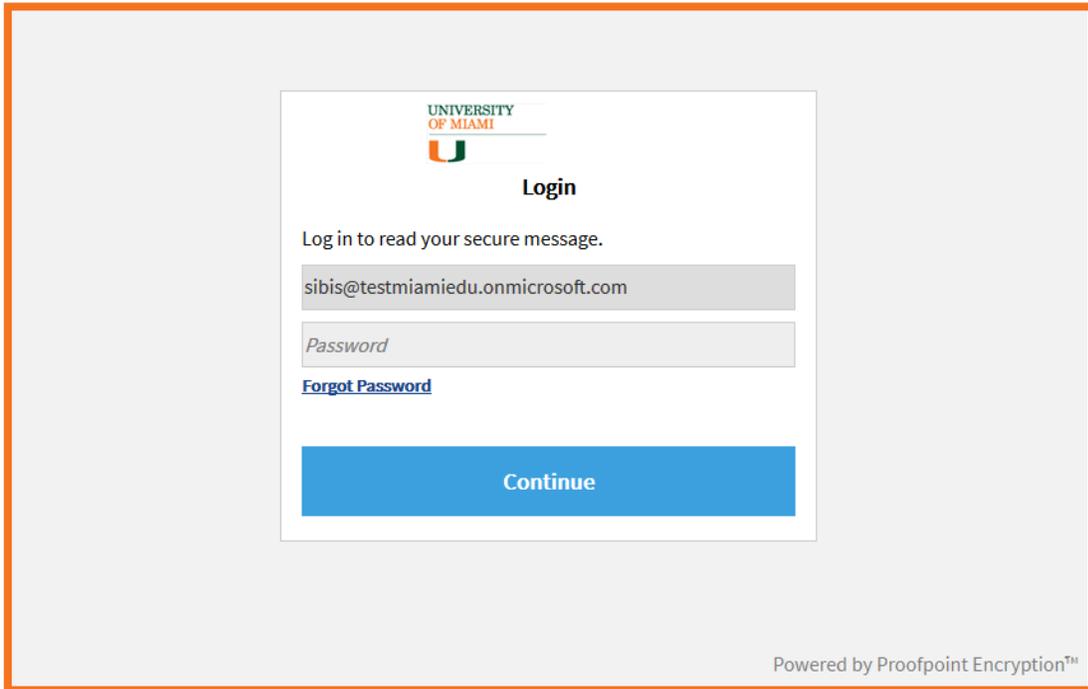
Password:

Confirm Password:

**Continue**

Powered by Proofpoint Encryption™

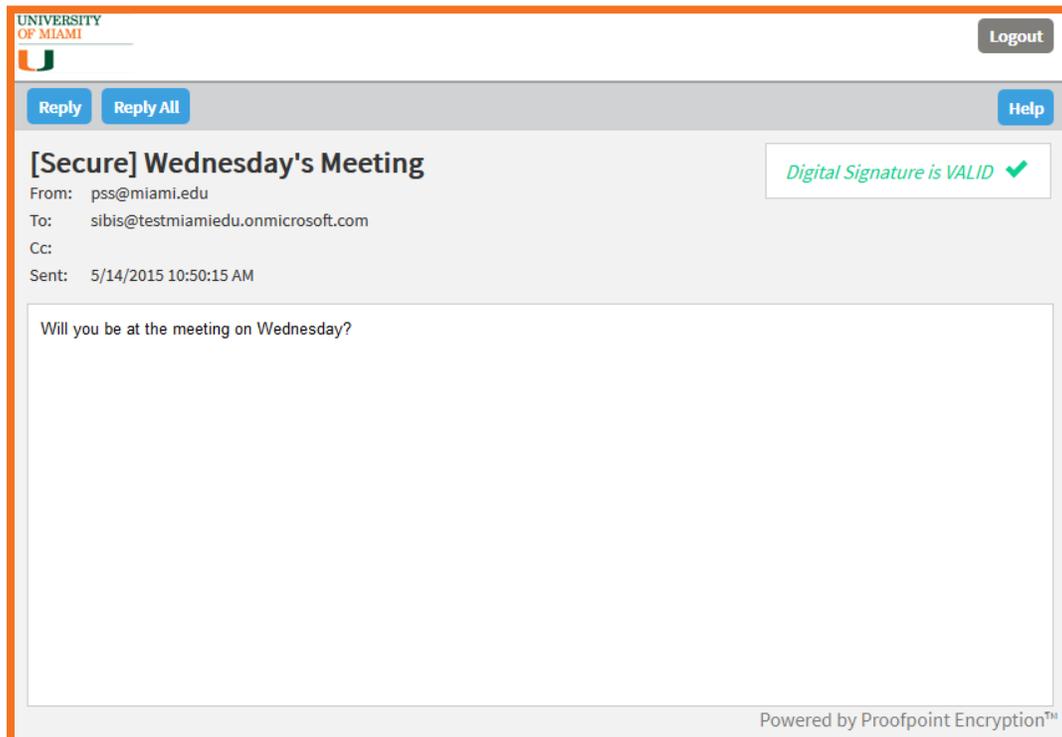
7. The login page will appear. Provide your account password.



