

Proofpoint Mail Encryption Appliance

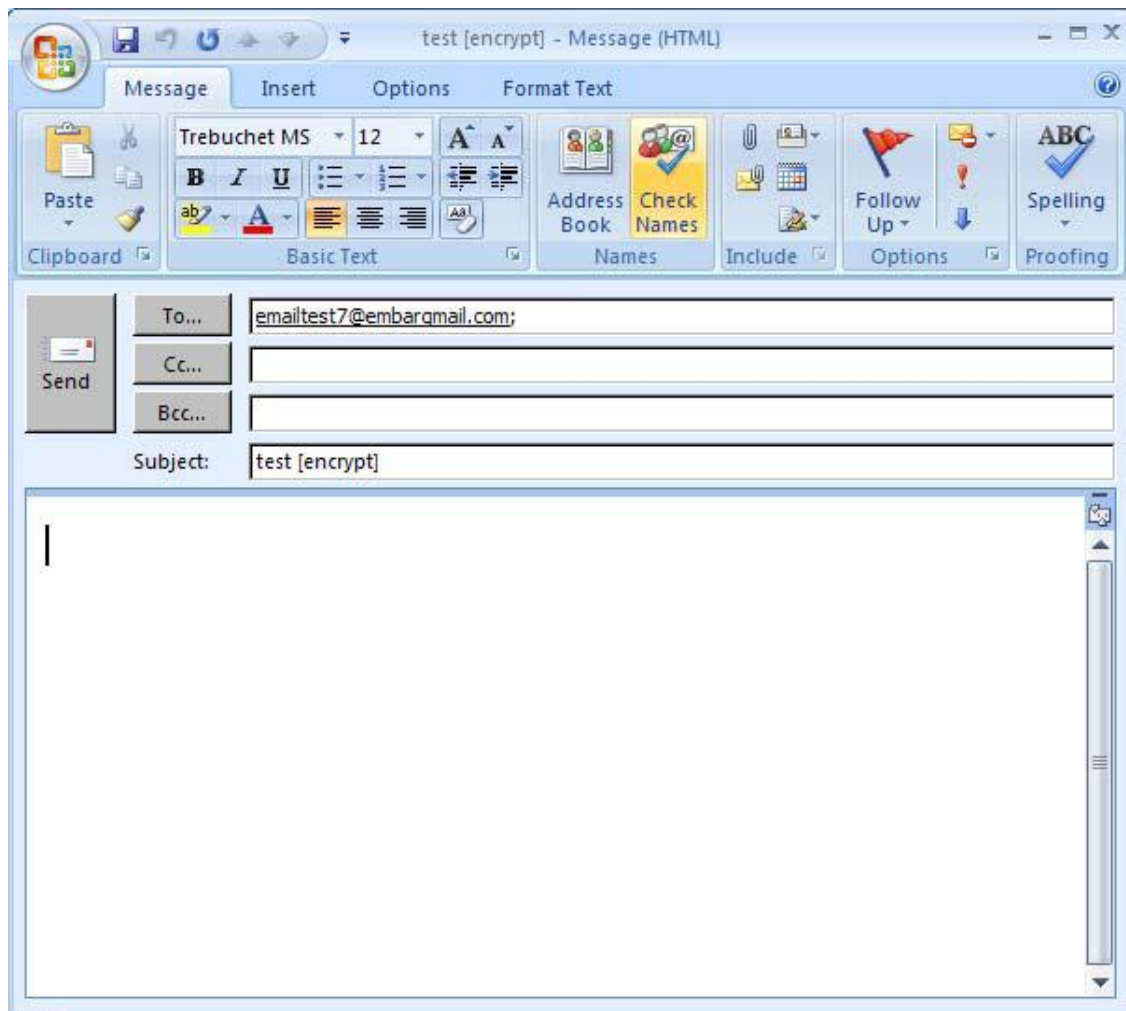
Proofpoint mail encryption allows you to send encrypted e-mail messages to a recipient outside the following e-mail systems (the following addresses are considered safe):

E-mail Address	Contacting
mo.gov	All state agencies (dmh.mo.gov, dss.mo.gov, etc.)
lpha.mopublic.org	County Health Departments
gocolumbiamo.com	Columbia-Boone County
kcmo.org	Kansas City
springfieldmo.gov	Springfield-Greene County
ci.springfield.mo.us	Springfield-Greene County (old address)
stlouisco.com	St. Louis County
coecounty.org	Cole County
newtoncountyhealth.org	Newton County
sccmo.org	St. Charles County
indepmo.org	Independence City

Proofpoint does not allow sending encrypted e-mail internally (to the addresses listed above).

