# How to access HR Solutions emails encrypted via Proofpoint

Starting 6/1/2019, HR Solutions will be using Proofpoint to encrypt emails containing sensitive information to all clients and vendors, replacing its previous email encryption system. Below are the detailed steps for the one-time registration necessary to access these encrypted emails.

For these processes, **Chrome, Firefox, and Safari browsers are supported.**
*Internet Explorer may function with Adobe Flash player installed, but is not supported.*

## How to access encrypted email

If you have already registered with Proofpoint, you can log in at this
URL: https://inbox.proofpoint.com/securemail/Main.html

Otherwise, please follow the steps below to gain access to the system:

**1)** You receive the encrypted email, as illustrated below. The email will come from *"**do-not-reply@proofpointessentials.com**"*. **Click** the "View Encrypted Email" button to begin. **Please note that encrypted messages expire 15 days after they are sent.**
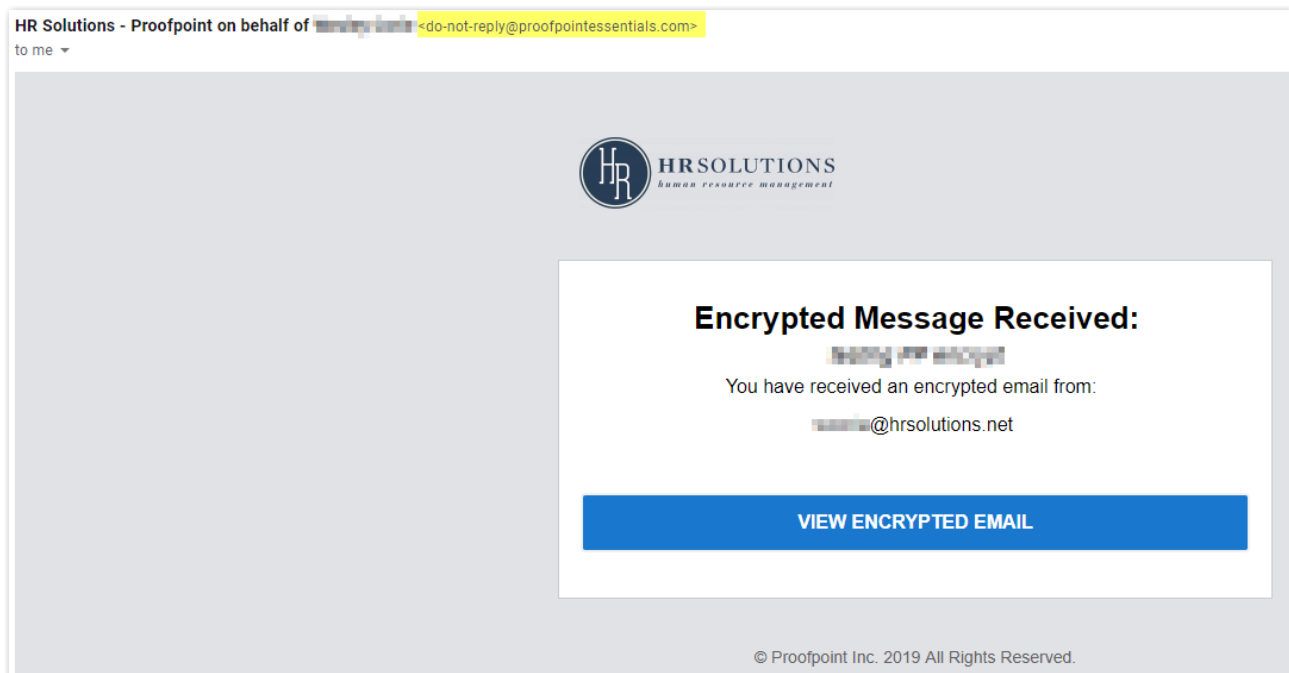


**2)** You will be directed to the Proofpoint registration page (the domain is "https://inbox.proofpoint.com"). **Enter** your email address that received this encrypted message, then **Click** the "Continue" button.

**3)** From here, you will need to **Complete** the form, entering **First Name**, **Last Name**, **Password**, and **Confirm Password**. Please review the Proofpoint Terms of Service and Privacy Policy, then **Check** the "I agree..." box. Then, **Click** the "Register" button. You have completed the registration, and now a confirmation message will be sent to the email address you registered with.

