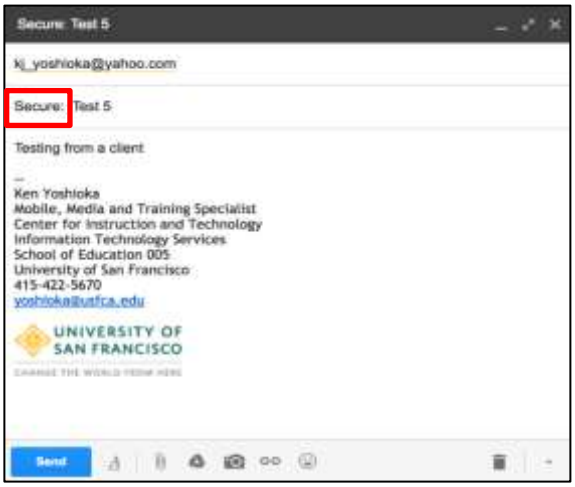
Quick Start Guide:
USF Secure Mail using Proofpoint Encryption

With USF Secure Mail, messages and attachments are automatically encrypted with complete transparency. It simplifies secure communications. All USF faculty and staff members have the ability to initiate an encrypted email thread when there is a need for confidentiality and security in the sending and receiving of certain messages and files. Here is a guide on how to use Proofpoint Encryption for secure emails.

To initiate/send an encrypted message

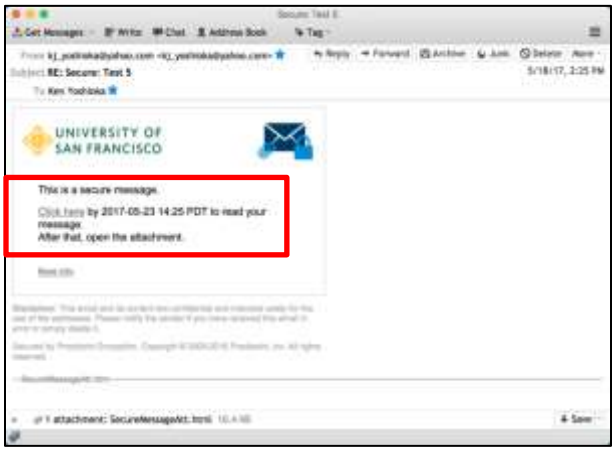
Compose a new message in an email client as normal, and type into the Subject field the phrase **Secure:** or **Confidential:** as a prefix of the field. The field can be followed by any text description for the message. Type in the recipients and message as well as add any attachments (upto 15 MB total) and send the message. The recipient can securely reply and attach files without using password protected files. That's all you need to do to initiate an encrypted message.

