

Directions To Open Encrypted E-Mails From The State Of Utah

When you open an encrypted e-mail from the State of Utah you will see the following message:

New Secure Email Message Received from State of Utah

The attached email message contains confidential information from [redacted] at State of Utah. To protect the privacy of the information contained in this message, the contents have been encrypted and embedded in the attached SecureMessage.html file.

To view the email message, open the SecureMessage.html attachment, enter your password and select **Open Message**.

If this is the first secure email message you have received from State of Utah, you must complete a short registration process before reading your message. Once you have completed the registration process, select the **Return to Message** button and the contents of your email message will display.

If you are using the Gmail™ webmail service, you must download your SecureMessage.html file before opening it.

If you have any questions about this email message, contact support@utah.gov.

Thank You,
State of Utah Mail Administrator

Depending on which e-mail program you use, you may also see the following at the bottom of your message:

Secure Email Message from State of Utah

Date: Tue, 30 Jun 2015 11:41:36 -0600
From: [redacted]
To: [redacted]
Subject: sm: encrypted e-mail

For first time users, [click here](#) to create your account.

Password:

Open Message

Recover Message Request a new copy of this message that uses your current password.

[Change Password](#)
[Forgotten Password](#)
[Help](#)

You will need to download and open the attached file. Your computer may look slightly different depending on which e-mail program you use.



[\[Redacted\]](#) [Add to contacts](#)  11:42 AM

To: [\[Redacted\]](#)

 1 attachment (28.4 KB)



[Download as zip](#) [Save to OneDrive](#)

Once you have opened the attached file, you will see the following screen if this is your first time receiving a secure message from the State:

postini ✓

Create a New Password

To access secure messages from State of Utah you must complete a one time registration process by choosing a password conforming to the rules.

New Password:

Re-enter New Password:

[Submit Password](#)

Password Rules

The password must be between 6 and 100 characters.
The password must contain at least 2 of these characteristics:

- Upper and Lower Case Characters
- Numeric Characters (0 - 9)
- Special Characters ~!@#\$%^&* _+= [()!";:~?.,><()

All fields are required.
[Help](#)

You must complete registration with State of Utah, as outlined above, before you may view this message.
[Return to Message](#)

