

UNM HSC Secure Email

1. Recipient receives secure email message. Select [click here](#) to open message.



2. Recipient will be required to register for a Proofpoint Secure Email account. A validation code will be sent to the recipients email address, which they must enter in Validation Code Box. Select Continue.

The registration form features the UNM Health Sciences logo and the title "Registration". It includes the instruction "Create your account to read secure email." and the following fields:

- Email Address: ExternalUser@gmail.com
- First Name:
- Last Name:
- Password:
- Confirm Password:

Below the password 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](#)".

The Validation Code field is highlighted in yellow. At the bottom, a blue "Continue" button is highlighted with an orange arrow.

3. Proofpoint Secure Mail Portal will open. Secure messages received from Proofpoint will be listed on the left side of the screen, the message body will appear on the right. Click reply to respond to secure messages.

The screenshot shows the Proofpoint Secure Mail Portal interface. At the top left is the "NM HEALTH SCIENCES" logo. At the top right, the user is logged in as "ExternalUser@gmail.com" with a "Logout" button. Below the header, there are "Reply" and "Reply All" buttons, with an orange arrow pointing to the "Reply" button. A "Help" button is also visible. The main area is divided into two panes. The left pane shows an "Inbox" and "Sent" tab. The "Inbox" tab is active, displaying a list of messages from "HSCUser@salud.unm.edu" with subjects like "RE: Test *secure* 1258", "Test 2:18pm *secure*", "Test 942am *secure*", and "Test 8:45am *secure*". The right pane shows the details of the selected message, "Test 2:18pm *secure*", with a "Digital Signature is VALID" status. The message body contains the text "Test". At the bottom right, it says "Powered by Proofpoint Encryption™".

4. Type your reply and hit send when you're ready to send your message. Click logout when done.

The screenshot shows the Proofpoint Secure Mail Portal interface in the "Send" state. The "Logout" button at the top right now has an orange arrow pointing to it. The "Reply" and "Reply All" buttons are replaced by "Send" and "Cancel" buttons, with an orange arrow pointing to the "Send" button. The left pane shows the same message list as in the previous screenshot. The right pane shows the "Compose" form for the message "Test 2:18pm *secure*". The "To:" field is filled with "HSCUser@salud.unm.edu" and the "Subject:" field is "RE: Test 2:18pm *secure*". There is an "Attach a file" button. The "From:" field is "HSC User", the "Sent:" field is "Fri 18 Dec 2020 21:18:25 +0000", the "To:" field is "'ExternalUser@gmail.com'", and the "Cc:" field is empty. The "Subject:" field is "Test 2:18pm *secure*". The message body contains the text "Test". At the bottom right, it says "Powered by Proofpoint Encryption™".