***Note: The message may take a few minutes to be received by the recipient as the message is being encrypted.**

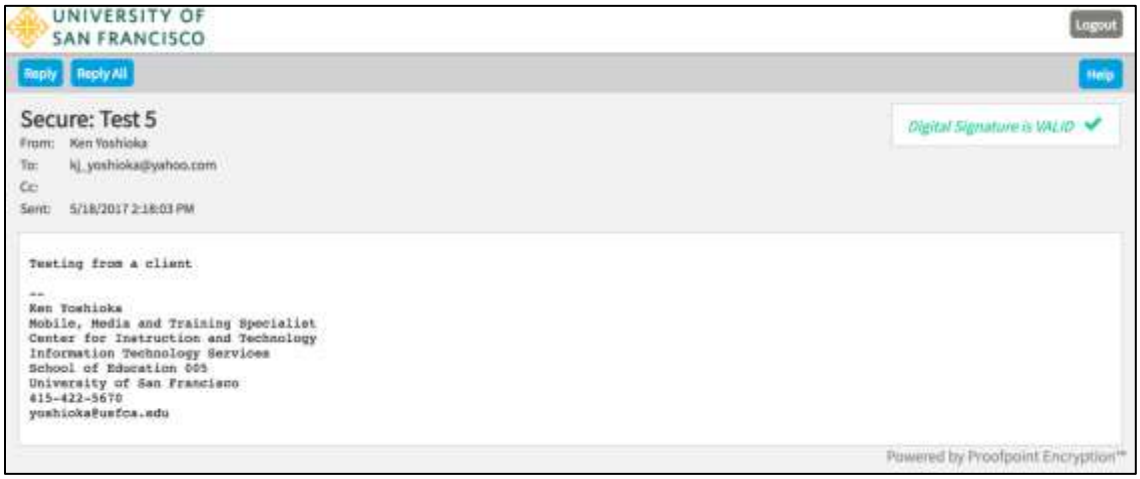


Receiving an encrypted message as USF Faculty and Staff member

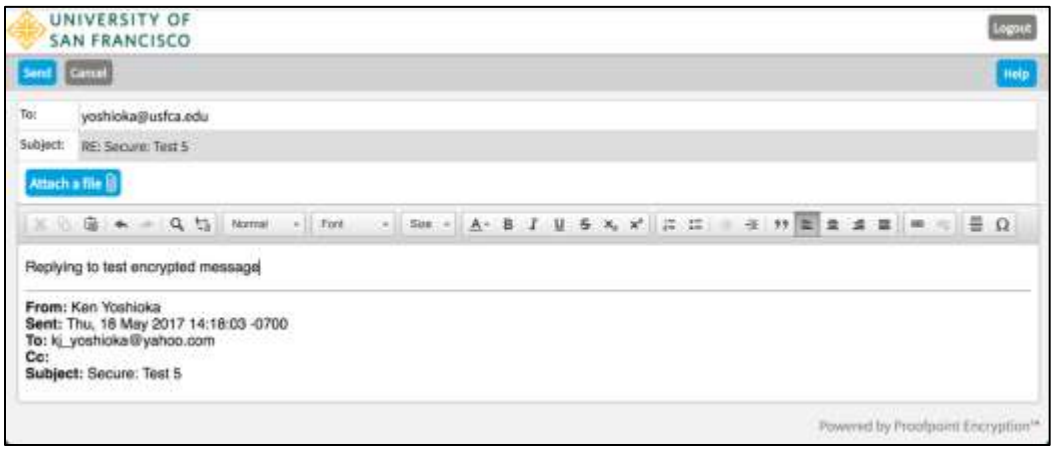
As a USF faculty and staff member, when you receive an encrypted message either from another USF faculty/staff or as a reply from an outside recipient, click on the **Click here** link to login with your USF email address and USF password to access and view the message.



Then you can reply from this display window to the sender with a return message that is encrypted.



Once sent, the message is encrypted, and both the sender and the recipient will need to login to view the message.



After sending the message, you will see a dialog asking to return to the message or to logout of secure messaging.

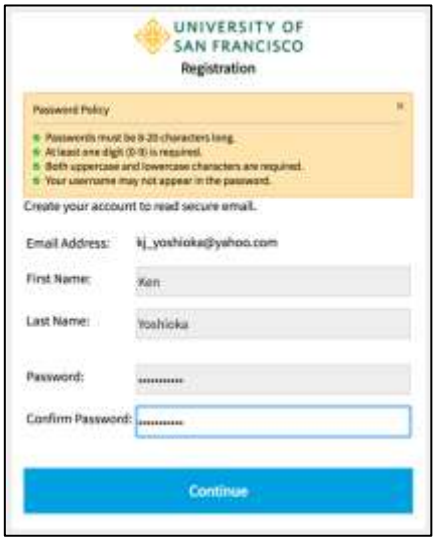
Note that the encrypted message will be accessible via the Click here link for 7 days from the time it was sent.

After 7 days, the link will become disabled and you will need to click on the attachment to access the message for 14 days from the time it was sent, after which the message will be deleted permanently.

Receiving an encrypted message at a USF Student @dons address or non-USF address

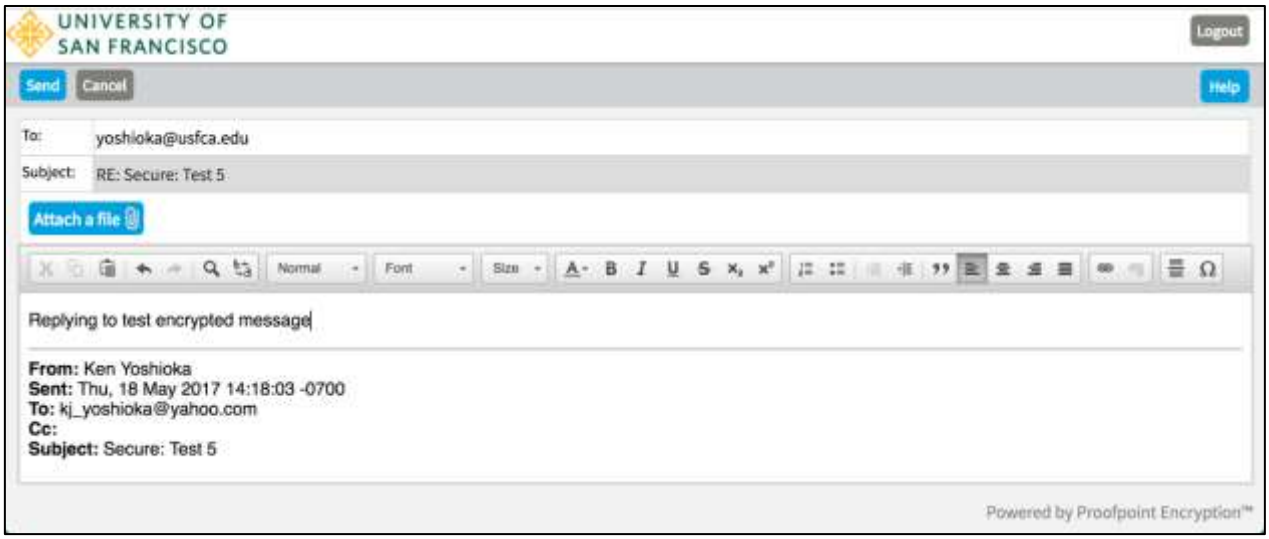
When an encrypted message is received by a USF student (@dons.usfca.edu) or at a non-USF address (e.g. @abc.com), click on the **Click here** link. If this is the 1st time accessing an encrypted message, a Registration page will appear when clicking on the **Click Here** link. Otherwise, login with your registered email address and password.

For the Registration page, enter your name and create a password according to the described password policy and click **Continue** to view the message.



Then you can reply from this display window to the sender with a return message that is encrypted.

Once sent, the message is encrypted, both the sender and the recipient will need to login to view the message.



After sending the message, you will see a dialog asking to return to the message or to logout of secure messaging.

Note that the encrypted message will be accessible via the Click here link for 7 days from the time it was sent.

After 7 days, the link will become disabled and you will need to click on the attachment to access the message for 14 days from the time it was sent, after which the message will be deleted permanently.