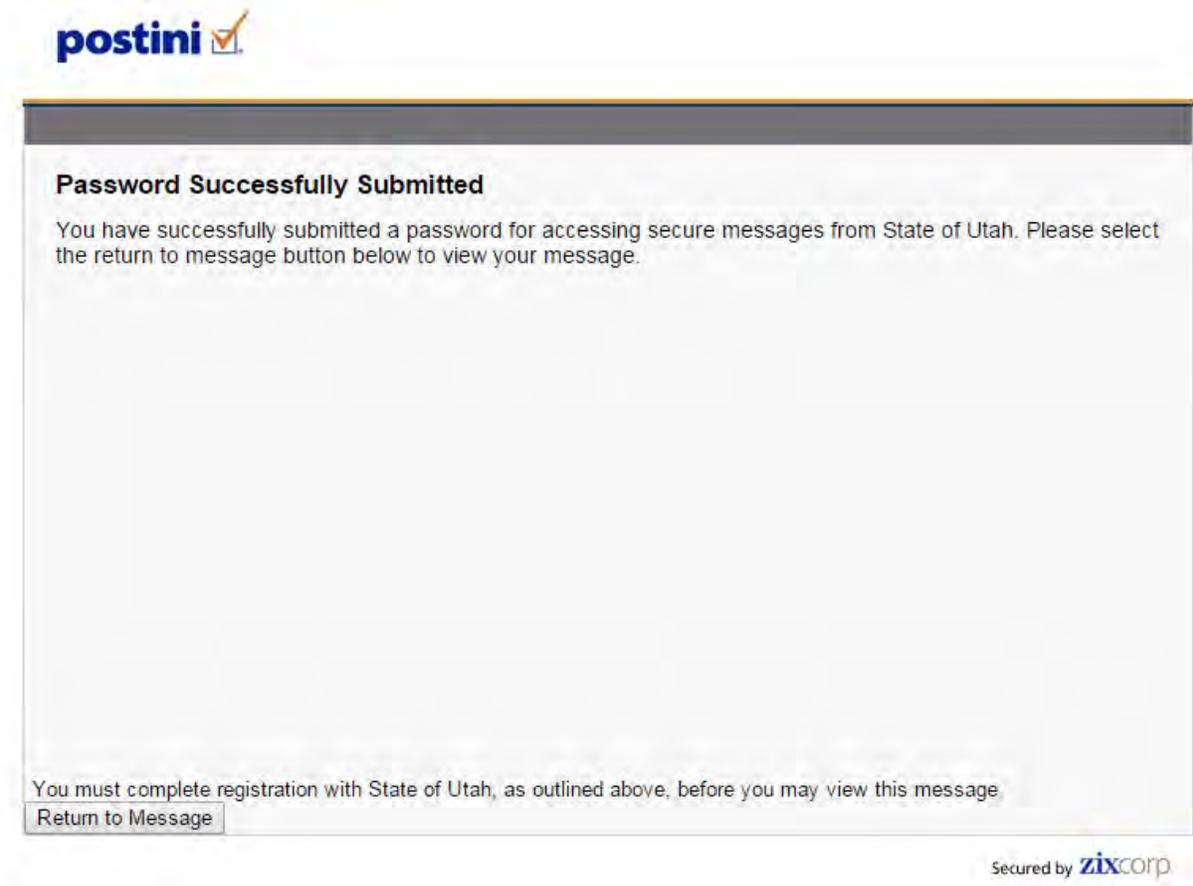
Secured by **zixCORP**

You will need to create a password to retrieve secure messages from the State. Note: Your password must be between 6 and 100 characters and must contain at least 2 of the following:

- Upper and Lower Case Characters
- Numeric Characters (0-9)
- Special Characters ~!@#\$%^&* _+=

First, type in the password you want to use. You will need to re-type it in the “Re-Enter New Password” box. Next, hit the “Submit Password” box.

After clicking on submit, you will see the following screen:



Click on "Return to Message"

Next, you will see this screen:

postini

Secure Email Message From State of Utah

Date: June 30, 2015 12:41 PM CDT
From: [REDACTED]
To: [REDACTED]
Subject: sm: encrypted e-mail

For first time users, [click here](#) to create your account.

Password:

Remember password

Request a new copy of this message that uses your current password.

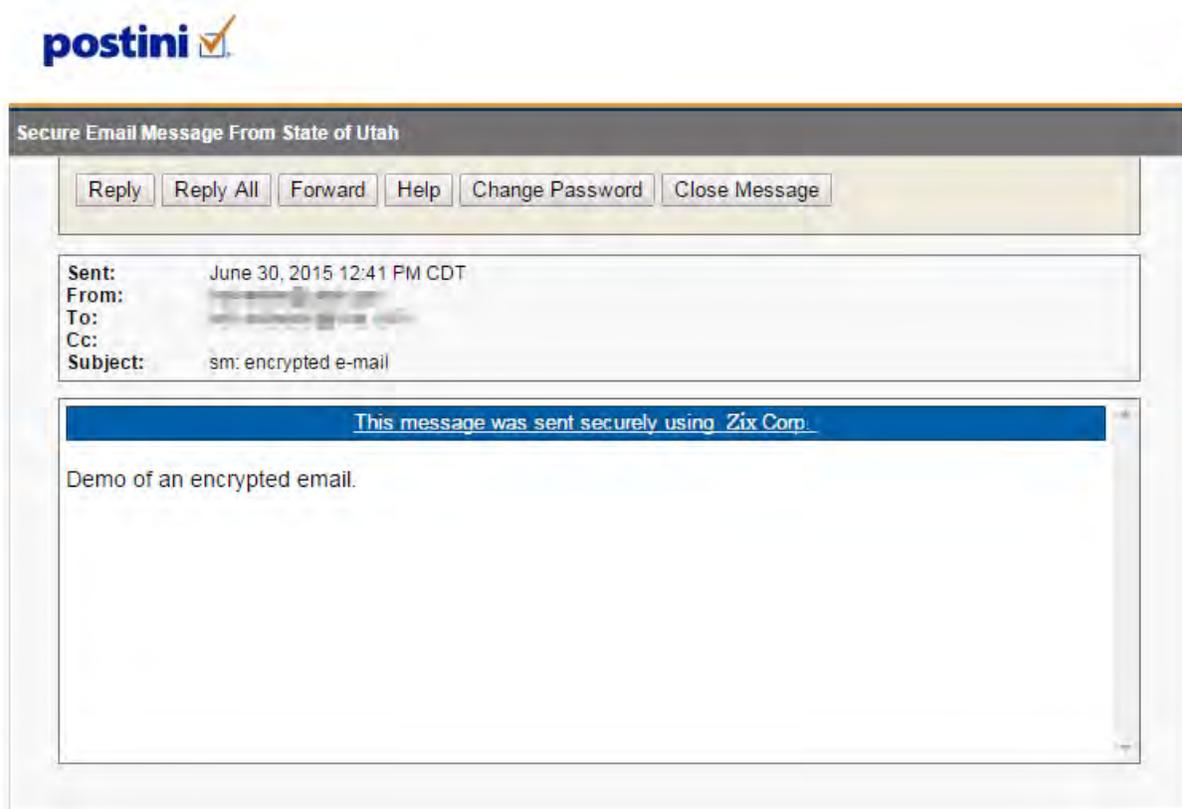
[Change Password](#)
[Forgotten Password](#)
[Help](#)

