



How to Register for Secure emails

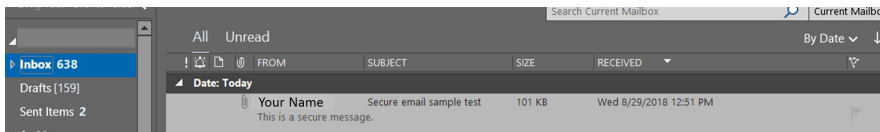
The first time you receive a secure email sent from Palomar, you are required to register your email address with Proofpoint Encryption. For subsequent messages, you will only need to enter your password.

NOTE:

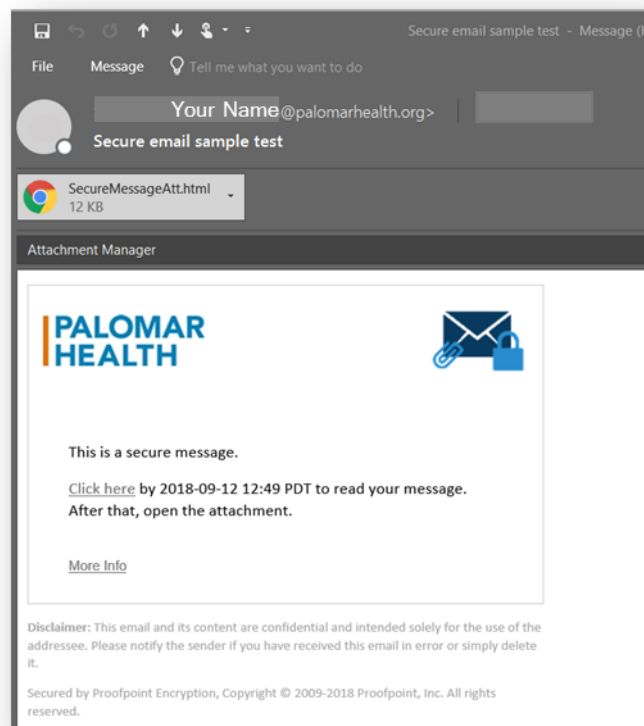
- You need to register each email address that you use to receive secure email from Palomar Health.

To register your email address with Proofpoint Encryption:

1. Open the message. It will have "Secure:" in the subject line and will have an attachment.



2. Use the **Click here** link to access the registration form.



PALOMAR HEALTH
Registration

Password Policy ✕

- ✔ Passwords must be 8-20 characters long.
- ✔ At least one digit (0-9) is required.
- ✔ Your username may not appear in the password.

Create your account to read secure email.

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

Continue

4. Click the email attachment to open the message.

The sequence illustrates the workflow for opening a secure email:

- Email Client View:** An email from 'Your Name <Your Name@palomarhealth.org>' is shown. An attachment named 'SecureMessageAtt.html' (12 KB) is highlighted with a red box.
- Click to Read Message:** A modal window appears with the Palomar Health logo and a 'Click to read message' button highlighted with a red box. Below the button, it states: 'If you do not see a button or clicking the button yields no action, please click the link in the message.' A 'More Info' link is also present.
- Secure Email Content:** The browser displays the secure email content. It includes the Palomar Health logo, a 'Logout' button, and action buttons for 'Reply', 'Reply All', 'Forward', and 'Help'. The subject is 'Secure email sample test' with a 'Digital Signature is VALID' status. The header shows: 'From: Sender@palomarhealth.org', 'To: Your Name', 'CC:', and 'Sent: 8/29/2018 12:49:36 PM'. The body text reads: 'This is a secure email because the body contains sensitive PHI and PII information. Thank you'. The footer indicates 'Powered by Proofpoint Encryption™'.

Questions should be directed to
Palomar Health Information Security at InfoSec@palomarhealth.org