

SendSafe Secure Email
Quick Reference Guide for Recipients – PDF Attachment

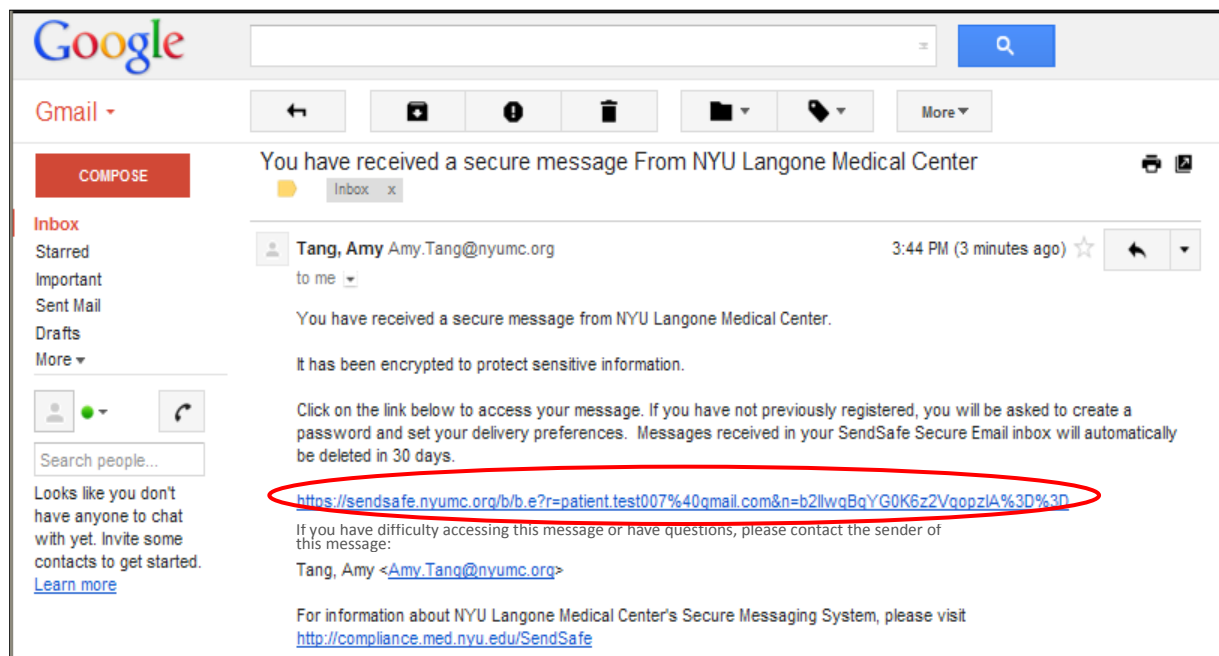
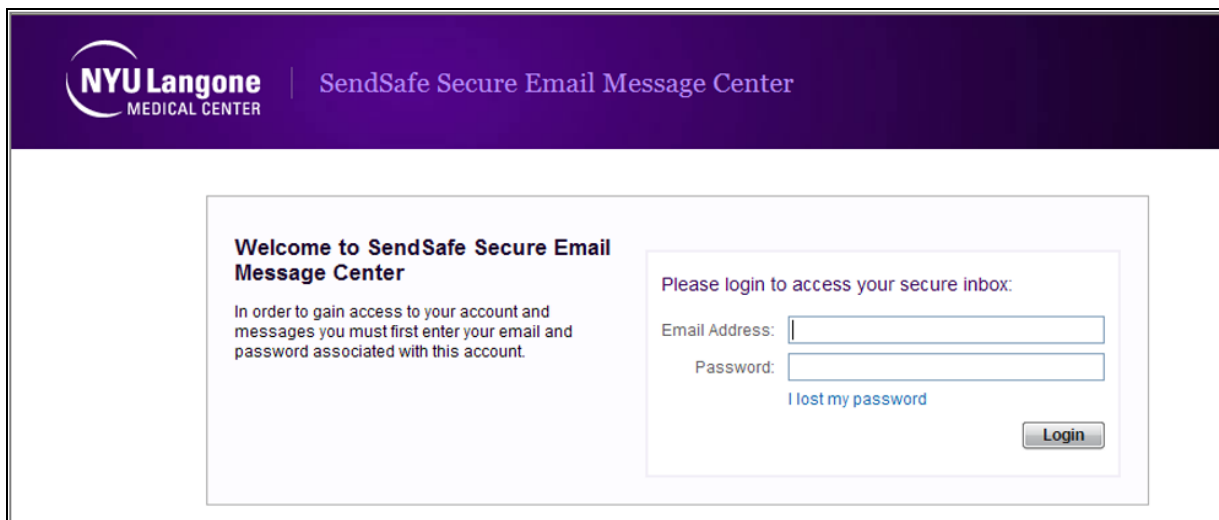
SendSafe Secure On-Line Email	SendSafe Secure PDF Attachment
Receives email notification in personal email inbox	Receives email notification in personal email inbox
Prompt to click on link	Prompt to enter password
Sign into SendSafe Secure On-Line Email inbox	-----
Read messages in SendSafe Secure On-Line Email inbox	Read messages directly in personal email inbox
Supported on all desktop computers	Supported on all desktop computers
Supported on all mobile devices	Supported on mobile devices with the Adobe Reader X download



