**STATE OF MISSOURI**
**OA/INFORMATION TECHNOLOGY SERVICES DIVISION**

## E-MAIL ENCRYPTION:

### Instruction 3: How to Initiate an Encrypted Email using the Secure Reader URL

If a person who is a non-State employee/non-State email account (i.e. an Internet address such as hotmail.com,aol.com, embarqmail.com) needs to send an encrypted email to a State recipient, that person can use the following link to send an encrypted email off of Proofpoint:
https://securemail.mo.gov/securereader/init.jsf?brand=fbab8553

**Step 1:**
Open an Internet browser and go to the link:
https://securemail.mo.gov/securereader/init.jsf?brand=fbab8553

The sender will be prompted to enter their email address to proceed, as show in Figure 1 below. The sender should enter their email address and click "Continue".

*Figure 1: A sender clicks on the URL to initiate an encrypted email to the State and is prompted to enter their email address.*

**Step 2:**
The first time a sender initiates an encrypted message to the State using the Proofpoint email encryption system, they will be prompted to register in the Proofpoint email encryption system as shown in Figure 2a below. This is a one-time registration process. The sender is prompted to type in their first name, last name, create a password, confirm the password, and then select a password reset question and answer. The sender must complete this information to register in order to send an encrypted message. The sender should complete this information and select "Continue".

**Note:** The password below is a password the sender will create themselves. The password entered must be 7 to 20 characters long, with one number required. The sender should remember the password they enter on this screen because it will be needed for any subsequent encrypted messages they open.

## Instruction 3: How to Initiate an Encrypted Email using the Secure Reader URL (continued)

*Figure 2a. Sender is prompted to register in the Proofpoint encryption system by entering their first name, last name, password, confirm password, and password reset question/answer.*

After the sender has registered and selects "Continue", an "Activation Request Sent" notice, as shown in Figure 3 below, will appear on the screen informing the sender that an activation email has been sent to them. This email contains a URL that must be clicked to activate their Proofpoint email encryption account.

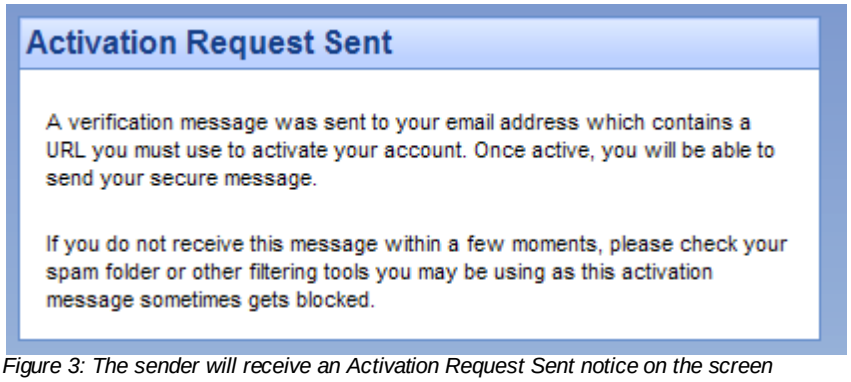


*Figure 3: The sender will receive an Activation Request Sent notice on the screen*

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## Instruction 3: How to Initiate an Encrypted Email using the Secure Reader URL (continued)

**Step 3:**
The sender must go into their email account (the email account that they are using to register with Proofpoint) and open the Proofpoint Encryption Registration email. The sender should click on the securemail.mo.gov URL within the registration message as shown in Figure 4.

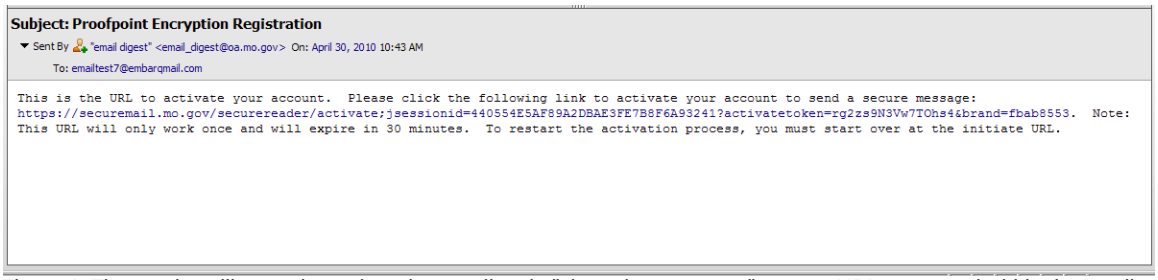


*Figure 4: The sender will open the registration email and click on the securemail.mo.gov URL presented within the email.*

**Step 4:**
The sender will receive an "Account Activated" message on the screen that says their account has been successfully activated as shown in Figure 5. The sender should click "continue".

*Figure 5: Account Activated successfully message appears on the screen*

**Step 5:**
A window will appear that will allow the sender to compose and send an encrypted message, as shown in Figure 6 below. The sender needs to complete the To field, the Subject field and type in the text of the message, then press "Send".