The image shows a login page for the University of Miami. At the top left is the University of Miami logo. The title is "Login". Below the title, it says "Log in to read your secure message." There are two input fields: the first contains the email address "sibis@testmiamiedu.onmicrosoft.com" and the second is labeled "Password". Below the password field is a link that says "Forgot Password". At the bottom of the form is a large blue button labeled "Continue". In the bottom right corner of the page, it says "Powered by Proofpoint Encryption™".

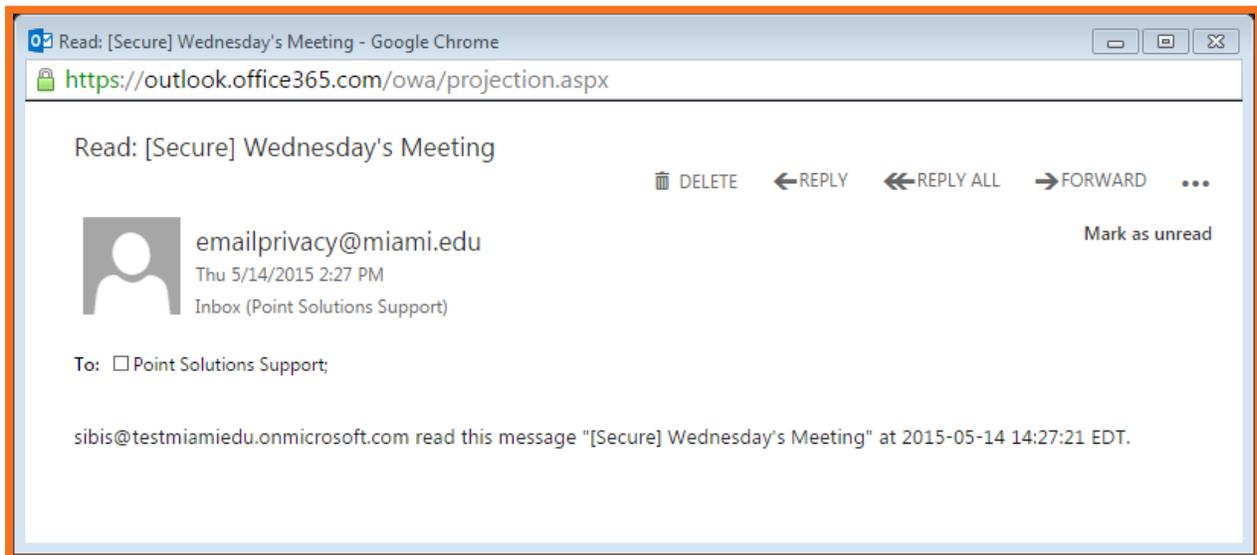
8. Once registered/logged in, the encrypted message will appear.