NOTE: No software is actually installed on the computer.

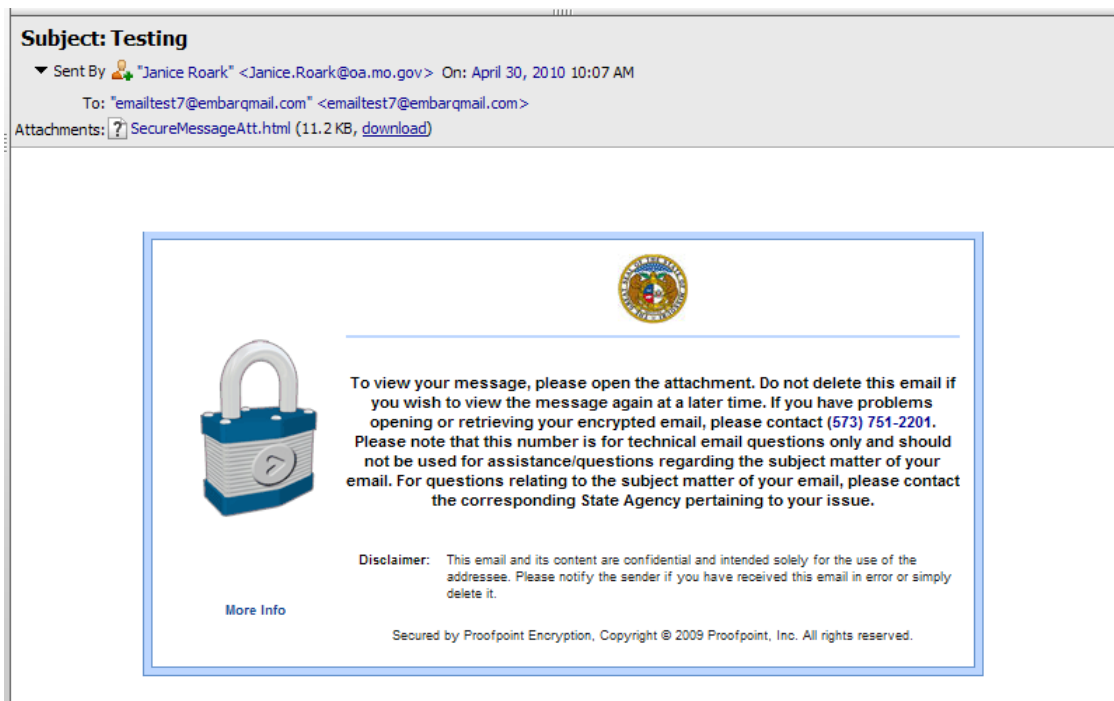
If a user wishes to send an encrypted e-mail message, the word **[encrypt]** must be typed in brackets somewhere in the subject line. (*Always verify e-mail addresses before sending sensitive data!*) For example:



How does the Proofpoint Mail Encryption Work?

After the end user composes the message with **[encrypt]** in the subject line and presses send, the following takes place.

1. The e-mail is sent to the Proofpoint device where it is encrypted and stored.
2. Proofpoint sends a separate message to the recipient indicating they have an encrypted message to view.
3. The recipient receives the e-mail.
4. The recipient opens the e-mail and clicks on the SecureMessageAtt.html attachment.



