

EMAIL ENCRYPTION

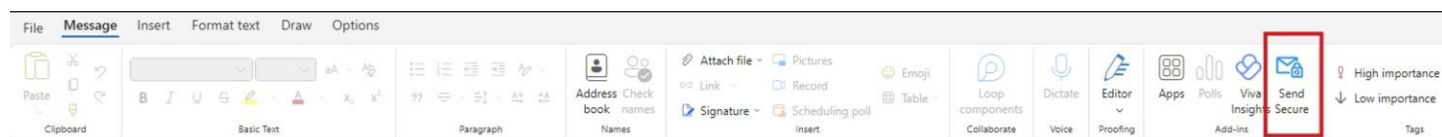


User Guide

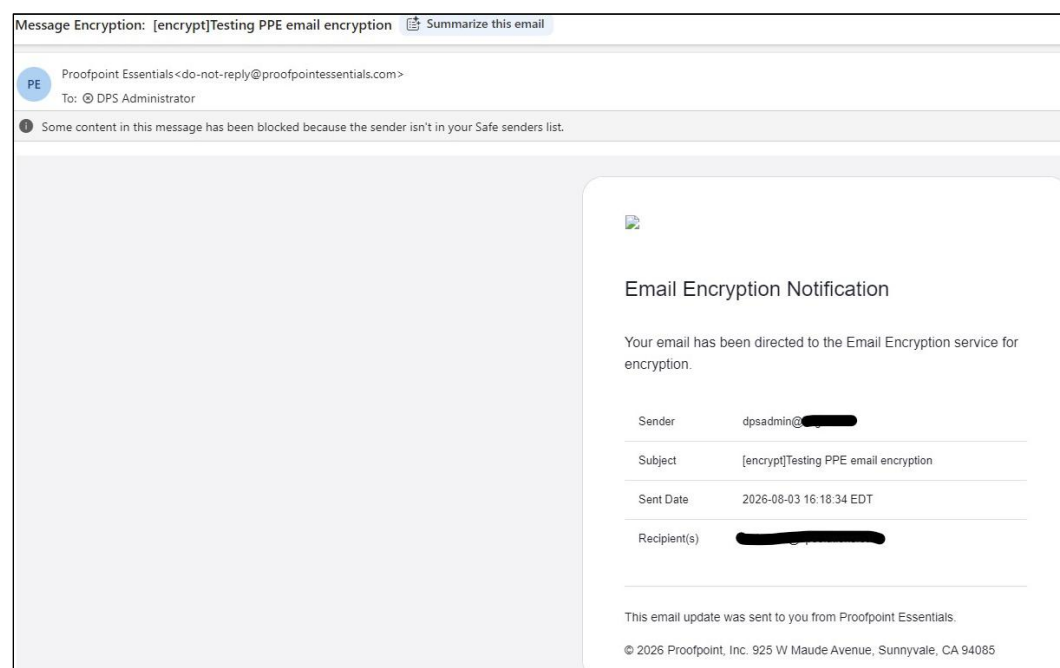


To send an encrypted email using the ProofPoint new Outlook add-in:

Compose a new Outlook email, select the “ProofPoint Standard Encryption” add-in button in the ribbon to encrypt the message. Click Send when the email is ready.



The Sender will receive confirmation from the ProofPoint Essentials Email Encryption Service:



The New Recipient Email Encryption Experience

The recipient will then receive the below message from ProofPoint stating that they have received an encrypted message:



[External]:Testing PPE email encryption



Encrypted Email on behalf of dpsadmin@[REDACTED]<do-not-reply@proofpointessentials.com>

To [REDACTED]

This sender do-not-reply@proofpointessentials.com is from outside your organization.

If there are problems with how this message is displayed, click here to view it in a web browser.

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender.



[dpsadmin@\[REDACTED\]](#) sent you a secure message

Use this one time code to gain access to the secure message reader platform

D9X6Y7

[Access Message](#)

Ignore this email if you do not recognise the sender.

This email update was sent to you from Proofpoint Essentials.

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The Recipient will need to click on the “Access Message” Blue Box.

The recipient will be brought to the ProofPoint Essentials “Secure Message Reader” to enter the provided One Time Code:





Email Encryption

Secure Message Reader

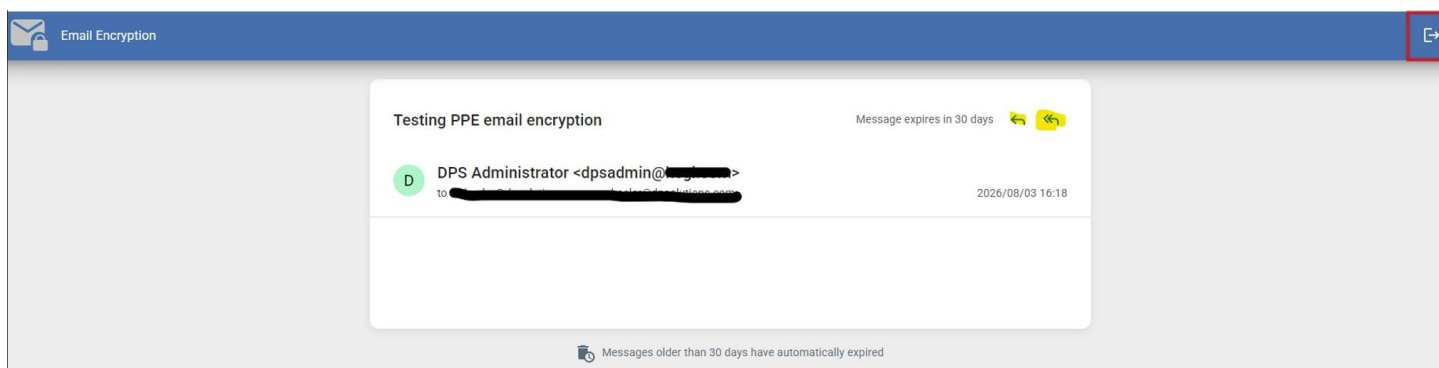
Type or paste your access code

 -

View Secure Message

This will then bring them to the ProofPoint Essentials “Secure Message Reader” Interface to retrieve the encrypted message:





For additional information see the ProofPoint Essentials support link:

https://help.proofpoint.com/Essentials/Additional_Resources/Release_Notes/New_Email_Encryption_Experience

To Manually encrypt a message:

Add [encrypt] including the brackets in the message subject title.

This option is for non-Windows Outlook applications.

Currently, the ProofPoint Essentials Outlook Add-in is only available to Windows Outlook applications.