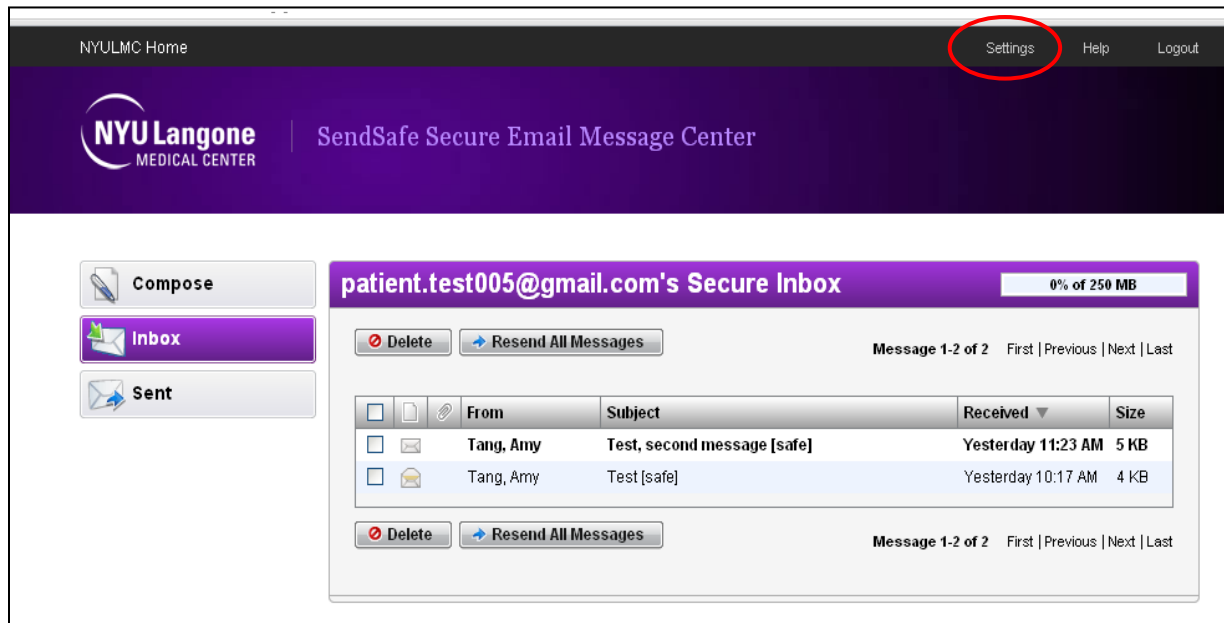
The PDF Attachment delivery option works on desktop computers and mobile devices with Adobe Reader X. The free download is available at <http://adobe.com/reader>. This delivery option is tested to work on the iPhone and iPad.

At any time after initial registration, you may choose to receive encrypted email as a PDF in your personal email. Follow the below instructions to change your delivery options.