9. Click **Reply** or **Reply All** if you wish to send a response.

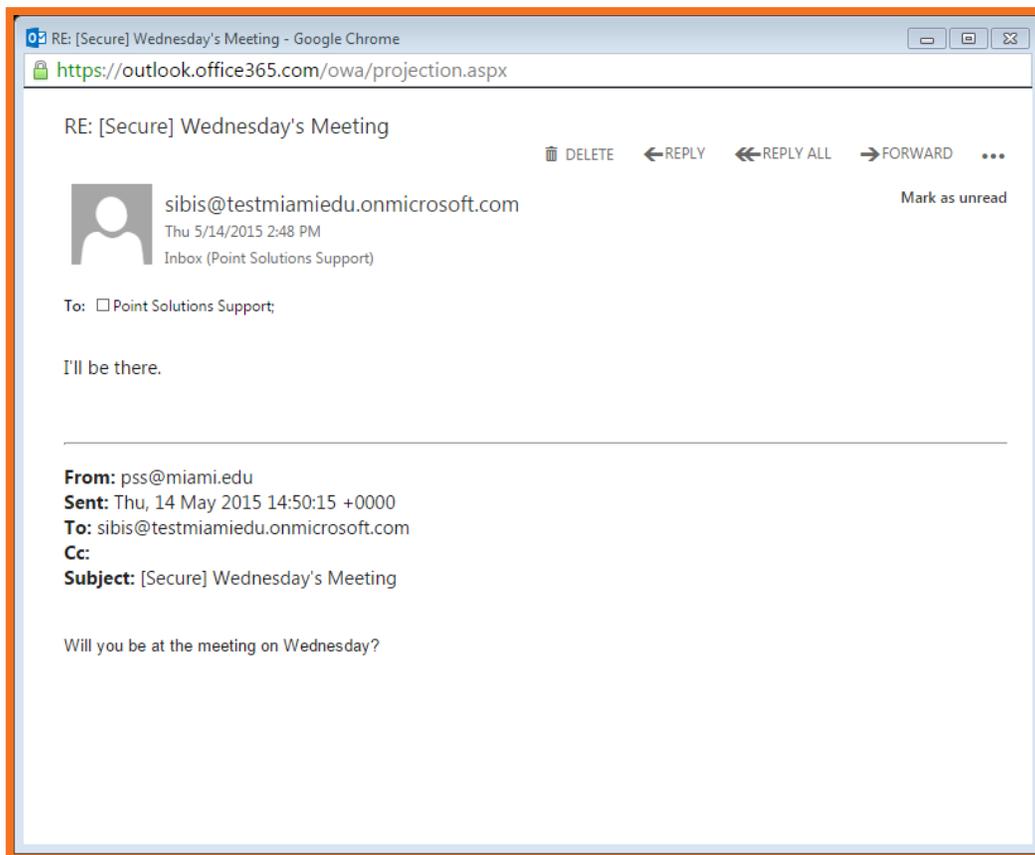


The image shows an email interface for the University of Miami. At the top left is the University of Miami logo. In the top right corner, there is a "Logout" button. Below the logo, there are two buttons: "Reply" and "Reply All". In the top right corner of the email content area, there is a "Help" button. The main subject of the email is "[Secure] Wednesday's Meeting". To the right of the subject, there is a green box that says "Digital Signature is VALID" with a green checkmark. Below the subject, the email header information is displayed: "From: pss@miami.edu", "To: sibis@testmiamiedu.onmicrosoft.com", "Cc:", and "Sent: 5/14/2015 10:50:15 AM". The main body of the email contains the text "Will you be at the meeting on Wednesday?". At the bottom right corner of the page, it says "Powered by Proofpoint Encryption™".

