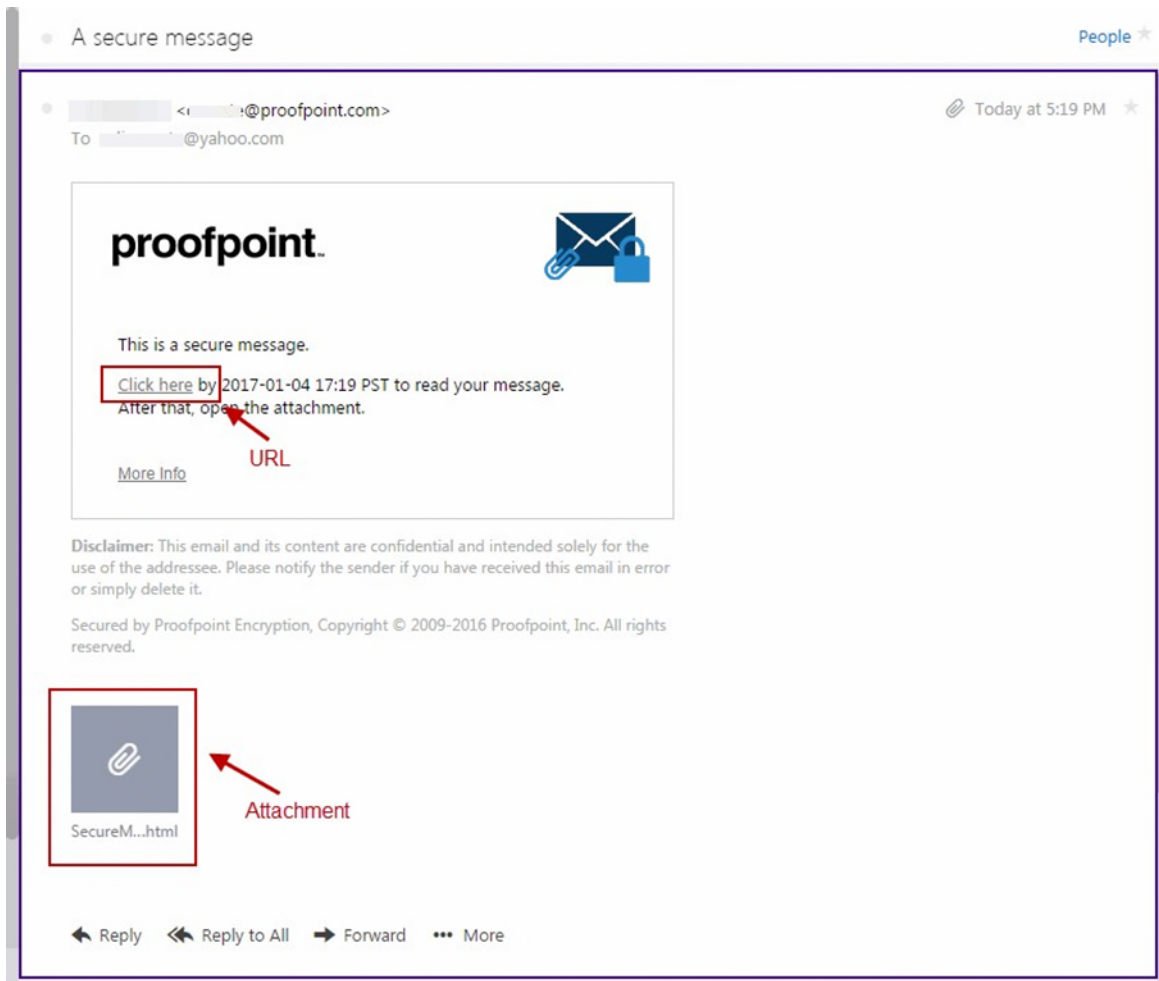


Reading a Secure Message

When you receive a secure message, it will look similar to this in your mailbox:



Click either the URL or the *SecureMessageAtt.html* attachment to launch a browser.

Open the Attachment

If this is the first time you are receiving a secure message, you will be prompted to register with Email Encryption. Otherwise, you will be prompted to log in to Email Encryption. Click the **Click to read message** button.



Registering with Email Encryption

The first time you receive a secure message, you will be prompted to create an account to register with Email Encryption.

