

Quick Reference Guide for SendSafe Email Recipients

Registration Process

Step 1: Upon receipt of your first encrypted email, you will receive an email notification alerting you to a secure message in your personal email inbox.

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▲ Folders		Inbox				Filter 🗸
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Junk Email Drafts		You have receive You have receive	ed a secure message Fr ed a secure message fro	om NYU Langon m NYU Langone	ie Healti Health.	12:15 PM It has been encrypted to prot

Step 2: Click on the link contained in the email prompting you to register in the MCIT-approved SendSafe email messaging system.

You have received a secure message From NYU Langone Health				
Compliance Help <compliancehelp@nyumc.org> Wed 4/25/2018 12:15 PM To: testing2220@outlook.com &</compliancehelp@nyumc.org>	\$ Reply all			
You have received a secure message from NYU Langone Health.				
It has been encrypted to protect sensitive information.				
Click on the link below to access your message. If you have not previously registered, you will be asked to create a password and set your delivery preferences. Messages received in your SendSafe Secure Email inbox will automatically be deleted in 30 days.				
https://sendsafe.nyumc.org/b/b.e? r=testing2220%40outlook.com&n=0aoOy%2BDB%2FdnQ9VuTwc4kaw%3D%3D				
If you have questions about the message, please contact the sender of this message: Compliance Help <compliancehelp@nyumc.org></compliancehelp@nyumc.org>				
For information about NYU Langone Health's Secure Messaging System, please visit http://nyulangone.org/policies-disclaimers/sendsafe-email				

Step 3: Next, you will be prompted to create a passphrase. Afterwards, click "Continue" to proceed. Note: You must create a unique passphrase for the SendSafe messaging system. It should be different than the password used to access NYU Langone Health's network.

NYU Langond Health		Symantec.
You have received	an encrypted message from NYU La	angone Health
Please create a passphrase Here are some recommenda • Use at least 8 charac • Use non-alphabetic c • Use an easy to reme • Don't use obvious pa • Don't use famous qu Passphrase:	to secure future messages delivered to you. tions for protecting your passphrase: ters for your passphrase. haracters such as numbers or punctuation marks. mber passphrase that you don't need to write down. ssphrases that can be easily guessed. sphrase a single word. otations.	
Confirm Passphrase:		Copyright © 2014 Symantec Corporation. All Rights Reserved.

Step 4: The default delivery option "SendSafe Secure Web Email" is selected, which allows you to receive the message in traditional email format. Click "Choose Option" to proceed. The "SendSafe Secure PDF Email" delivery option is an advanced feature.

	NYU Langone Health					
	Message Delivery Options					
Default option is already selected	Please select how you would like to receive future messages from NYU Langone Health.					
	documents.					

Prior to selecting your delivery option, please review the detailed instructions below:

SendSafe Secure Web Email	SendSafe Secure PDF Email			
Click on the SendSafe registration link included in the email notification sent to your personal email inbox.				
Log into your SendSafe Secure email inbox.				
Access, read, and reply to messages in your SendSafe web email inbox.	Read messages directly in your personal email mailbox upon entering the passphrase you selected to unlock the PDF file.			
<u>Note</u> : This delivery option is supported on all desktops, laptops, and mobile devices.	<u>Note</u> : This delivery option is supported on all desktops, laptops, and mobile devices (e.g., iPhone and iPad)with Adobe Reader X or later version. The free download is available at http://adobe.com/reader.			

*Remember to log out of your SendSafe email inbox after reading your message. A copy of your message(s) will be available for 30 days in your SendSafe email inbox. All subsequent encrypted emails will be available in the delivery format you originally selected.