Make sure you do not select the Remember password box if you are accessing your e-mail from a public computer.

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Type your password and click on “Open Message”. If you type the correct password, your message will be displayed.

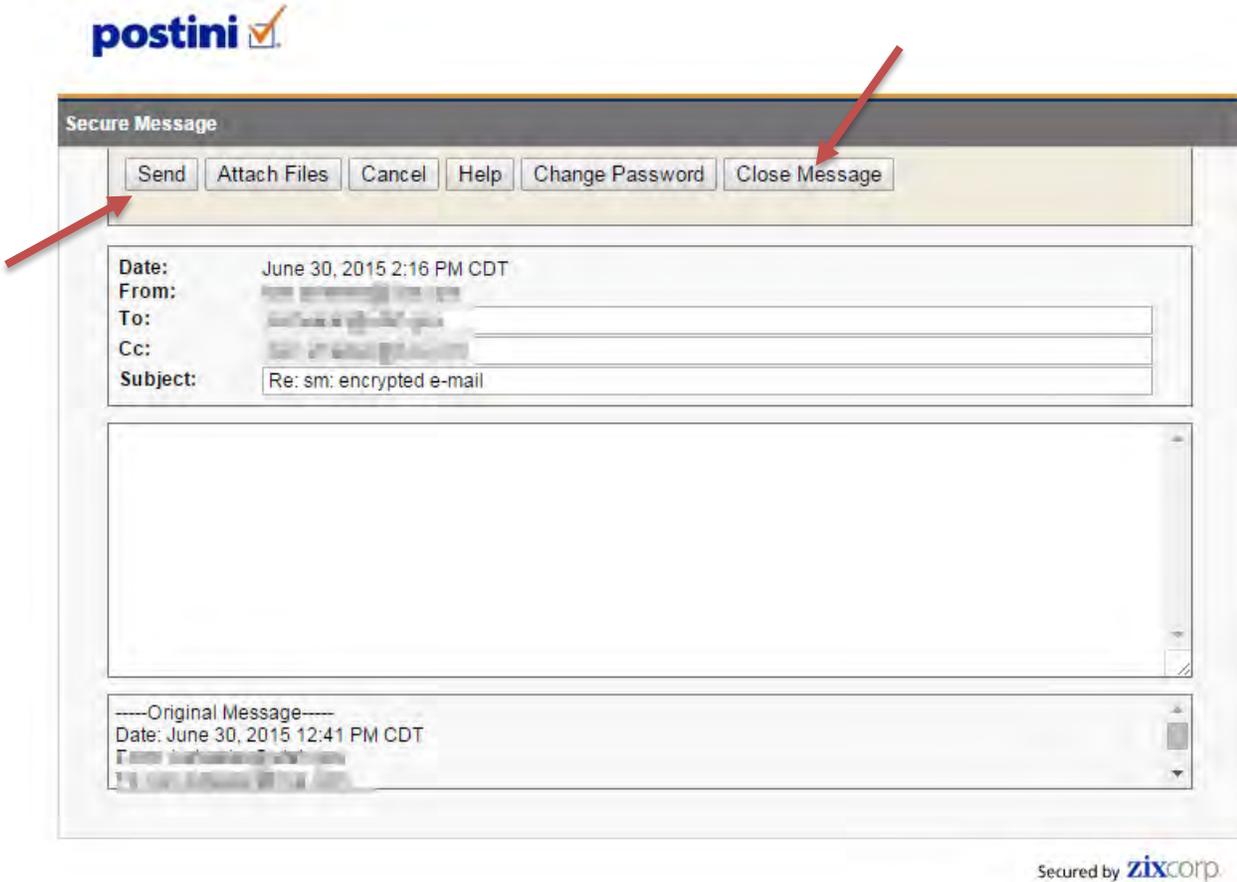
Below is a sample message:



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If you need to respond to the message, you can click on “Reply” or “Reply All” buttons. You can also forward the message to someone else.