**4)** Check your email inbox (as well as Junk/SPAM folders if necessary) to locate the registration confirmation. The message will come from "**noreply@proofpoint.com**" with the subject "**Welcome to Proofpoint**". Once you open this email, **Click** the "Confirm" button. You will be presented with the "Registration Successful" message. Then **Click** the "Continue logging in" button to access your secure inbox.
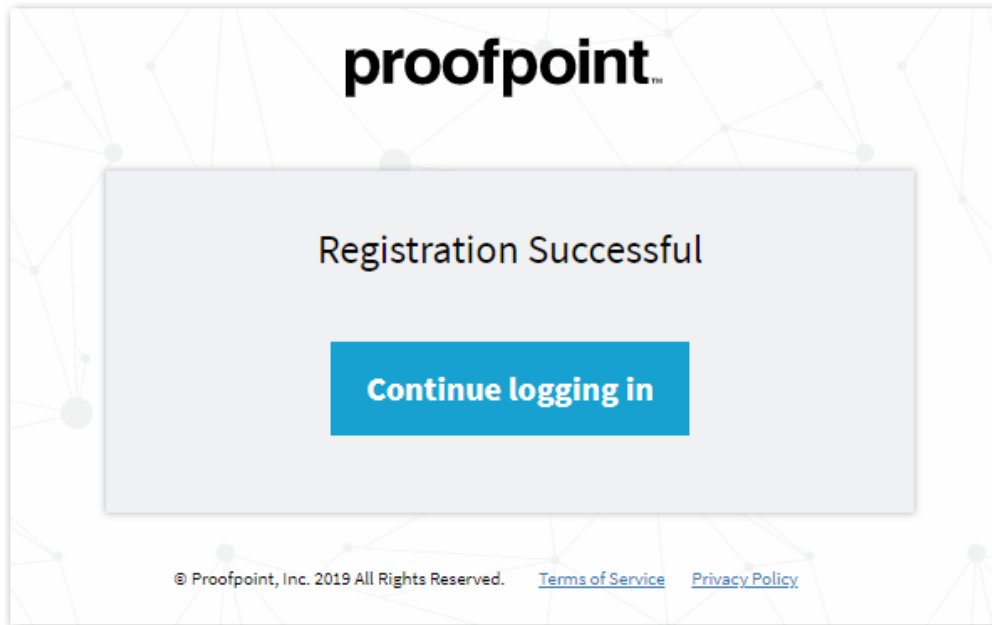
**5)** Upon successful login, you will be presented the Proofpoint Securemail inbox, which allows you to read, print, and reply to emails.
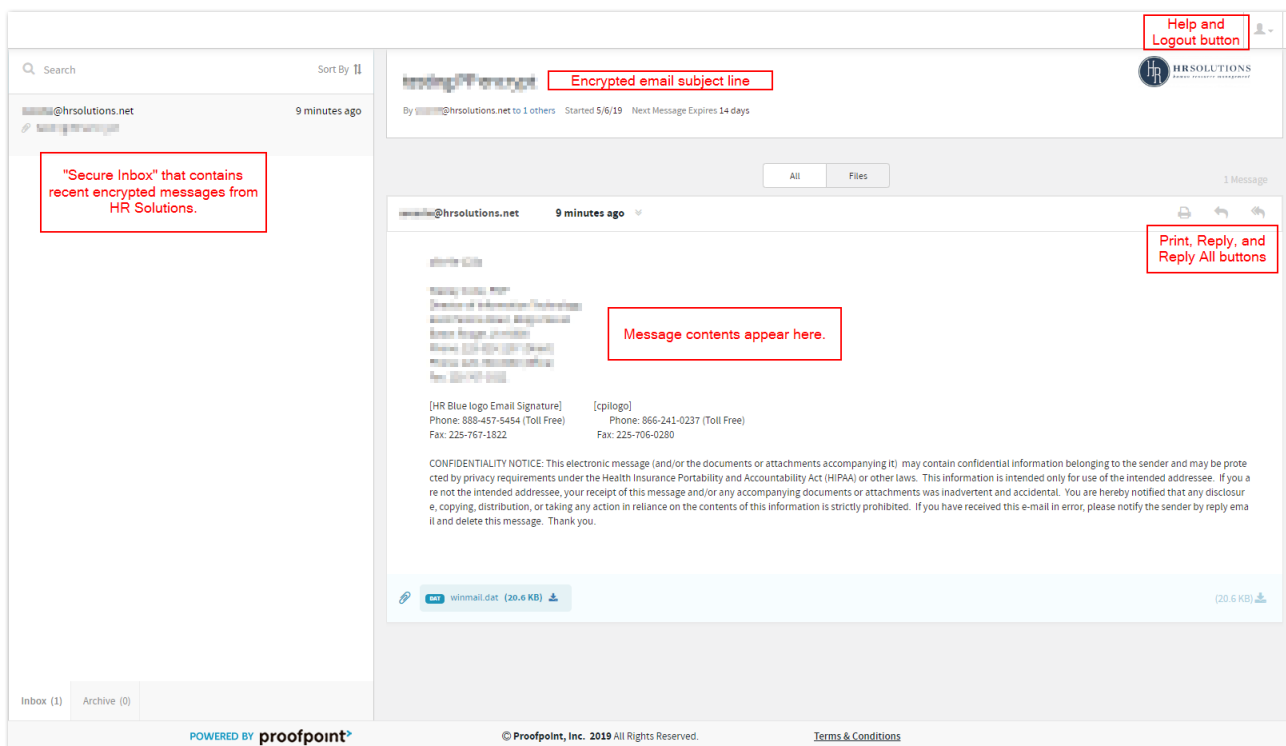