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

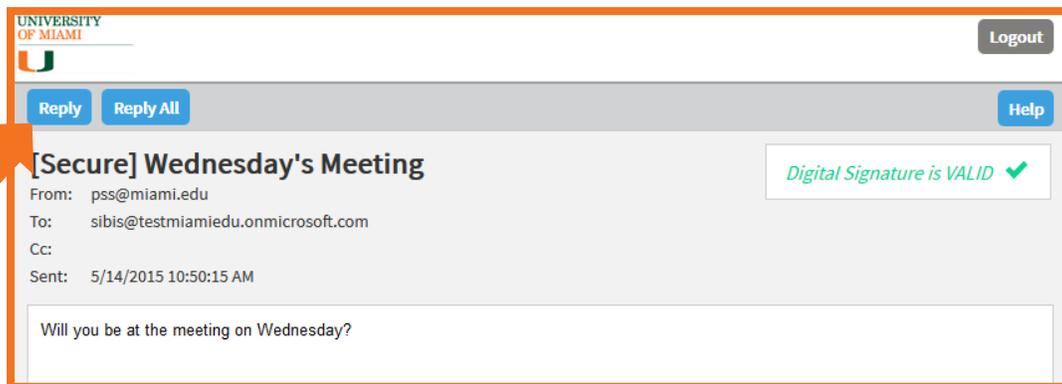


10. If you respond to a secured message it will be delivered as an unsecured message.

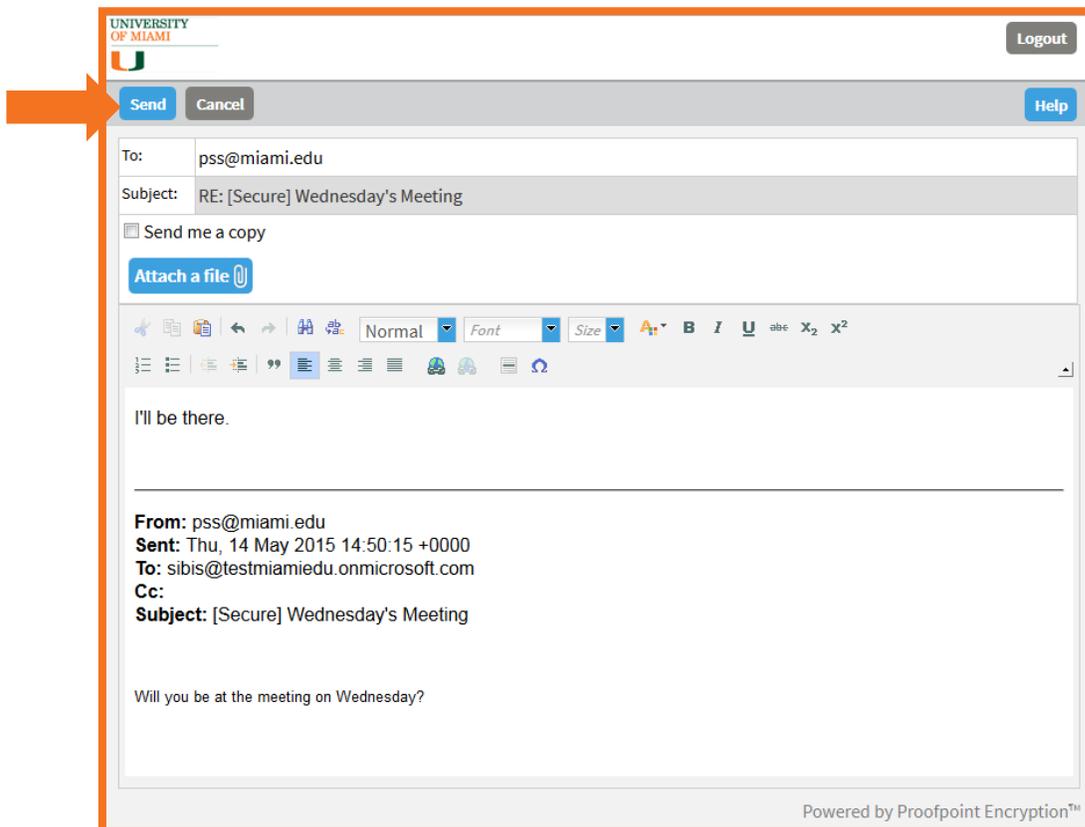


# How to Reply to a Secure/Encrypted Email

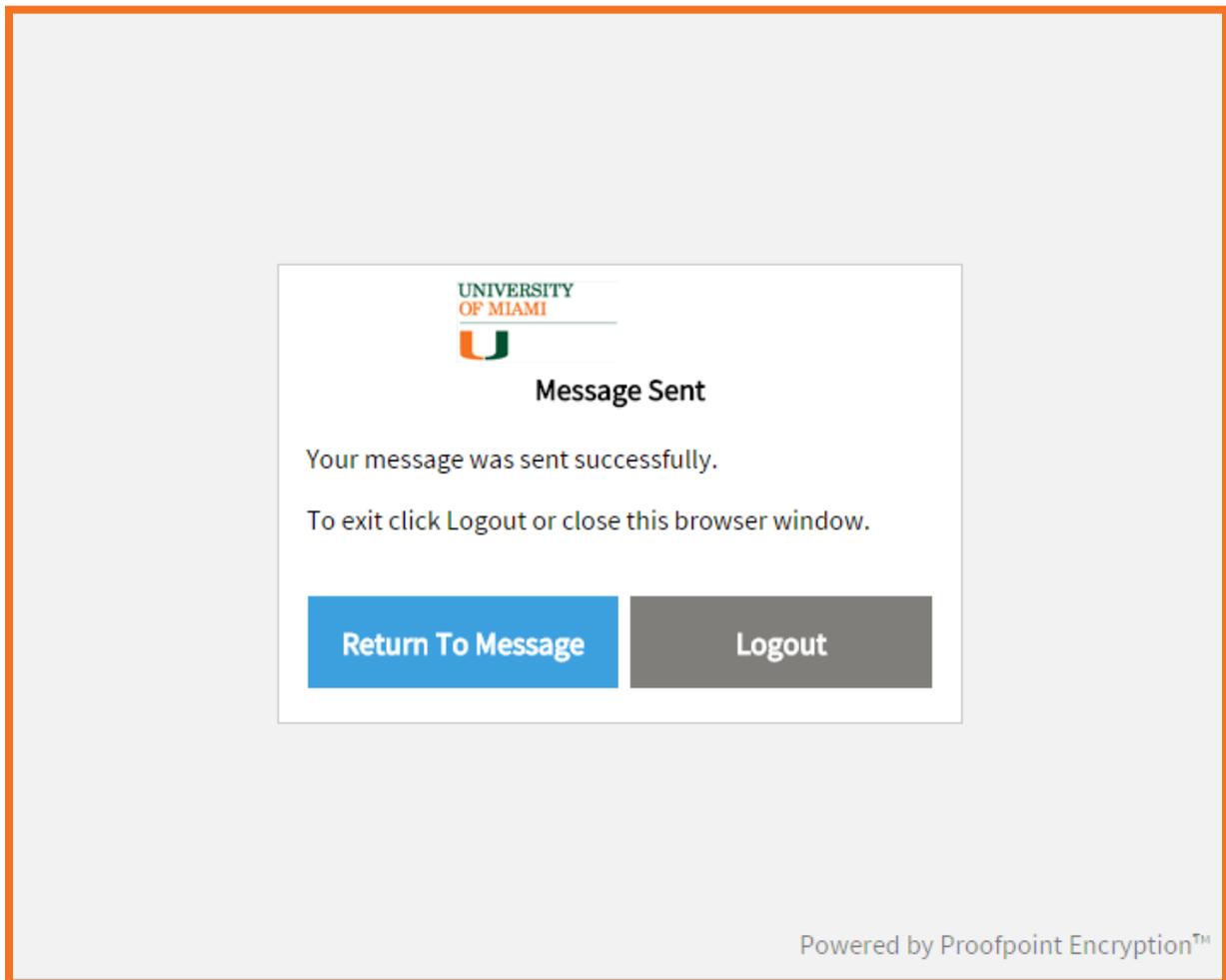
1. To send a response, click the **Reply** button