After clicking on reply, you will see the following screen:



You can type your message in the provided box and attach any files you need to send back to the recipient from this screen. Click "Send" and then click "Close Message".

If You Forget Your Password

You can create a new one. Start by clicking “Forgotten Password.”



Secure Email Message From State of Utah

Date:	Jun 18, 2014 10:47:27 AM
From:	postini@postini.com
To:	postini@postini.com
Subject:	Secure Email Message

For first time users, [click here](#) to create your account.

Password:

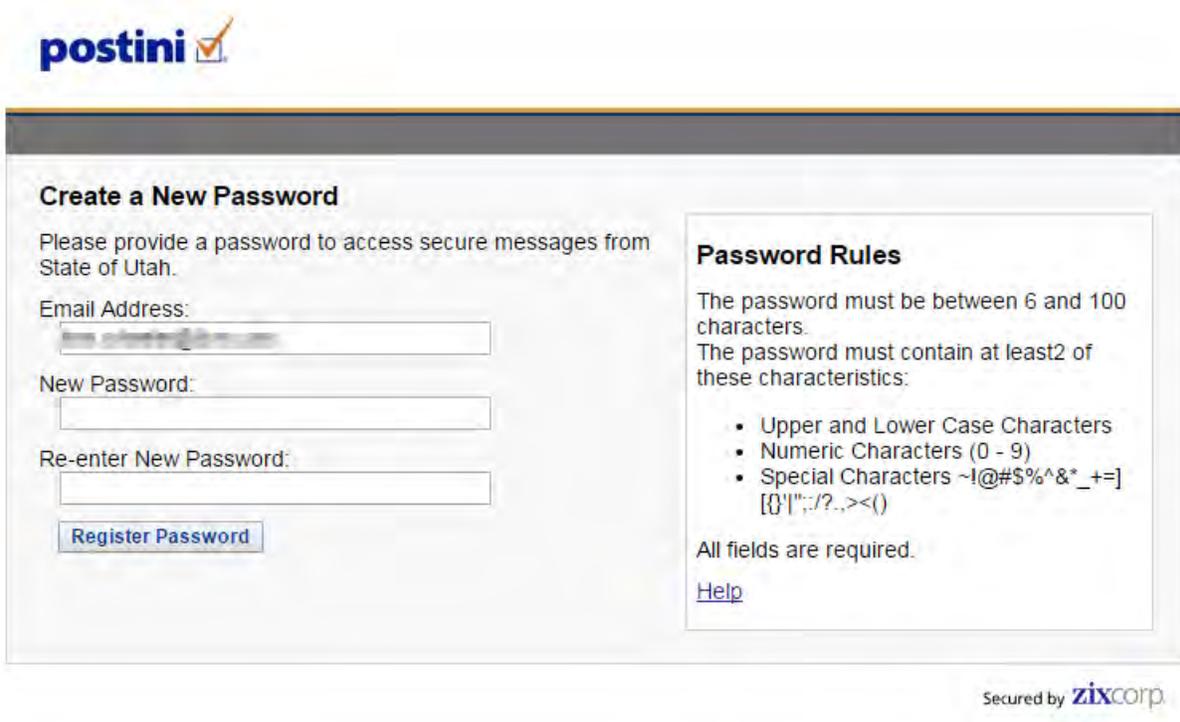
Remember password

Request a new copy of this message that uses your current password.

[Change Password](#)
[Forgotten Password](#) 
[Help](#)

Secured by zixcorp.

You will need to enter a new password, and then retype it:



postini 

Create a New Password

Please provide a password to access secure messages from State of Utah.

