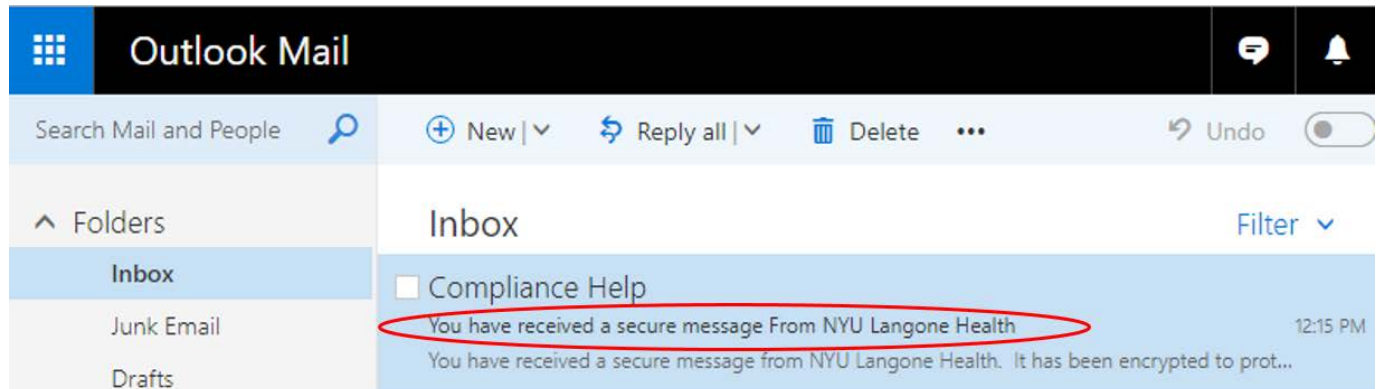


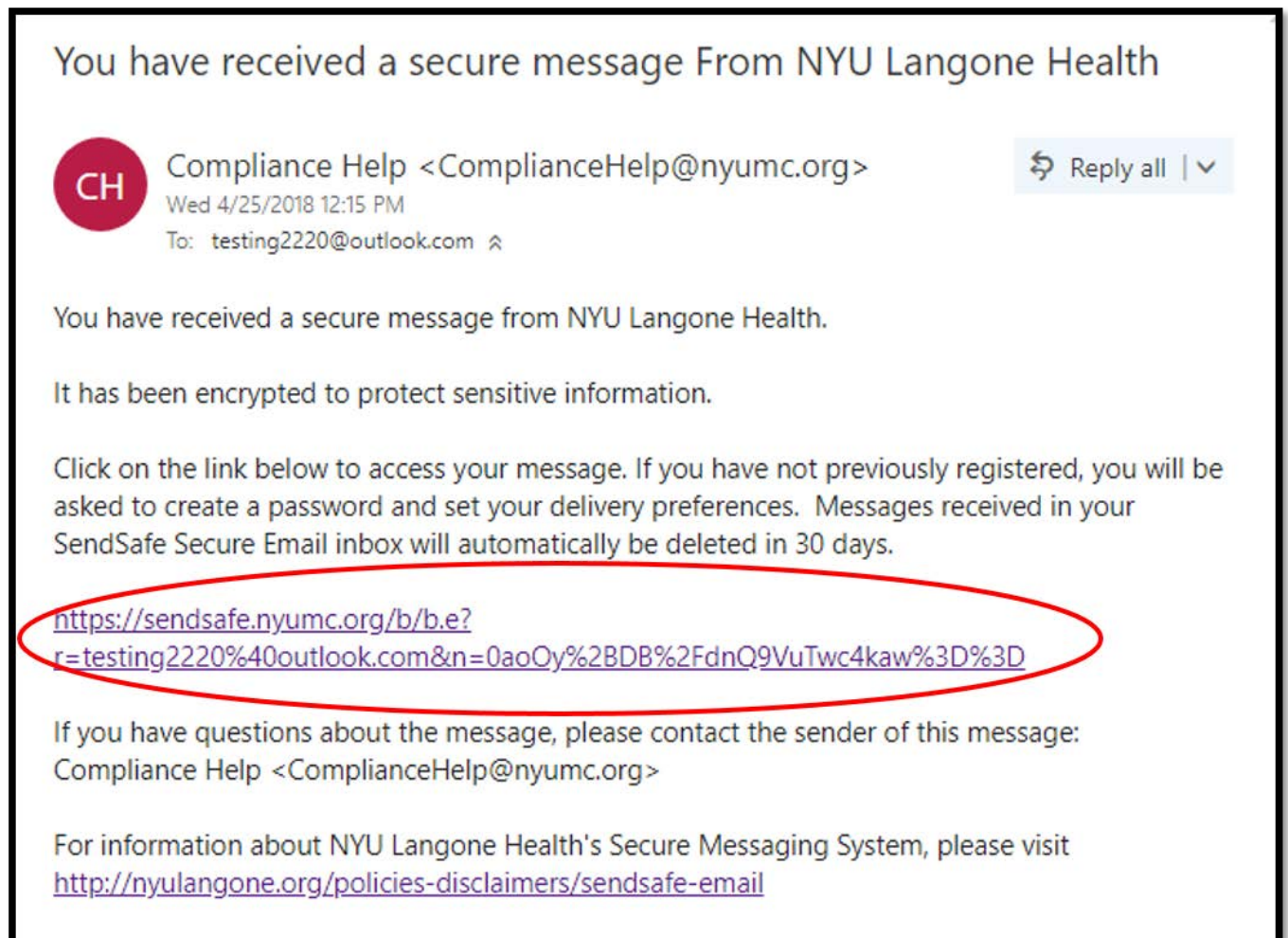
## Quick Reference Guide for SendSafe Email Recipients

### 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.



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



**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.

**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.

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 <a href="http://adobe.com/reader">http://adobe.com/reader</a> .

\*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.