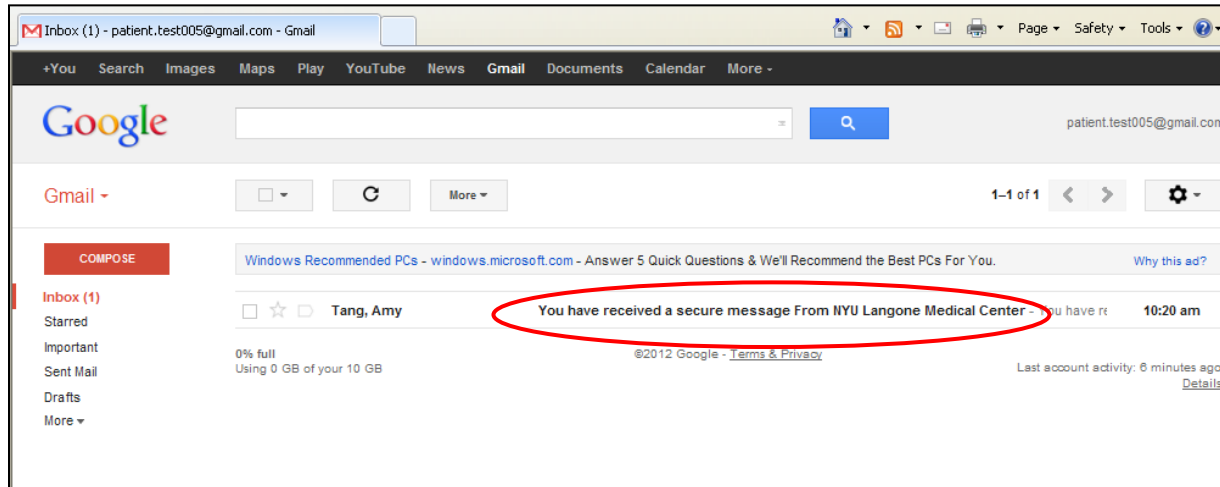
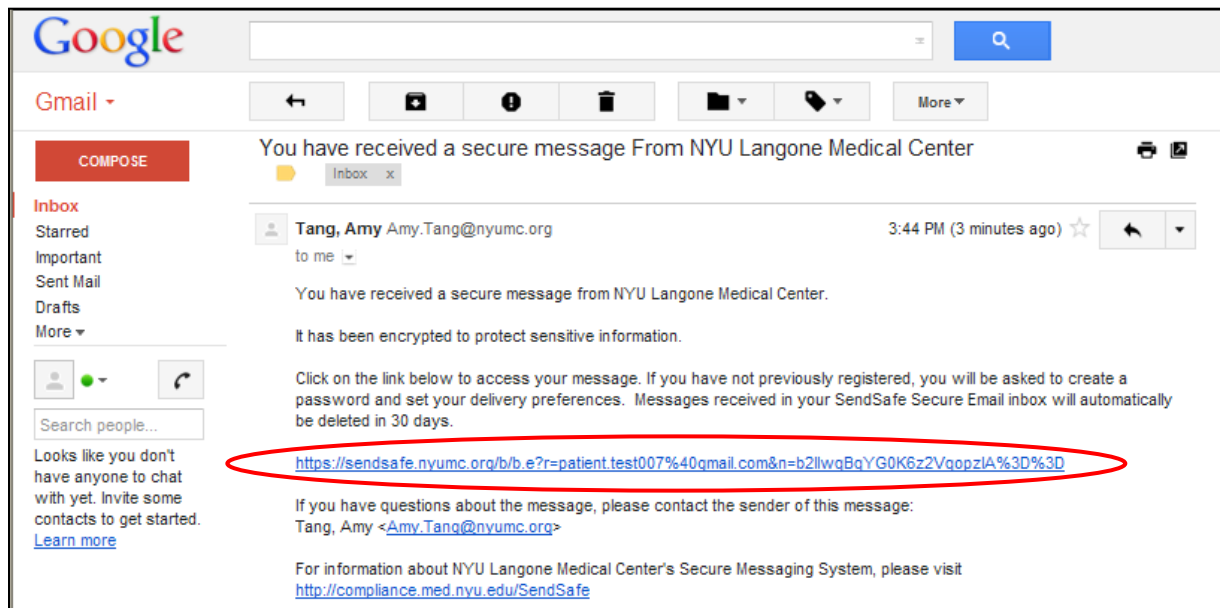


## SendSafe Secure Email Quick Reference Guide for Recipients – Registration Process

**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.



**Step 2:** The message contains a link that directs you to register in the SendSafe Secure Email system.



**Step 3:** You will be prompted to create a password. Afterwards, click “Continue” to proceed.

NYULMC Home

**NYU Langone**  
MEDICAL CENTER

SendSafe Secure Email Message Center

### You have received an encrypted message

Please create a password to secure future messages delivered to you.

