

Sending Secure Email with Proofpoint

The Proofpoint Secure email feature provides a safe and encrypted way to send sensitive and/or private data to people *outside* of AState. These are messages to non-AState email addresses (e.g., jumbo.smith@gmail.com, etc.).

To send a secure email message:

1. Place the word "**encrypt**" in square brackets in the Subject line, any capitalization will work. The Subject may contain other information as well. Example 1: [encrypt] This is a sample message or Example 2: Private information [encrypt]

To...	jumbo.smith@gmail.com
Cc...	
Bcc...	
Subject	[encrypt] appears in the subject line AND the email goes to an outside mailbox

2. Complete the email body as usual and click **Send**.

To read the secure message, the recipient clicks the link labeled **Click here to read your message** in the message and the encrypted message will be decoded and presented. The first time a user receives an encrypted message the user will be prompted to register and set a password that they can use to retrieve this and future secure messages from AState. The recipient has 30 days to retrieve the message.

The recipient may securely reply to the message by using the secure message web interface. Replies to the notification sent to the user within their email client will not be secure.

Question: May I send an encrypted message to myself or other AState users?

Answer: No, encrypted messages can only be sent to outside email addresses.

Question: Can the message be read on a smartphone?

Answer: Probably. If the recipient selects **Click here** most smartphones can follow the link to the encrypted message.