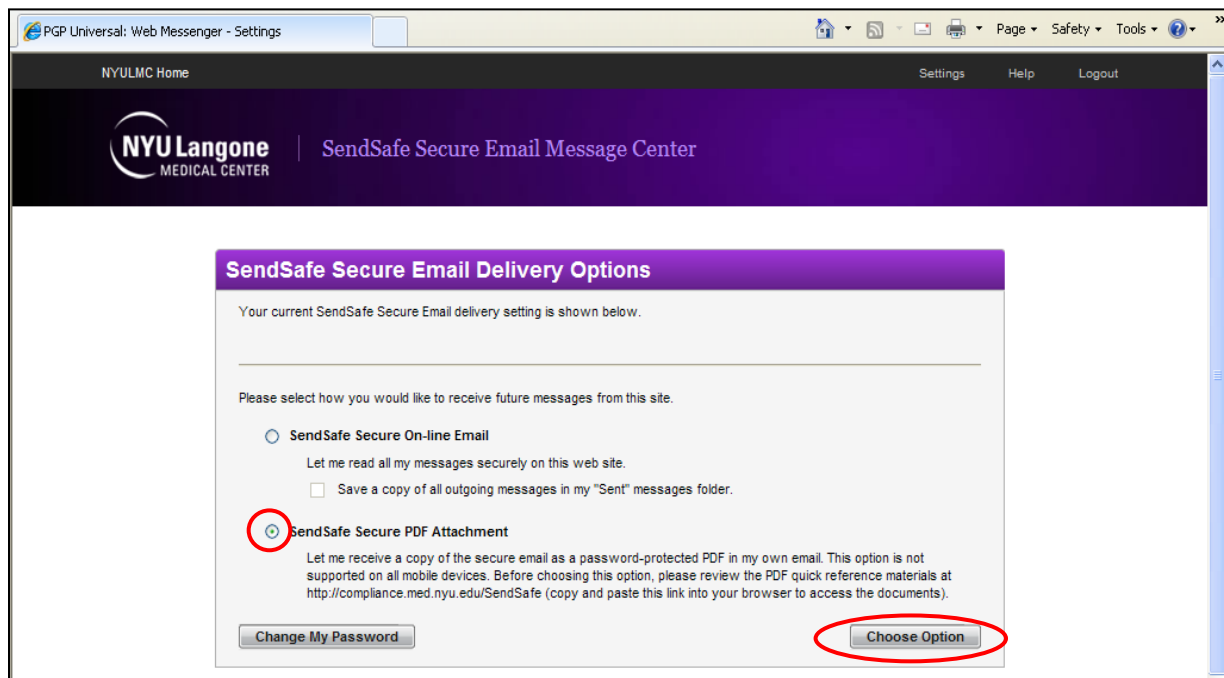
Step 1: Visit <https://sendsafe.nyumc.org> or enter the link in your notification email to log on to SendSafe.



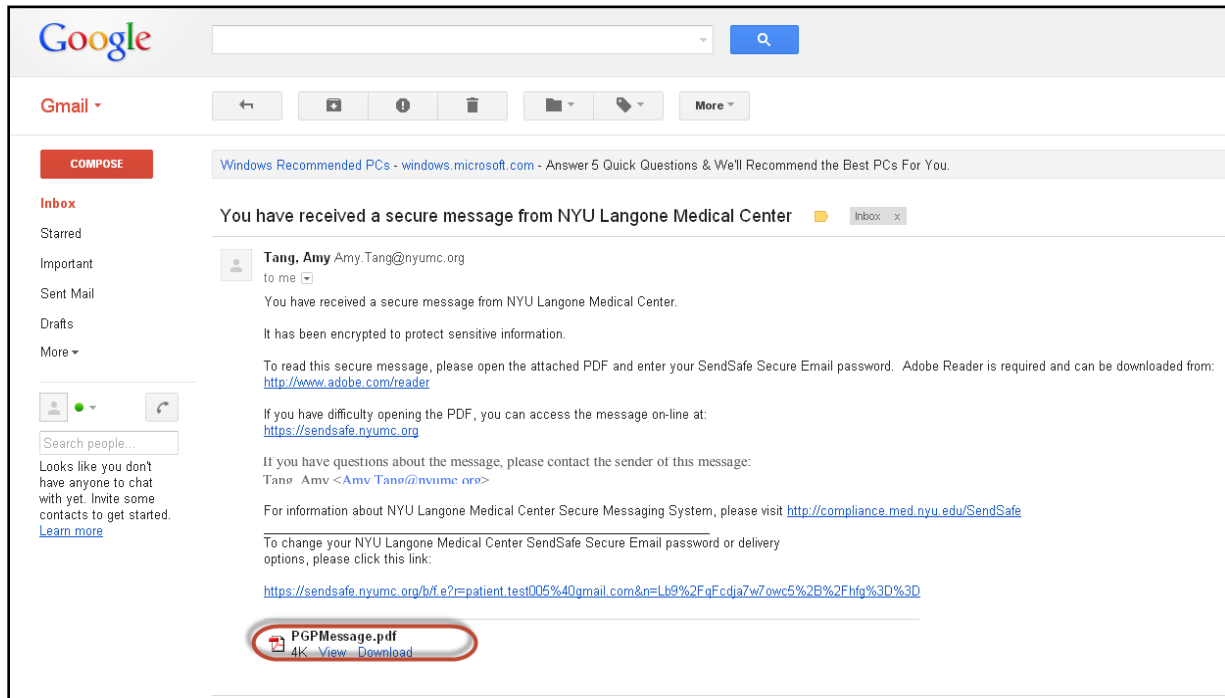
Step 2: After logging on to your SendSafe inbox, click “Settings”.