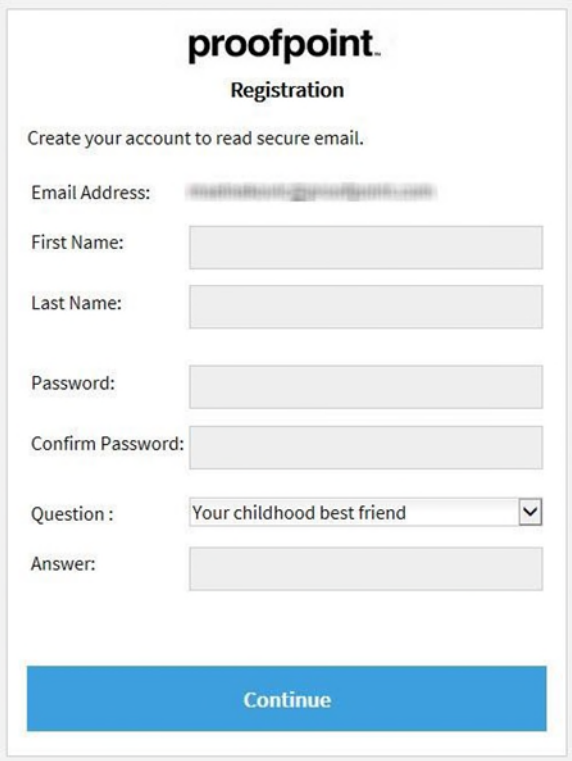
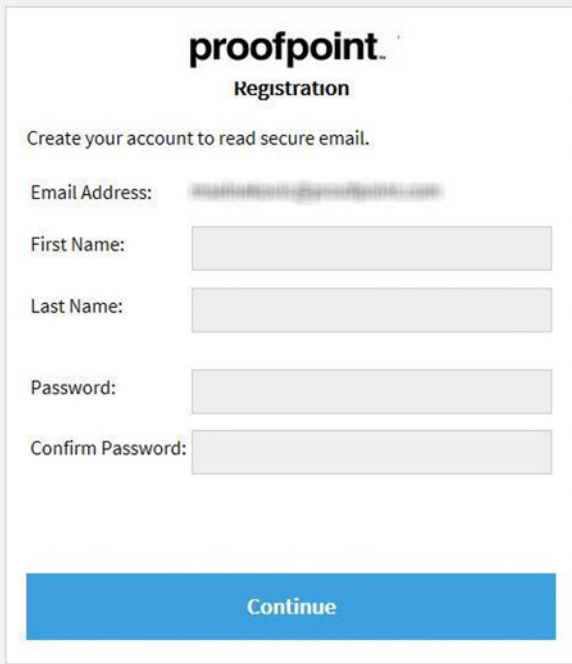
You will see the following message the first time you use Email Encryption and also when you initiate a secure message:

First time here? *You'll be asked to register.*

Already registered? *You'll be asked to log in.*

The image shows a screenshot of a registration form titled "proofpoint. Initiate Secure Email". Below the title, it says "Please provide your email address to proceed." followed by the text "First time here? *You'll be asked to register.*". There is a text input field with the placeholder text "Email Address". Below the input field is a large blue button with the word "Continue" written in white.

Depending on how your administrator set up Email Encryption, you may be required to create an account with password reset questions.

With Password Reset questions	Without Password Reset questions
 <p>proofpoint. Registration</p> <p>Create your account to read secure email.</p> <p>Email Address: <input type="text" value="testtesttest@proofpoint.com"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Confirm Password: <input type="password"/></p> <p>Question : <input type="text" value="Your childhood best friend"/></p> <p>Answer: <input type="text"/></p> <p>Continue</p>	 <p>proofpoint. Registration</p> <p>Create your account to read secure email.</p> <p>Email Address: <input type="text" value="testtesttest@proofpoint.com"/></p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Confirm Password: <input type="password"/></p> <p>Continue</p>

Note: Your password cannot contain spaces.

Fill in the fields, select your security question and answer if applicable, and then click **Continue**.

Read Your Message

The **Reply**, **Reply All**, and **Forward** options are available if your organization's security policies allow these options.



proofpoint. Logout

[Reply](#) [Reply All](#) [Forward](#) [Save As...](#) [Help](#)

Test Message Digital Signature is VALID ✓

From:
To:
Cc:
Sent: 9/24/2014 2:15:03 PM

Hello, this is a test message

If you click **Reply** you cannot add more recipients to the message.