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



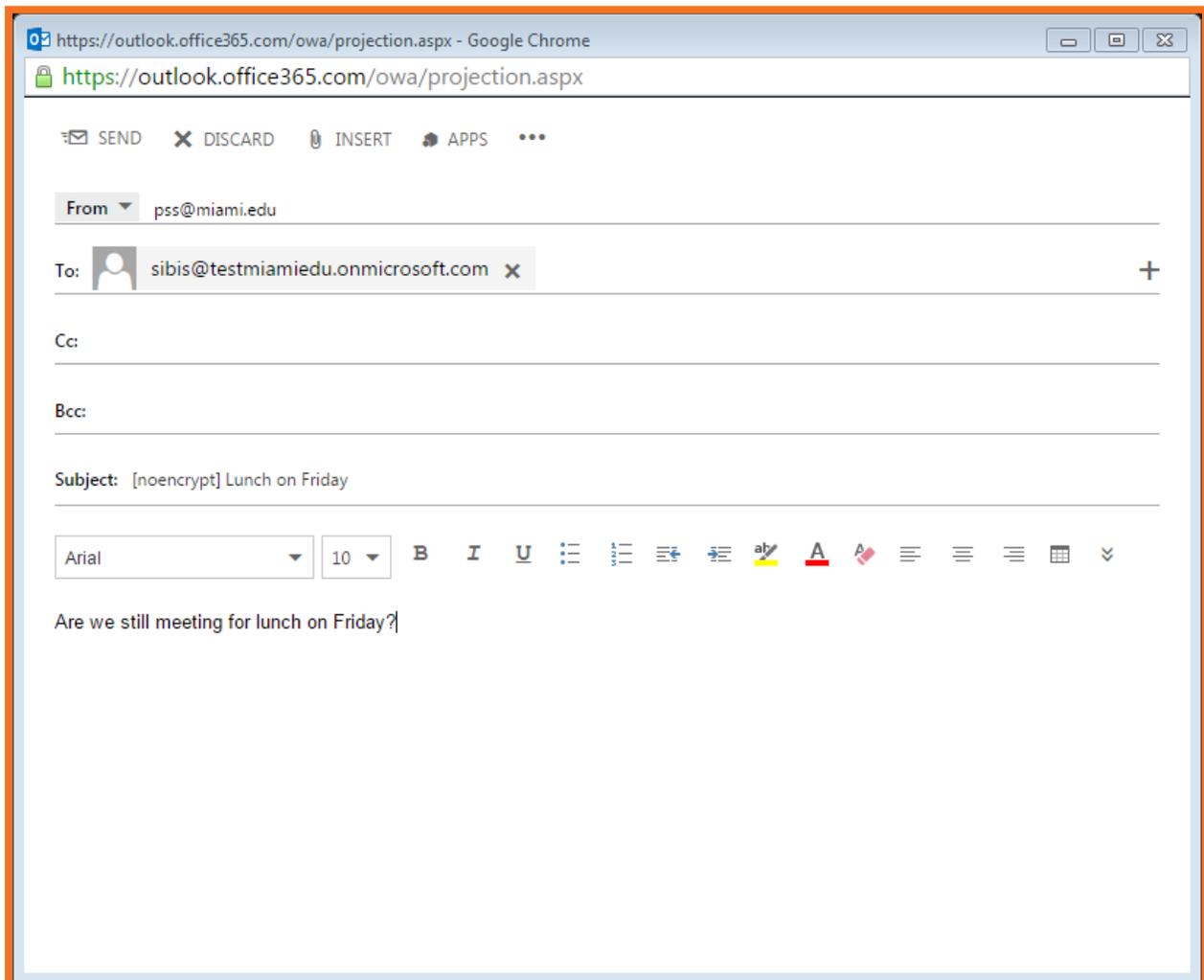
4. The Secure Reply page appears indicating your message has successfully been sent.
5. Click **Return To Message** or **Logout** when you're done.



