1. Recipients will receive an email similar to below:

From: on behalf of [email sender] do-not-reply@proofpointessentials.com



1. Do view the email recipient must click “VIEW ENCRYPTED EMAIL” boxed in above shot
2. Recipients will be directed to a Proofpoint login screen where they will need to enter their email address & click Continue



1. If the recipient has done this process before they will enter their Proofpoint account password, click Sign in, & will then be logged into their Proofpoint account with access to encrypted emails. If they are going through this for the first time proceed to the next step.



1. First time recipients will need to fill out below form, click I agree checkbox, & click Register



1. Recipient will then receive below email and will need to click “CONFIRM”



1. Recipient will then be directed to the below page with a registration successful prompt. Click Continue logging in.



1. Recipient will then login with their email & new Proofpoint password





1. Recipient is now logged into Proofpoint where they have access to any encrypted emails you have sent them. Note the emails will automatically delete after 15 days.



1. Recipients do have the ability to reply to the email in their Proofpoint portal, which will be encrypted as well