The screenshot shows the Proofpoint email composition interface for a 'Reply' action. At the top left is the 'proofpoint.' logo, and at the top right is a 'Logout' button. Below the logo are 'Send' and 'Cancel' buttons, and at the top right of the composition area is a 'Help' button. The 'To:' field contains the email address 'test@proofpoint.com'. The 'Subject:' field contains 'RE: Test Message'. There is a checkbox for 'Send me a copy' which is unchecked. Below this is an 'Attach a file' button with a paperclip icon. At the bottom is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. The main text area is empty.

If you click **Reply All** you can add more recipients to the message.

The screenshot shows the Proofpoint email composition interface for a 'Reply All' action. The layout is similar to the 'Reply' screenshot, but the 'Cc:' field is present and empty. The 'Subject:' field contains 'RE: Test Message'. The 'To:' field contains the email address 'test@proofpoint.com'. The 'Send me a copy' checkbox is unchecked. The 'Attach a file' button and the rich text editor toolbar are also present. The main text area is empty.

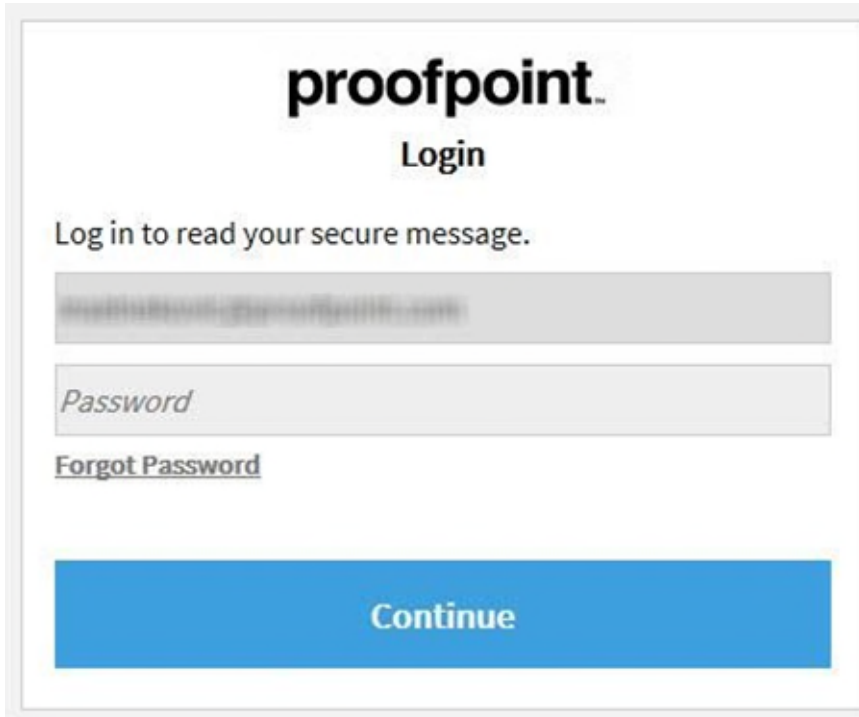
If you click **Forward** you can add recipients to the message.

The screenshot shows the Proofpoint email composition interface for a 'Forward' action. The 'To:' and 'Cc:' fields are empty. The 'Subject:' field contains 'FWD: Test Message'. The 'Send me a copy' checkbox is unchecked. The 'Attach a file' button and the rich text editor toolbar are also present. The main text area is empty.

Click **Logout** when you are done.



The next time you want to read a secure message, you will be prompted to log in to Email Encryption using your password.



Your Password Expires

Your password may expire after a period of time. The password expiration is determined by your email administrator. If your password is about to expire, you will see the message “Your password will expire in *n* days” displayed in a secure message.



Click the link next to the expiration message to reset your password.

