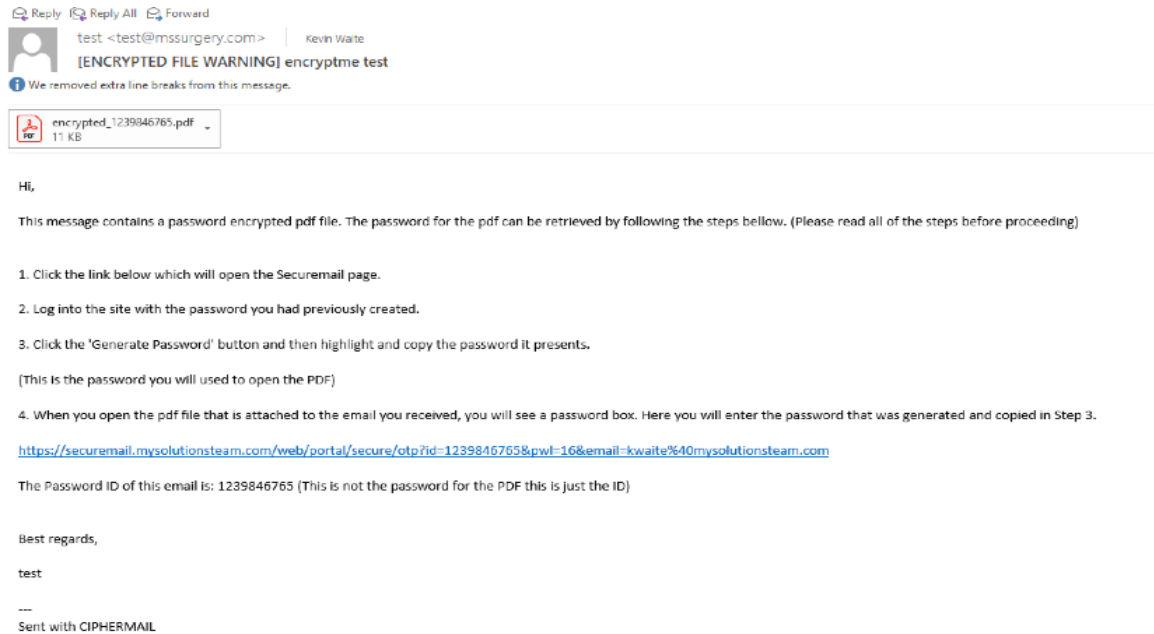
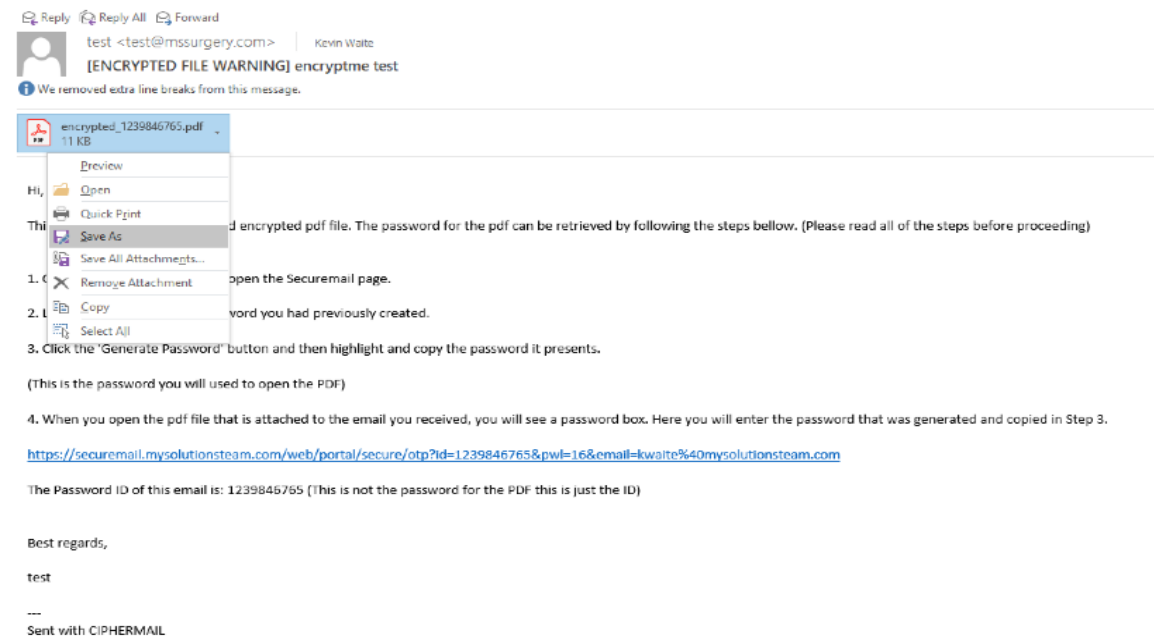


