

## Sending Secure Messages to External Recipient Guide


### Overview

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

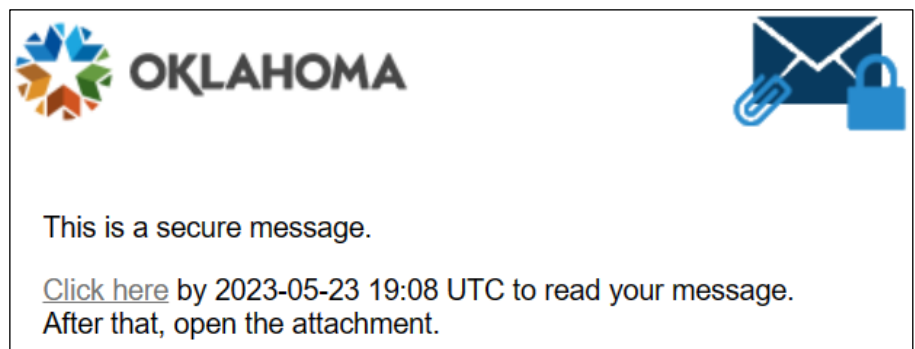
### Procedure

**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.

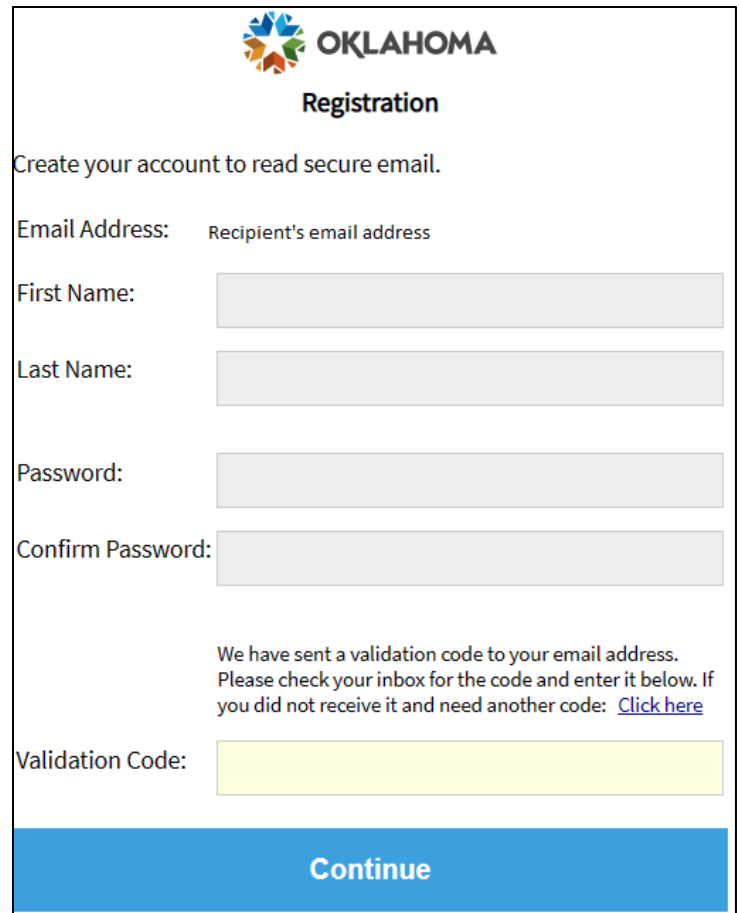
 Send	To	<input type="radio"/> External <User@Externalemailaddress.com>
	Cc	
Subject		[Secure] Proofpoint Documentation Request

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



**Step 4:** Recipient clicks the secure message hyperlink.

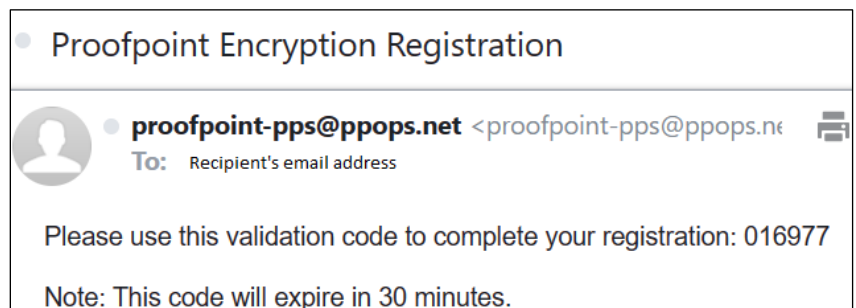
- a. **Registration** screen displays, if first login.
- b. Enter first name, last name, and create a password.



The image shows a web form titled "OKLAHOMA Registration". At the top is the Oklahoma state logo. Below the title, it says "Create your account to read secure email." The form contains several input fields: "Email Address:" with a placeholder "Recipient's email address", "First Name:", "Last Name:", "Password:", and "Confirm Password:". Below these fields, a message states: "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](#)". There is a "Validation Code:" field with a yellow background. At the bottom is a large blue button labeled "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**.



The image shows an email interface for "Proofpoint Encryption Registration". It features a header with the title and a sub-header "proofpoint-pps@ppops.net <proofpoint-pps@ppops.net>". Below this is a "To:" field with the placeholder "Recipient's email address". The main body of the email contains the text: "Please use this validation code to complete your registration: 016977" and "Note: This code will expire in 30 minutes." There is a small icon of a person in a circle next to the email address.

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