



Sending Secure Messages to External Recipient Guide

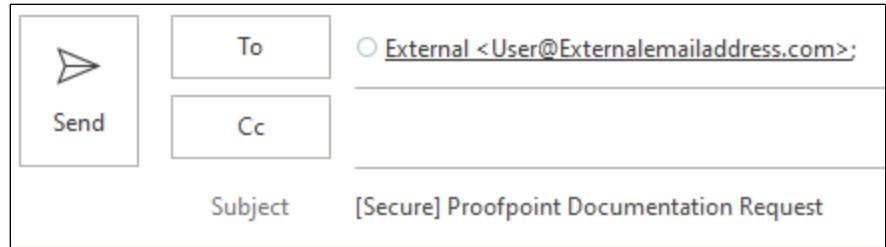
Overview

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.

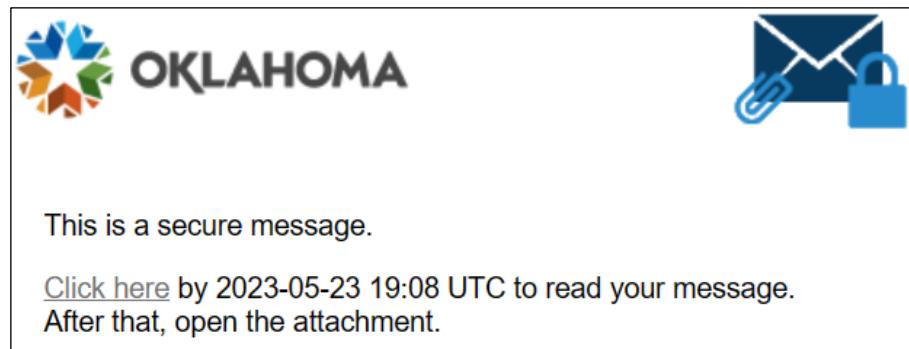
Procedure

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.

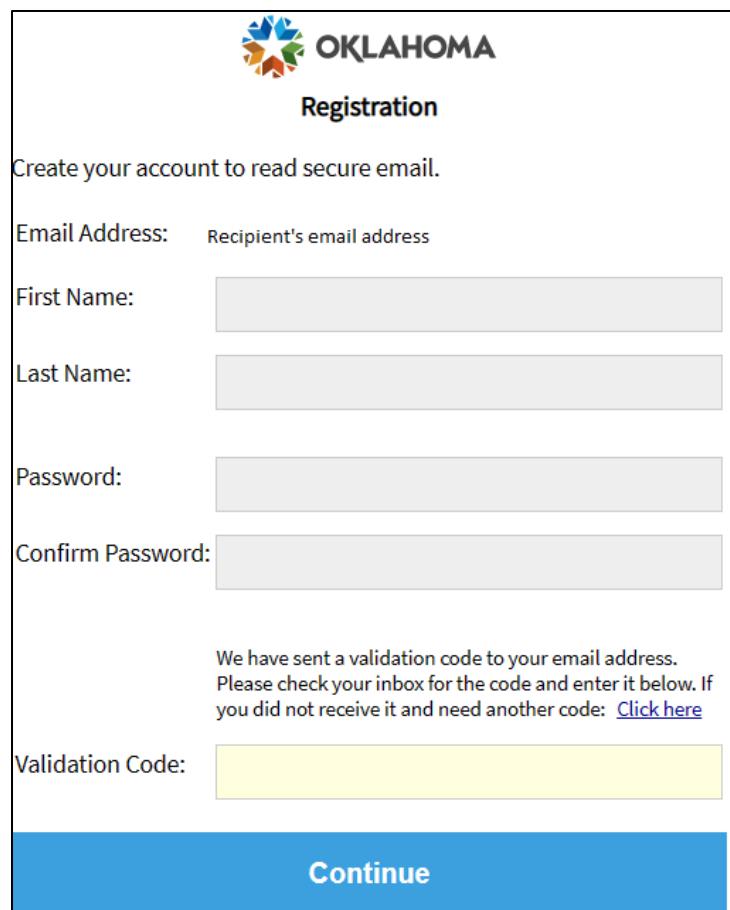


Step 3: Proofpoint sends the recipient an email notifying them they have a secure message.



Step 4: Recipient clicks the secure message hyperlink.

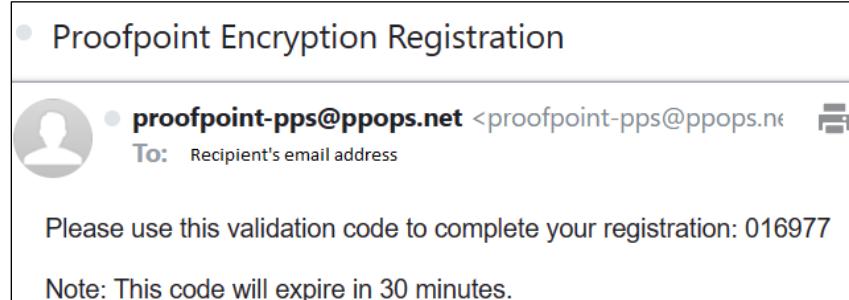
- a. **Registration** screen displays, if first login.
- b. Enter first name, last name, and create a password.



The image shows a registration form titled "OKLAHOMA Registration". The logo features a stylized sun with rays in blue, green, and yellow. The text "OKLAHOMA" is in a bold, sans-serif font, with "OKLAHOMA" in a larger, bold, black font and "REGISTRATION" in a smaller, bold, black font below it. The form is titled "Registration" and includes the instruction "Create your account to read secure email." It has four input fields: "Email Address" (placeholder "Recipient's email address"), "First Name", "Last Name", and "Password" (with "Confirm Password" below it). Below these fields is a message: "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 also a "Validation Code" input field and a large blue "Continue" button at the bottom.

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 from "Proofpoint Encryption Registration" to "proofpoint-pps@ppops.net". The subject line is "Proofpoint Encryption Registration". The email body contains a validation code "016977" and a note that it will expire in 30 minutes. There is a "Print" icon in the top right corner.

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