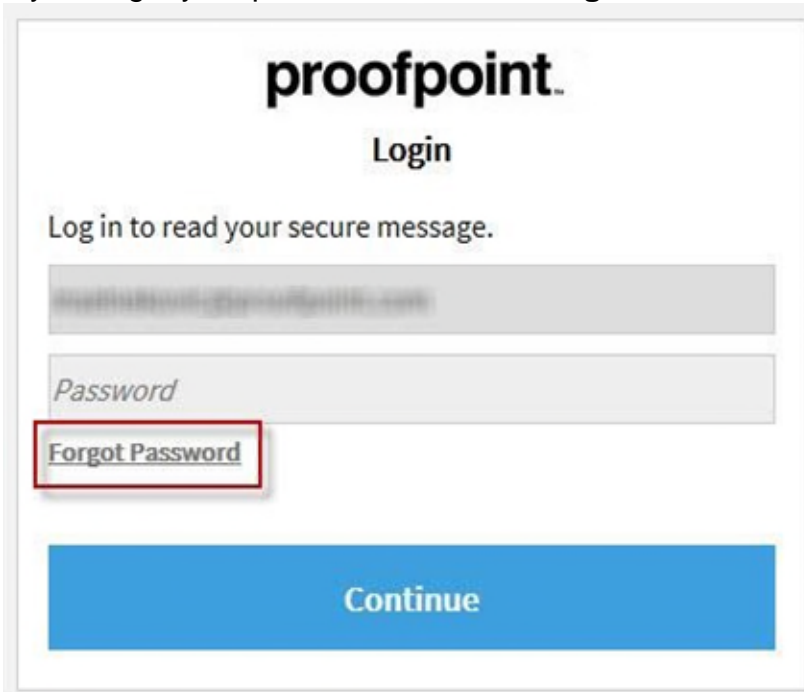
If your password expires before you have a chance to reset it, you will be prompted to reset it the next time you read a secure message.



The screenshot shows the Proofpoint 'Enter New Password' interface. At the top is the Proofpoint logo, followed by the heading 'Enter New Password'. Below this is a message: 'Your password has expired or is expiring soon.' and a prompt: 'Enter a new password.' There are two input fields: the first is labeled 'New password' and the second is labeled 'Confirm password'. At the bottom is a blue 'Continue' button.

Forgetting Your Password

If you forgot your password, click the **Forgot Password** link.



The screenshot shows the Proofpoint 'Login' interface. At the top is the Proofpoint logo, followed by the heading 'Login'. Below this is a message: 'Log in to read your secure message.' There are two input fields: the first is for the email address and the second is labeled 'Password'. Below the password field is a red-bordered link labeled 'Forgot Password'. At the bottom is a blue 'Continue' button.

The password reset procedure depends upon how your Proofpoint Encryption account is set up.

- If you have a security question, you will be prompted to answer the question. You will then be prompted to reset your password.
- If you do not have a security question, you will receive an email message with a link in it. Click the link to reset your password.

Decrypting Secure Messages from a Mobile Device

When you receive a secure message, it contains a link that you can click to decrypt the message and read it on your mobile device.