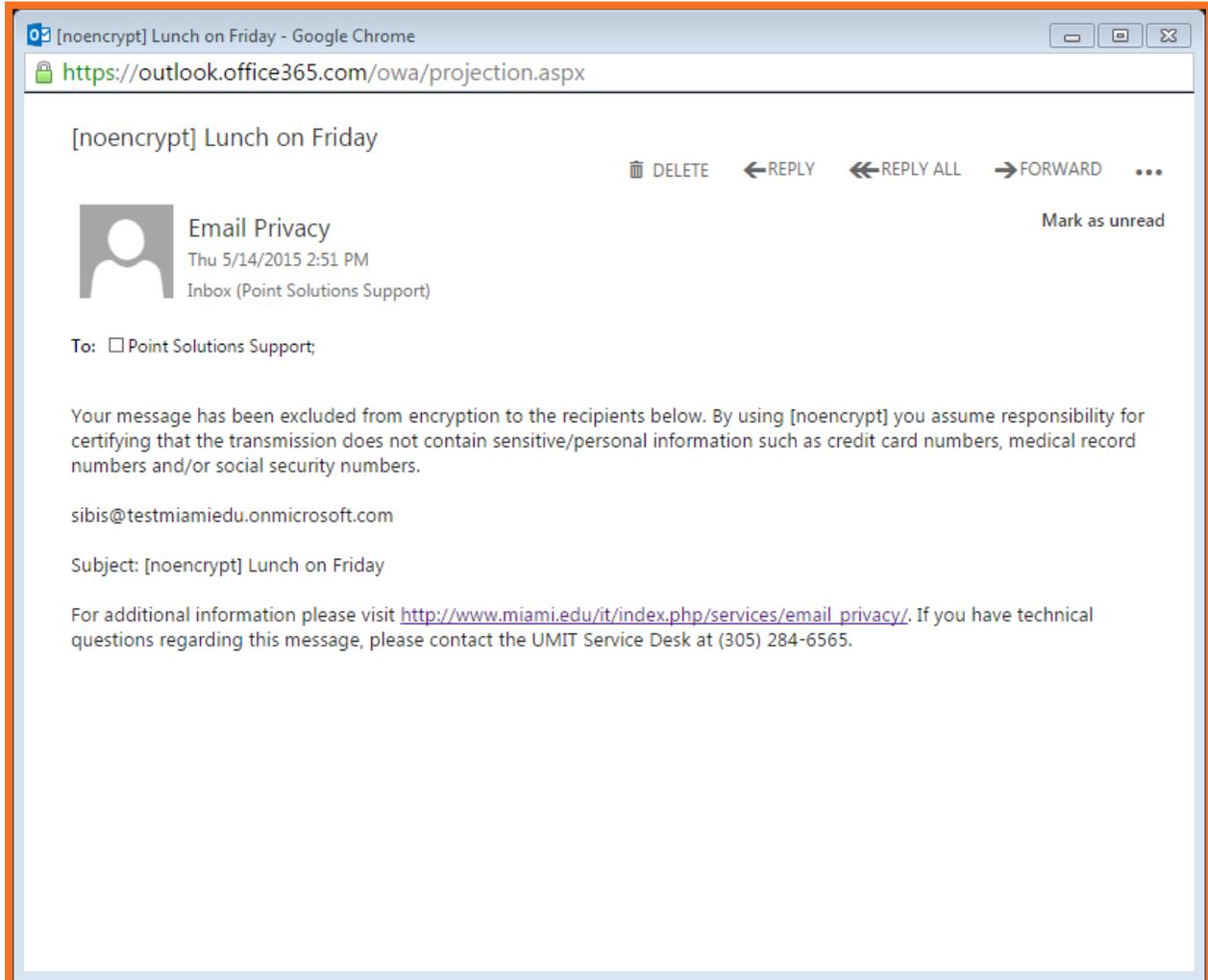
# How do I tell Email Privacy that I do not want a message encrypted?

