Proofpoint Mail Encryption Instructions for Providers

Proofpoint mail encryption allows you to receive encrypted email messages from the Department of Health and Senior Services (DHSS). The following procedures illustrate how you (the Recipient) will access an encrypted email from DHSS. The encrypted email message will always contain [encrypt] somewhere in the Subject line.

NOTE: No software is actually installed on the computer.

Receive Encrypted Email

1. The recipient receives the email.

Windows Live	-	Ho	me Hotmail Spaces OneCare	Mail	hoelst@ho	tmail▼ Sign out
📔 Inbox (1)	🖃 New	X	Delete 🛛 Junk 🖂 Mark as unrea	d 👜 Move to 💌	🛃 Opt	ions 🔞
🍄 Junk 🖡 🔏 Drafts	5 messag	jes	_		Pi	age 1 🔶
Sent			From	Subject	Date +	Size
👩 Deleted (1) 🦆	Â		Microsoft Office L small Busin	Invitation to a Microsoft Event for Women preneurs	3/11/08	11 KB
Manage folders	2 (Hoelscher, There	Another secure test message [encrypt]	1/30/08	17 KB
() = 1	20		hoelst@hotmail.con	[SecureMail Copy] RE: Test mes	1/30/08	19 KB
U Today	🖂 🌘		Hoelscher, Theresa	Test message [encrypt]	1/30/08	17 KB
E' Mail			Windows Live Hotmail Member S	Get the Most from Windows Live Hotmail	1/30/08	10 KB
Contacts	5 messag	jes			Pi	age 1 🕕
Calendar						

2. The recipient opens the email and clicks on the message_zdm.html attachment.



3. After opening the message_zdm.html attachment, the recipient clicks the "Read Message" button.

S THE				
100 100 100 100 100 100 100 100 100 100				
TIL + TO				
a second second				
Click the but	ton	below to view your secure message.		
		Read Message		
If you do not see a Read Mes	sage	button or can not click on the button, please forward the original email to		
voltagesecure@oa.mo.gov.	. With	in a few minutes, you will receive a link to read your secure message.		
		Email Security Powered by Voltage IBE™		
Copyright ©2003-2006 Voltage Security, Inc.	Proof	point is a registered trademark of Proofpoint, Inc. in the United States and other countries.		
		🛛 🖓 🚱 Internet	100%	Î

4. The recipient is asked to enroll in the Proofpoint Voltage encryption system. The recipient types his or her name, a password of his or her choosing (the password must have a minimum of four characters), and selects a password reminder phrase. The recipient clicks "**Continue**".

Create a New Account rovide the following ion to read your email. privacy. We will never use your email to send you any unsolicited mail, are it with or sell it to any third party for such use. low: 	
Create a New Account rovide the following ion to read your email. privacy. We will never use your email to send you any unsolicited mail, are it with or sell it to any third party for such use. Now: 	
rovide the following ion to read your email. privacy. We will never use your email to send you any unsolicited mail, are it with or sell it to any third party for such use. low: 	
rovide the following ion to read your email. privacy. We will never use your email to send you any unsolicited mail, are it with or sell it to any third party for such use. low:	
privacy. We will never use your email to send you any unsolicited mail, are it with or sell it to any third party for such use. low: <yourfirstname yourlastname=""></yourfirstname>	
low: <yourfirstname yourlastname=""></yourfirstname>	
<yourfirstname yourlastname=""></yourfirstname>	
hoelst@hotmail.com	
ord	
ry Question Please choose one	
Continue >>	
:1	hoelst@hotmail.com d y Question Please choose one Continue >>

5. The encrypted email is decrypted and opened for the recipient to view.

		hoelst@hotmail.com Help Sign Out
	Your Se	cure Message
Reply	Reply All Forward	
From:	theresa.hoelscher@dhss.mo.gov (authenticated by	r mo.gov) 📀 Valid Signature (Help)
Sent:	Jan 30, 2008 1:44:58 PM CST	
То:	hoelst@hotmail.com	
Subject:	Test message [encrypt]	
This is a se	cure message.	
Reply	Reply All Forward	
A	Your personal information is kept private	with Proofpoint Secure Messaging. Click here to learn more.

