



Secure Messaging Guide

Overview

Proofpoint Targeted Attach Protection improves email security and helps protect against threats distributed via email, including phishing and targeted attacks. When sending or receiving email messages from external recipients, follow the steps outlined below to improve email security.

Procedure

Step 1: Launch Outlook and open a new email or modify an existing email.

Step 2: In the email subject line, type [Secure] with a space between the last bracket and the email subject. The word “secure” is not case sensitive and may be lowercase or initial capped.

 Send	To	<input type="radio"/> External <User@Externalemailaddress.com>
	Cc	
Subject		[Secure] Proofpoint Documentation Request

Step 3: Proofpoint sends the recipient an email notifying them they have a secure message.

	OKLAHOMA	
<p>This is a secure message.</p> <p>Click here by 2023-05-23 19:08 UTC to read your message. After that, open the attachment.</p>		

Step 4: Recipient clicks the secure message hyperlink.

- a. **Registration** screen displays, if first login.
- b. Enter first name, last name, and create a password.

OKLAHOMA
Registration

Create your account to read secure email.

Email Address: Recipient's email address

First Name:

Last Name:

Password:

Confirm Password:

We have sent a validation code to your email address. Please check your inbox for the code and enter it below. If you did not receive it and need another code: [Click here](#)

Validation Code:

Continue

Step 5: Reference registration email, if first time user, for validation code information. This will not be required, once established user.

- a. Input validation code.
- b. Click **Continue**.

Proofpoint Encryption Registration

proofpoint-pps@ppops.net <proofpoint-pps@ppops.net>
To: Recipient's email address

Please use this validation code to complete your registration: 016977

Note: This code will expire in 30 minutes.

Step 6: Secure portal opens, providing recipient with options to reply, retrieve documents and other functions within the secure portal.

Step 7 (Optional): External users may also send secure messages to employees using a similar process:

- a. Send an email to the external recipient using the [Secure] in the subject line.
- b. The external recipient must set up an account to access the secure message portal and will be prompted with the first email.
- c. External recipient can go to <https://securemail.ok.gov/securereader/init.jsf> and login with credentials to access the secure message portal.