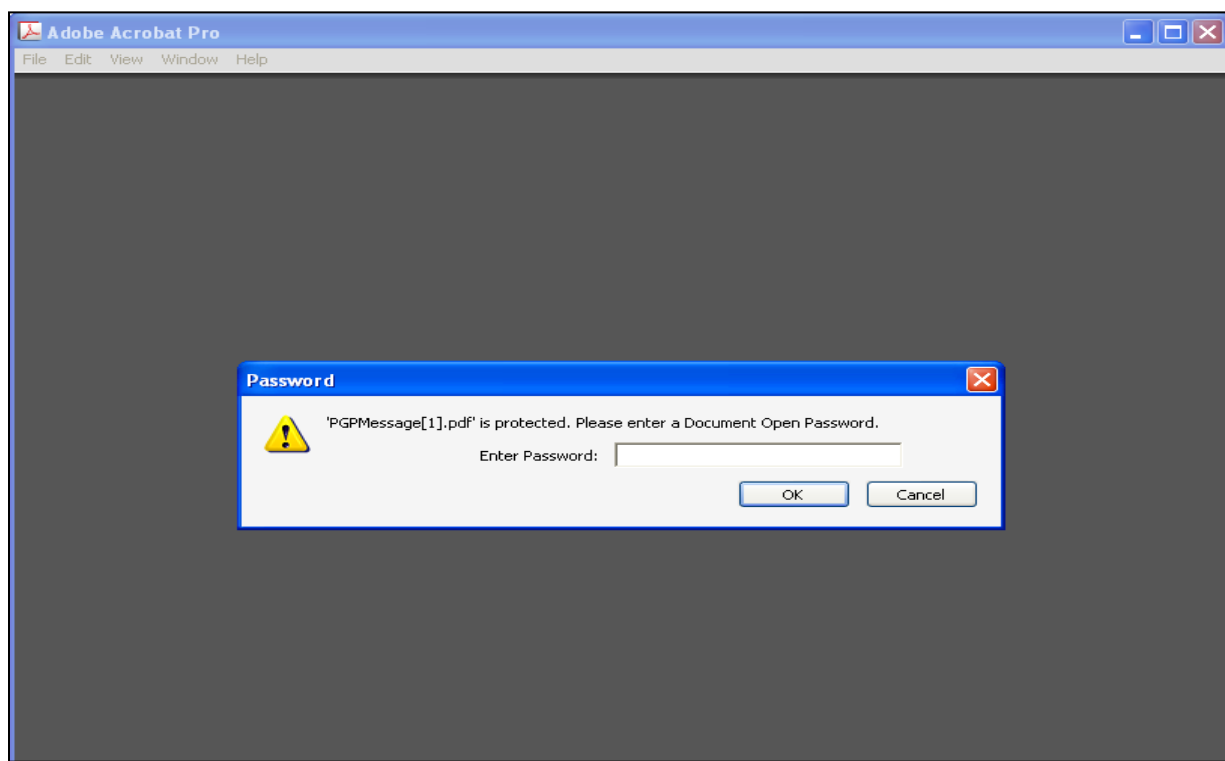
Step 3: “Settings” will take you to the delivery options. From here, choose the “SendSafe Secure PDF Attachment” option and click on “Choose Option.”