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 [sensitive](#)/personal information

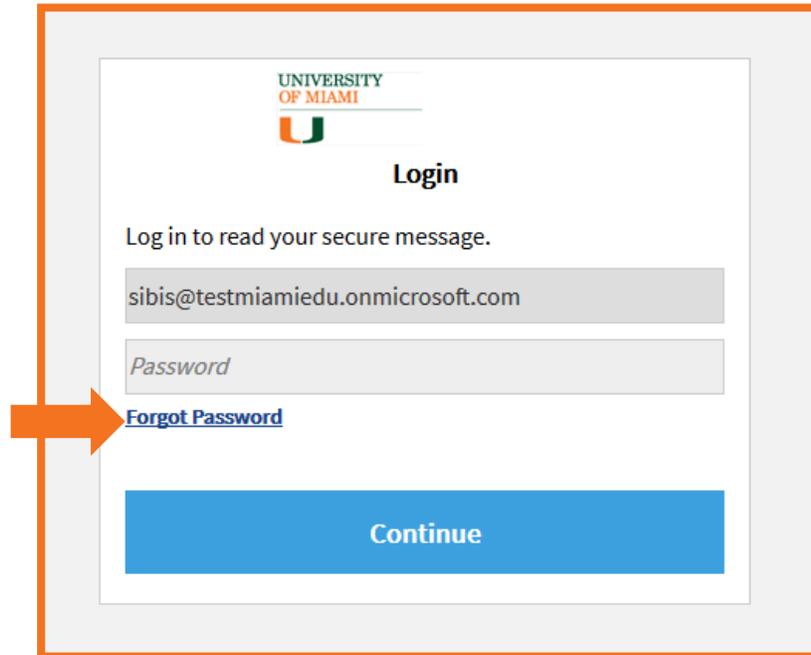


3. Send the email.
4. You'll receive an automated message in response that states you assume responsibility for certifying that the transmission does not contain sensitive/personal information.

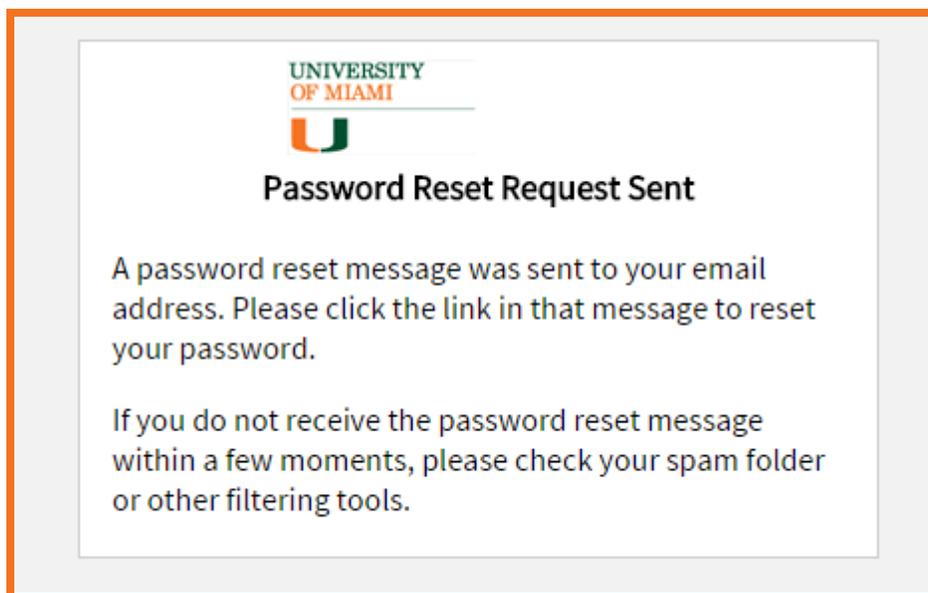


# What do I do if I forgot my Email Privacy password?

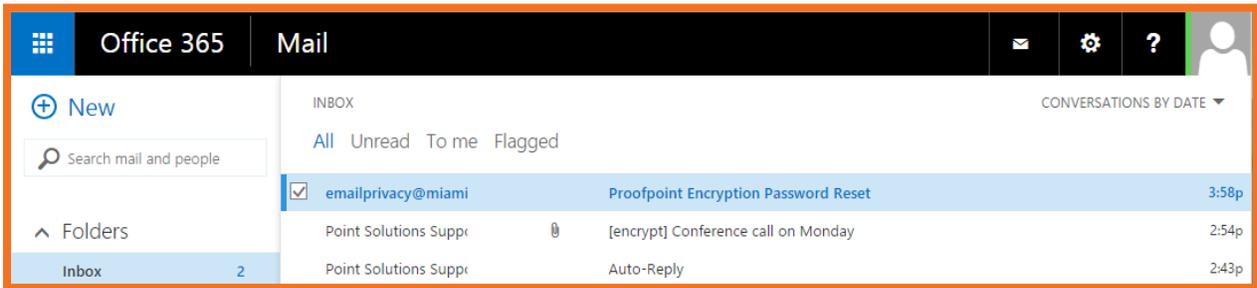
1. On the Email Privacy login screen, click **Forgot Password**. It is located underneath the Password field.