Subsequent Emails

(for a recipient who is already enrolled in the encryption system)

- 1. The recipient receives the email with [encrypt] in the subject line.
- 2. The recipient opens the email, types in his or her password, and clicks "Continue".

🖉 State of Missouri Secure Messaging - Windows Internet Explorer	
🚱 🕘 🔻 🜔 https://enroll.mo.gov/answerback/enroll.php?key=MFkwDAYKYIZIAYb9HgIBAQwRbW8uZ292IzExMzg3Nzc3MTMwNj 🛨 🔒 🍫 🗙 Live Search	P -
Elle Edit View Favorites Tools Help	
Links 🙋 Customize Links 🖉 Windows 🍘 State of MO 🙋 dhssnet 🙋 Magic 🖸 Google 🙋 LPHA Webmail 🏦 BlackBerry Tech Center 👽 HyperSend 🙋 Imed	com - FAQ »
😪 🏘 💽 State of Missouri Secure Messaging 💧 🔹 📾 🗸 🖶 🔹	• 😥 Page 🔹 🍥 Tools 🔹 "
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proofpoint*	
Secure Messaging	
Chata of History and Company Managering Andhandian San	
State of Missouri Secure Messaging Authentication	
Please enter your password:	
Your Email Address hoelst@hotmail.com	
Password	
Continue >>	
Forgot Password?	
You may reset it by clicking here.	
Your personal information is kept private with State of Missouri Secure Messaging . Click here to learn	
more.	
Powered by Voltage IBE Copyright ©2003-2008 Voltage Security, Inc. Proofpoint is a registered trademark of Proofpoint. Inc. in the United States and othe	r .
Done	<u>▼</u> 100% ▼

3. The encrypted email is decrypted and opened for the recipient to view.

Note: If the recipient forgets his or her password, there is an option within the message that says "Forgot Password? You may reset it by clicking here". Once the recipient clicks on this option, the system will then prompt the recipient with the password reminder question. If the recipient answers the password reminder question correctly, he or she will be allowed to change the password and read the message.

Recipient Can Send Secure Reply

- 4. After opening the encrypted mail message, the recipient can click reply.
- 5. After the recipient types a response, then the recipient can click the "Send Secure" button.

		hoelst@hotmail.com Help Sign Out	
	Send a Secure Message		
Send Secure			
From:	hoelst@hotmail.com (authenticated by mo.gov)		
To:	theresa.hoelscher@dhss.mo.gov		
Send Me a Copy:			
Subject:	RE: Test message [encrypt]		
Attach File:	Total Attachment Size: 0 kB / 12,000 kB (0% Used) Maximum Allowed Attachments: 5	Attach	
This is a secur > From: there: > Sent: Jan 3(> To: hoelst@ > Subject: Tes > > This is a sec	e reply. sa.hoelscher@dhss.mo.gov), 2008 1:44:58 PM CST hotmail.com st message [encrypt] :ure message.	x	
		V	
Sena Secure			100%

- 6. The encrypted message is sent to the Proofpoint encryption device and is unencrypted.
- 7. The unencrypted message is delivered to the DHSS recipient's mailbox.

🔀 RE: Test message [encrypt] - Message (Plain Text)					
Eile Edit View Insert Format Iools Actions Help					
🛛 🖗 Reply 🕵 Reply to All 📢 Forward 🚑 🗈 👻 📴 🗙 🛧 - 🛧 - 💒 😰 🗸					
From: hoelst@hotmail.com Sent: Wed 1/30/2008 2:12 PM					
To: Hoelscher, Theresa					
Cc: Subject: RE: Test message [encrypt]					
This is a secure reply.					
<pre>> From: theresa.hoelscher@dhss.mo.gov > Sent: Jan 30, 2008 1:44:58 PM CST > To: hoelst@hotmail.com > Subject: Test message [encrypt] > > This is a secure message. Note: This message was originally sent securely with Proofpoint Secure Messaging, and has been automatically decrypted for you at the gateway.</pre>					
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