Step 6: “Download” the PDF to read the secure message. If you are using Gmail, the “View” option on Gmail will not work since the message is encrypted.

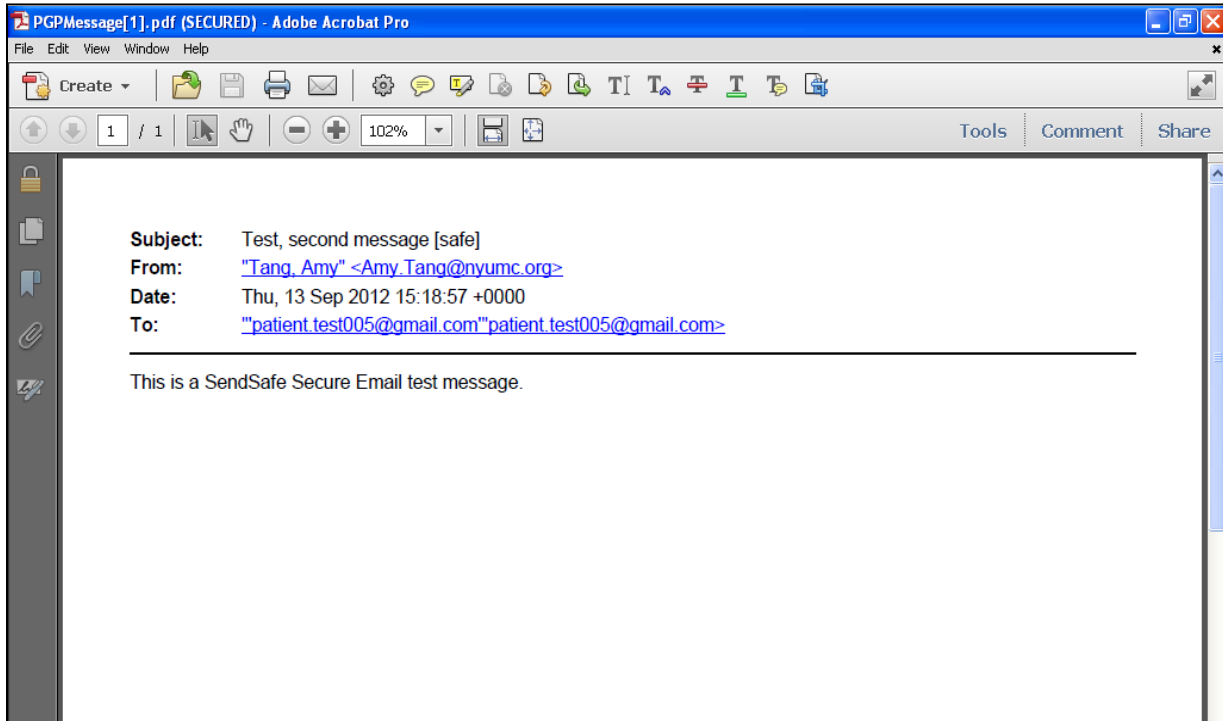


Step 7: Enter your password.



Step 8: "Tgcf "{qwt"o guuci g0

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Step 9: "qwtctg"cdng"vq"ceeguu."tgcf"."cpf"tgr n{"vq"o guuci gu'f ktgevn{"htqo "{qwt"r gtuqpcn'go ckr0

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, Tgo kpf gt<Kl{"qwe'j qqug'yj g"oUgpf Uchg"Ugewt g'RF H'CWcej o gpvo'f grkxgt {"qr v'kqp."{qwo wuv'tgo go dgt" {qwt"r cuuy qtf "vq"ceeguu'yj g'RF H'kp{"qwt"r gtuqpcn'go ckr0

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