5. After opening the SecureMessageAtt.html attachment, the recipient clicks the "Click to read message" button.

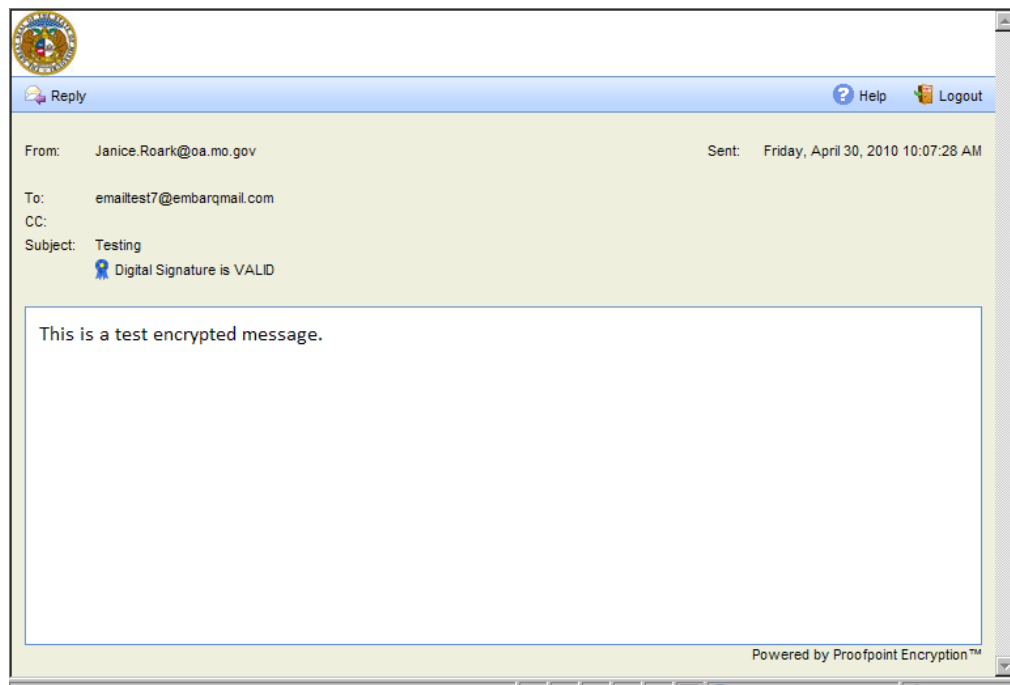


6. The recipient is asked to enroll in the Proofpoint encryption system. The recipient types their first name, last name, a password of their choosing (the password must have a minimum of seven characters with one number), and selects a password reminder phrase. The recipient clicks "Continue".



The registration form is titled "Registration" and features the Missouri State Seal at the top center. Below the seal, the text reads "Create your account to read secure email." The form contains several input fields: "Email Address" (pre-filled with emailtest7@embarqmail.com), "First Name" (Test), "Last Name" (User), "Password" (masked with dots), and "Confirm Password" (masked with dots). A "Password Reset" section includes a "Question" dropdown menu (set to "Your childhood best friend") and an "Answer" text box (containing "Mary"). A "Continue" button is located at the bottom right of the form.

7. The encrypted e-mail is decrypted and opened for the recipient to view.



The recipient may reply back to the sender only and cannot forward the message to any other e-mail account. The message is sent from the Proofpoint device through the mail relay to the recipient's mailbox.

For subsequent encrypted e-mails sent to this same recipient (a recipient who is already enrolled in the encryption system):

1. The sender types **[encrypt]** in the subject line of the e-mail they are sending in encrypted format.
2. The e-mail goes to the Proofpoint device for encryption and storing.
3. Proofpoint sends an e-mail to the recipient indicating they have an encrypted message.
4. The recipient receives the e-mail.
5. The recipient opens the e-mail, types in their password, and clicks "Continue".



The screenshot shows a login window titled "Login". On the left is a graphic of a gold key with a blue oval tag. On the right is a circular logo with an eagle. Below the logo, the text reads "Log in to read your secure message." followed by "Email Address: emailtest7@embarqmail.com" and "Password:" with a masked input field. At the bottom right, there are two buttons: "Forgot Password" with a key icon and "Continue" with a right-pointing arrow icon.

6. The encrypted e-mail is decrypted and opened for the recipient to view.

Forgotten Passwords: If the recipient forgets their password, there is an option within the message that says "Forgot Password". You may reset it by clicking here. Once the recipient clicks on this option, the system will then prompt the recipient with the password reminder question. If the recipient answers the password reminder question correctly, they will be allowed to change the password and read the message.

Log out

The recipient should click "Logout" when finished viewing and replying to their message.