**6) Clicking** the "Reply" icon will open the message editor, which can be used to reply (only to the person who sent you the encrypted message) and allows you to upload attachments (up to 25 MB total).
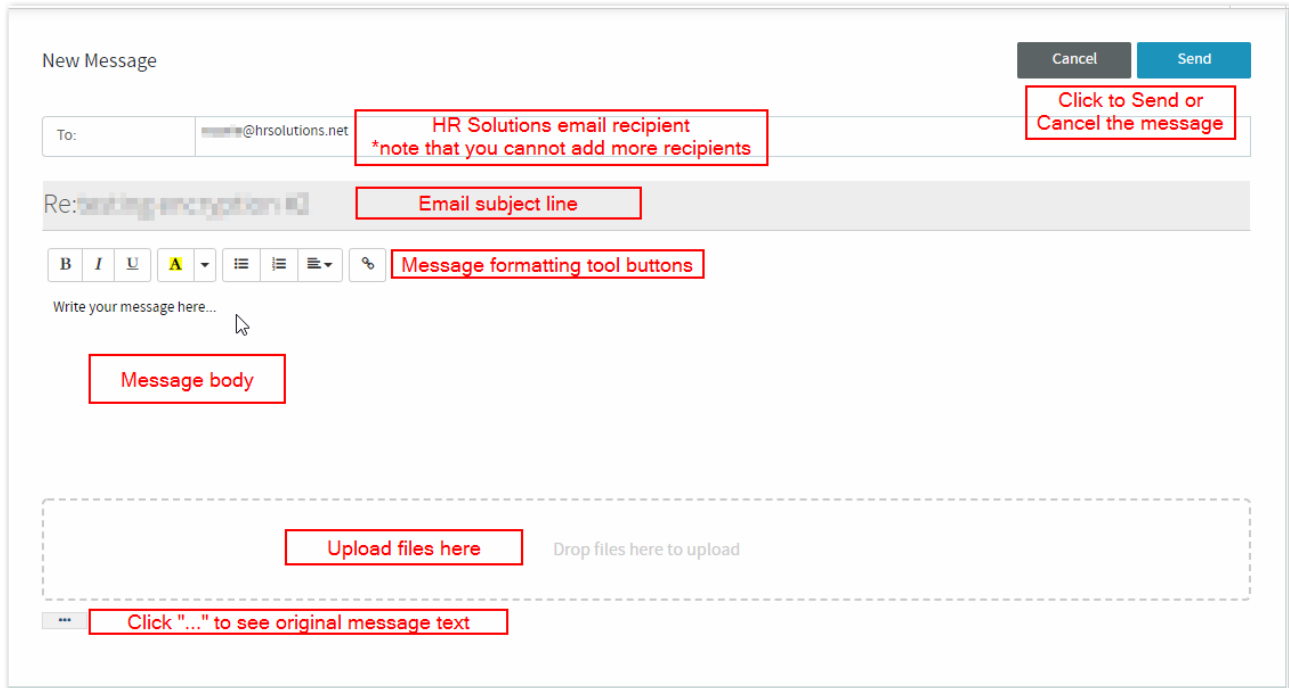
New Message

Cancel  Send

Click to Send or
Cancel the message

To:  [REDACTED]@hrsolutions.net

HR Solutions email recipient
*note that you cannot add more recipients

Re: [REDACTED]

Email subject line

**B** *I* <u>U</u> **A** ▼ | ☰ ☰ ☰▼ | %

Message formatting tool buttons

Write your message here...

Message body

Upload files here  Drop files here to upload

⋯  Click "..." to see original message text

**7)** When you are done using the Proofpoint system, you should log out to complete your session. **Click** the profile icon, then **Click** "Logout".

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[REDACTED name]
[REDACTED email]

🛟 Help

➡ Logout