Opening Encrypted Email With Attachments

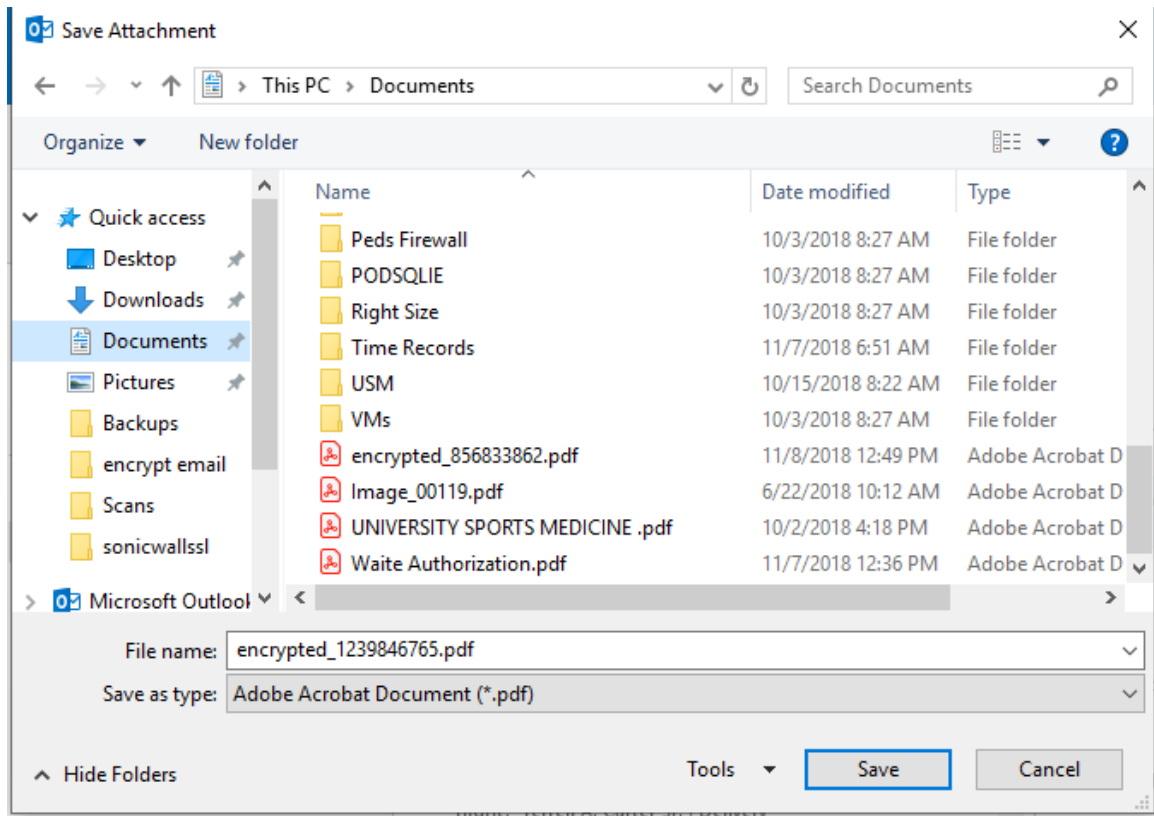
1. The encrypted email message should look something like this in Outlook.



2. Click the down arrow beside the "encrypted_XXXXXXXXX.pdf" and select "Save As" to save the file to your local computer.



3. Save the “encrypted_XXXXXXXXX.pdf” to a location you can easily remember.




4. Once you have the file saved go back to the encrypted email and click on the link in Step 4 of the email.

4. When you open the pdf file that is attached to the email you received, you will see a password box. Here you will enter the password that was generated and copied in Step 3.

<https://securemail.mysolutionsteam.com/web/portal/secure/otp?id=1239846765&pwd=16&email=kwaite%40mysolutionsteam.com>