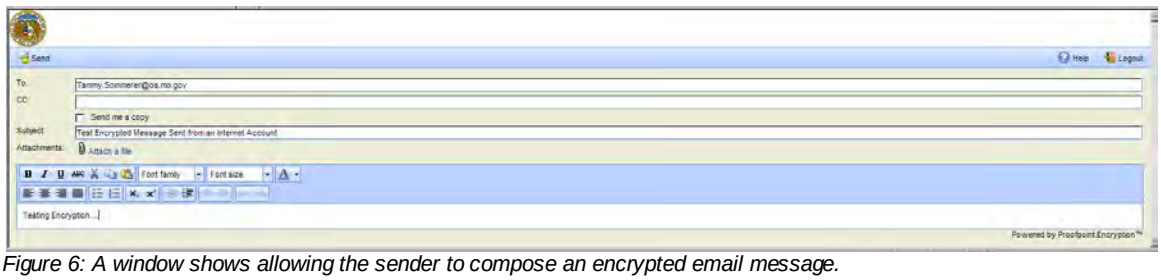


*Figure 6: A window shows allowing the sender to compose an encrypted email message.*

## Instruction 3: How to Initiate an Encrypted Email using the Secure Reader URL (continued)

**Step 6:**
A message, as shown in Figure 7 below, will appear on the screen informing the sender that their message was successfully sent. The sender can either click "New Message" to compose another encrypted email, or click "Logout" to exit the window.

*Figure 7: A message appears informing the sender that their message was successfully sent. The sender can click New Message or Logout.*

**Step 7:**
When the recipient receives the message, they simply open the message. Please note that the message appears with a footer in the text that indicates it was sent encrypted, as shown in Figure 8 below.

*Figure 8: Example of the encrypted email message as received by the recipient. Note the footer that indicates the message was sent encrypted and was decrypted automatically at the gateway.*

**Step 8:**
For any subsequent encrypted messages initiated by this same sender, the sender just needs to click on the URL, https://securemail.mo.gov/securereader/init.jsf?brand=fbab8553, and instead of receiving the initial registration screen as show in Step 2, the sender will simply be prompted to type in their password as show in Figure 9 below. The sender should type in their password and click "Continue".

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**<u>Instruction 3:</u> How to Initiate an Encrypted Email using the Secure Reader URL (continued)**

*Figure 9: Sender types in their password to initiate a secure email.*

**Step 9**:
A window will appear that will allow the sender to compose and send an encrypted message, as shown in Figure 10 below. The sender needs to complete the To: field, the Subject field and type in the text of the message, then press "Send".

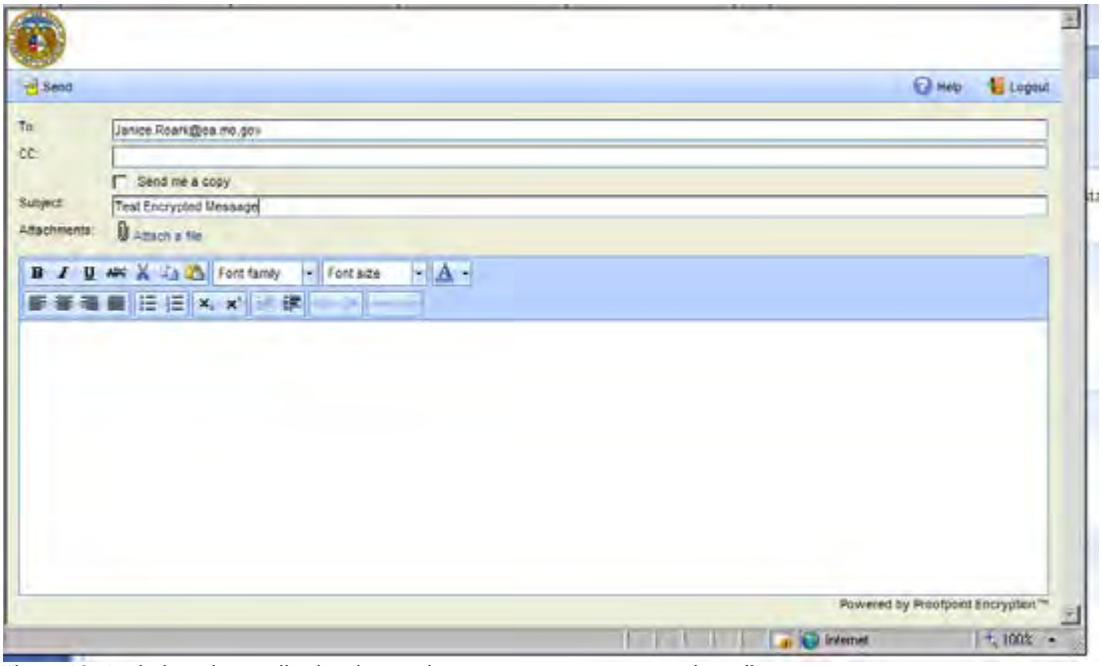


*Figure 10: A window shows allowing the sender to compose an encrypted email message.*