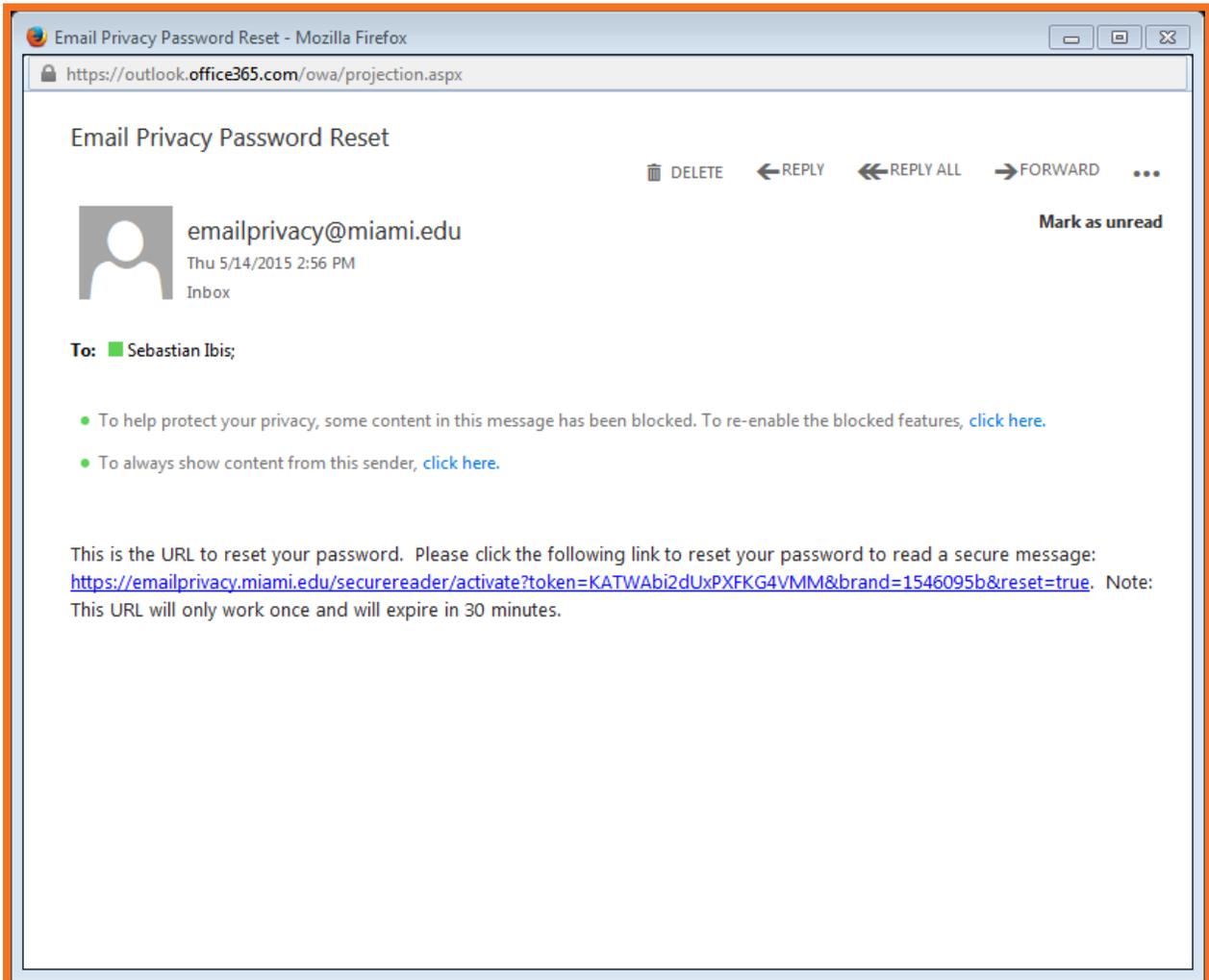
2. The Password Reset Request Sent page will appear indicating that a password reset message was sent to your email address. Click the link in that message to reset your password.



3. Check your Inbox for the Password Reset message from [emailprivacy@miami.edu](mailto:emailprivacy@miami.edu). If you do not see it, check your Junk Mail folder for the message.



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.

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### 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.onmicrosoft.com

*New password*

*Confirm password*

**Cancel** **Continue**