5. Login to the CIPHERMAIL portal.

Portal login 

Please enter your email address and password

Email
Your email address

Password
Your portal password

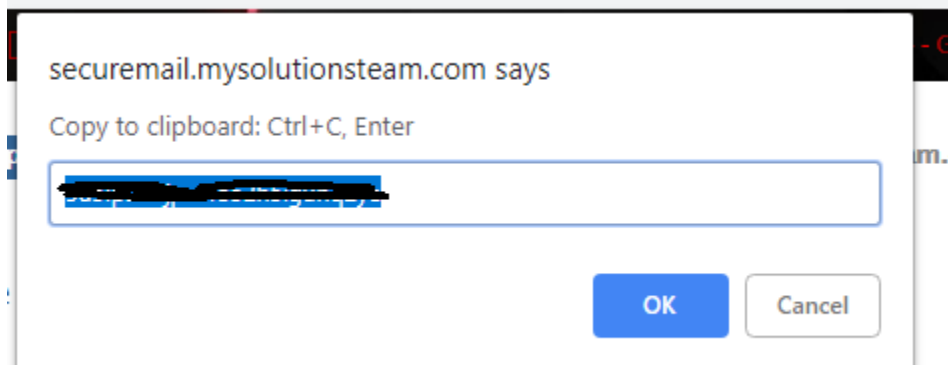
6. Once logged in click on the “Generate Password” button to create your unique password to unencrypt the “encrypted_XXXXXXXXX.pdf” file.

Password id:

PDF password:

* if the password id field is empty, copy and paste the password id from the email.

7. Copy the password by highlighting it and pressing the Ctrl + C at the same time.

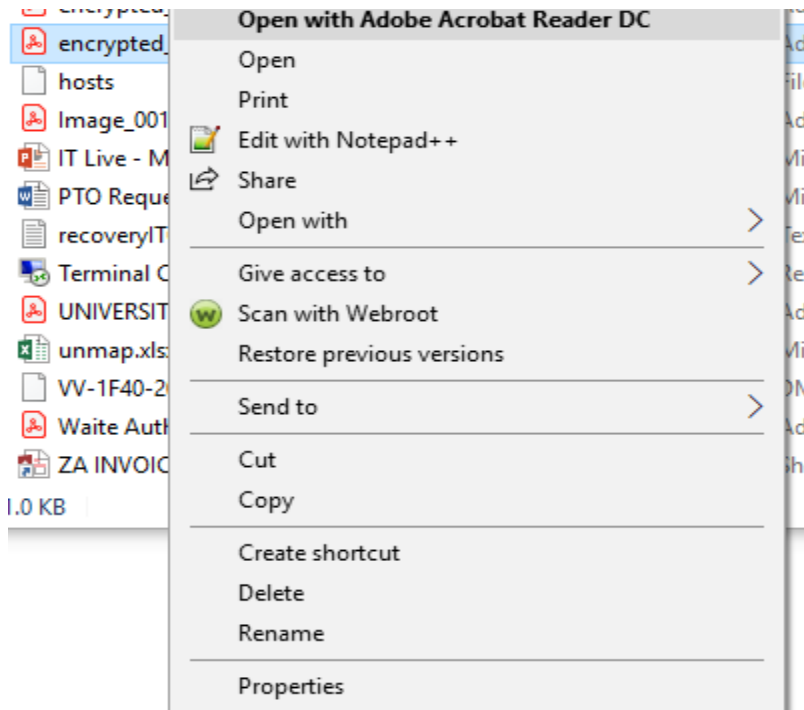


ing the Generate password button, the password for the enc

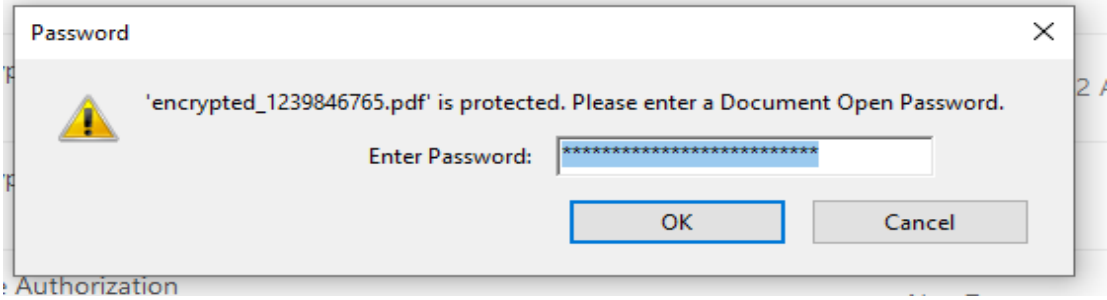
8. Locate the “encrypted_XXXXXXXX.pdf” you saved in step 3.

encrypted_85b8338b2.pdf	11/8/2018 12:49 PM	Adobe Acrobat D...	2 KB
encrypted_1239846765.pdf	11/9/2018 3:31 PM	Adobe Acrobat D...	12 KB

9. Open the “encrypted_XXXXXXXX.pdf” file in either Adobe Reader or in Foxit Reader.



10. Use Ctrl+V to paste the password from step 7 into the password box.



11. The "encrypted_XXXXXXXXX.pdf" should fully display with the text of the email in the right pane and the attachments from the email on the left.

