**Non-Commonwealth Employee User Pre-Registration**

Go to <https://ppsecuremail.state.ma.us/encrypt>

1. Enter your email address



1. Click continue – you will see the following screen 
2. Enter required information and accept terms and conditions



Click Continue

1. You will receive the following notification that an email was sent to your account



1. Click on the link in the email



1. It will bring you to the Account Activated Screen – click Continue



1. It will bring you to the Compose Message Screen -



If you are completing this for the first time after 6/27/2017 and would like to send a Secure Message via the new Proofpoint Encryption please do.

**Please note when composing a new message if you would like a copy sent to your inbox you MUST click on the box.**

**Reading a Secure Message**

The user will receive a message that looks similar to the following.



The user should open the attachment to read the message it will bring them to the following screen.



Click to read message – you will be required to login



Once you have entered the proper credentials – you can read the message



To reply/reply all click either button



You can just type in your reply and click send or you may add an attachment as well.

To add an attachment click Attach a file, click add, chose your attachment



When you’re done with the message click send. Note: on replies you will automatically be sent a copy of the message unless you uncheck the box.