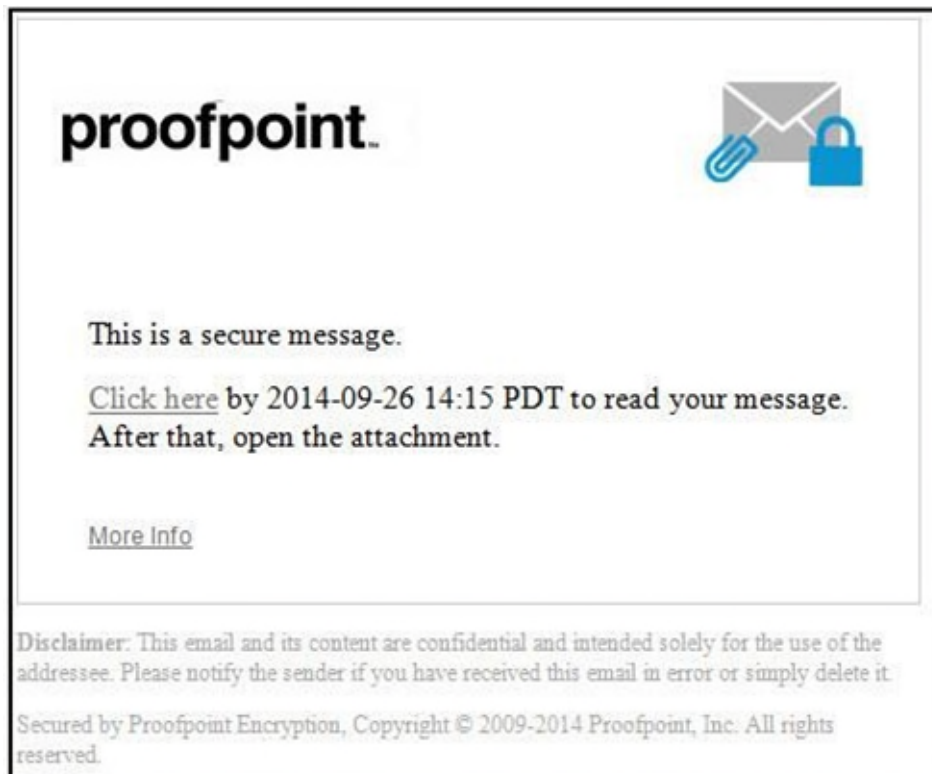


Figure 1. Secure Reader Proxy enabled or disabled, and Decrypt Assist enabled

After two days (or the number of days your administrator configured), you need to open the attachment that contains the Secure Reader Proxy email address to forward the secure message to the proxy. You will then receive another message with a URL to click to authenticate with Email Encryption. After authentication, you can read the secure message.

proofpoint.



This is a secure message.

To read it, open the attachment.

If you are using a mobile device, please forward this email with the secure message attachment to:

[\[redacted\]](#). You will then receive a link to read your secure message.

[More Info](#)

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.

Figure 2. Secure Reader Proxy enabled, and Decrypt Assist disabled

proofpoint.



This is a secure message.

To read it, open the attachment.

[More Info](#)

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.

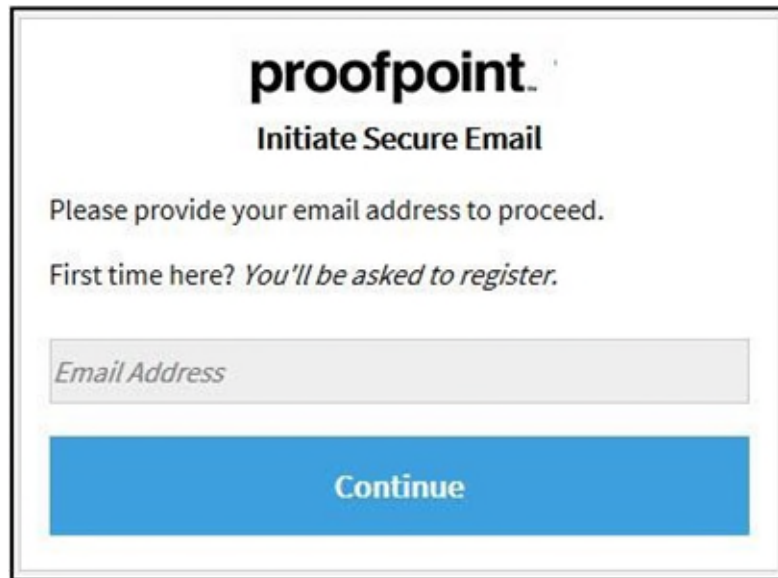
Secured by Proofpoint Encryption, Copyright © 2009-2014 Proofpoint, Inc. All rights reserved.

Figure 3. Secure Reader Proxy disabled, and Decrypt Assist disabled

You can use this tool to send us encrypted emails!

You can send secure messages by going to our website, AgLending.com, and clicking the link, or by entering the URL in a browser.

You will be prompted to enter your email address.

A screenshot of a web form titled "proofpoint. Initiate Secure Email". The form contains the text "Please provide your email address to proceed." and "First time here? You'll be asked to register." Below this is a text input field with the placeholder "Email Address" and a blue "Continue" button.

proofpoint.
Initiate Secure Email

Please provide your email address to proceed.

First time here? *You'll be asked to register.*

Email Address

Continue

If you have already registered with Email Encryption, you will be prompted to provide a password to authenticate before you can compose a secure message.

If you have not already registered with Email Encryption, you will be prompted to create an account. You will then receive a confirmation to complete the registration process.

Important: For security reasons, registering, authenticating, and composing secure messages with Email Encryption must be completed in the same browser, on the same system, within a 30-minute period.