Here are some recommendations for protecting your password:

- Use at least 8 characters for your password.
- Use non-alphabetic characters such as numbers and punctuation marks.
- Use a word that is easy for you to remember.
- Don't use obvious words that can be easily guessed.
- Your password can be more than one word.
- Don't use famous quotations.

Password:

Confirm Password:

**Continue**

**Step 4:** The default delivery option “SendSafe Secure On-Line Email” is selected. Click “Choose Option” to proceed. The “SendSafe Secure PDF Attachment” delivery option is an advanced feature. Please review the Quick Reference Guide for PDF Attachment prior to selecting this option.

PGP Universal: Web Messenger - Settings

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SendSafe Secure Email Message Center

### SendSafe Secure Email Delivery Options

Your current SendSafe Secure Email delivery setting is shown below.

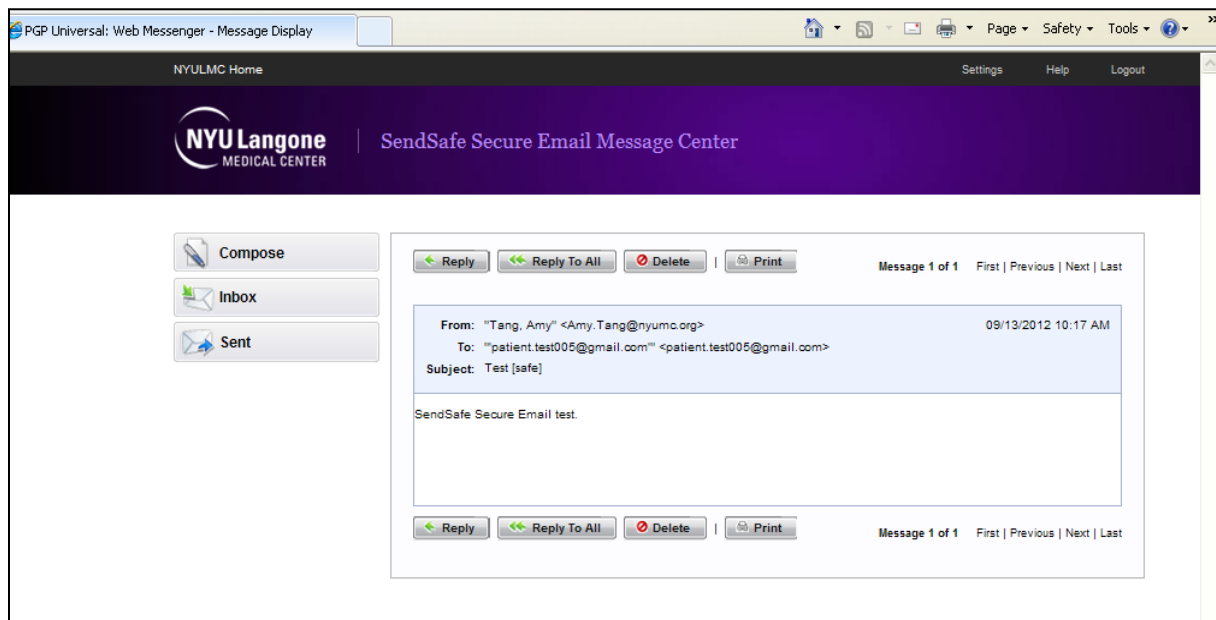
Please select how you would like to receive future messages from this site.

**SendSafe Secure On-line Email**  
Let me read all my messages securely on this web site.  
 Save a copy of all outgoing messages in my "Sent" messages folder.

**SendSafe Secure PDF Attachment**  
Let me receive a copy of the secure email as a password-protected PDF in my own email. This option is not supported on all mobile devices. Before choosing this option, please review the PDF quick reference materials at <http://compliance.med.nyu.edu/SendSafe> (copy and paste this link into your browser to access the documents).

**Change My Password** **Choose Option**

**Step 5:** You will be taken to your message and are able to access, read, and reply to your encrypted emails securely.



\* During initial registration, you may choose the “SendSafe Secure PDF Attachment” delivery option to receive encrypted email as a PDF. This is an advanced feature and should be selected only after reviewing the instructions, Quick Reference Guide-PDF Attachment.

- You will be brought to your SendSafe inbox where your first encrypted message will display
  - After reading your message from your inbox, log out of your SendSafe inbox
  - All subsequent encrypted email will be available as a PDF in your personal email
  - A copy of the PDF will be available in your SendSafe inbox for 30 days
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