Email Address:

New Password:

Re-enter New Password:

[Register Password](#)

Password Rules

The password must be between 6 and 100 characters.
The password must contain at least 2 of these characteristics:

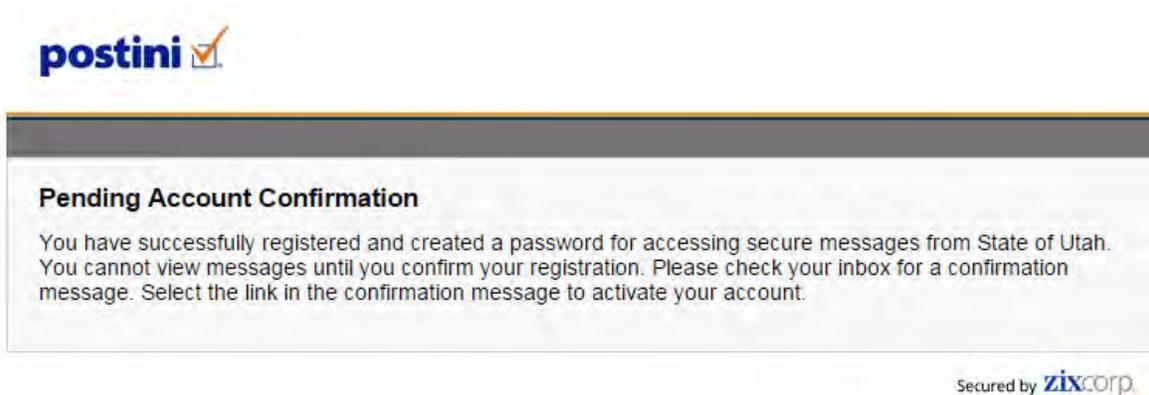
- Upper and Lower Case Characters
- Numeric Characters (0 - 9)
- Special Characters ~!@#\$%^&* _+= [{}|";:/?.,><()

All fields are required.
[Help](#)

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Once you have typed your new password in both boxes, select “Register Password.”

You will then be presented with the following message:



postini 

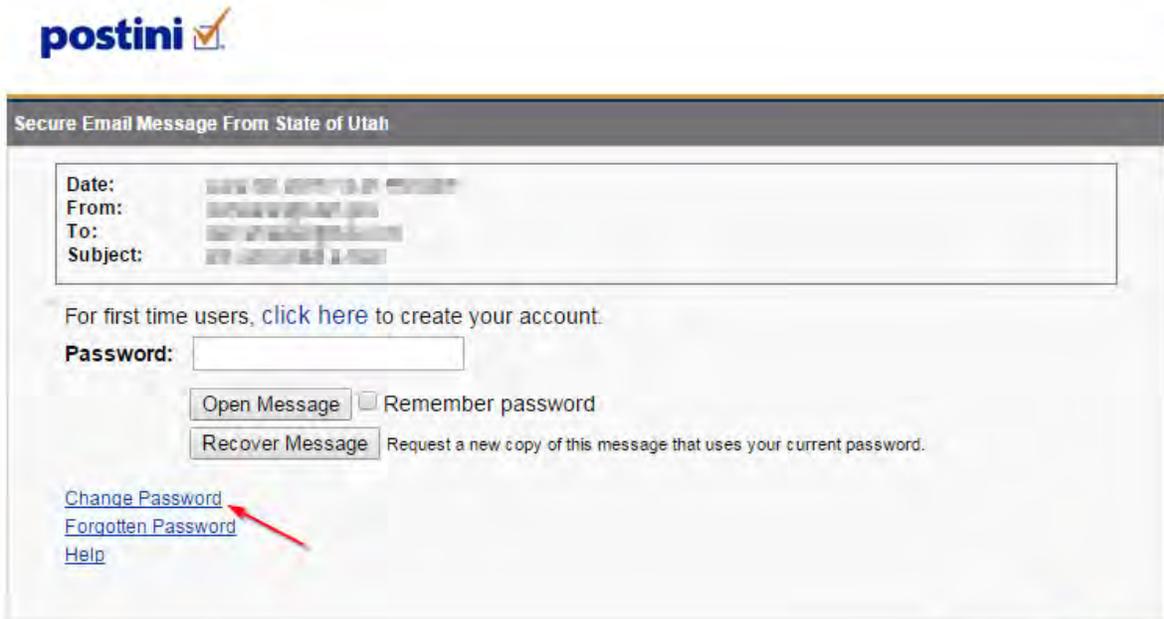
Pending Account Confirmation

You have successfully registered and created a password for accessing secure messages from State of Utah. You cannot view messages until you confirm your registration. Please check your inbox for a confirmation message. Select the link in the confirmation message to activate your account.

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To Change Your Password

If you know your existing password and want to change it, you can click on the “Change Password” link:



The screenshot shows the Postini logo at the top left. Below it is a header bar that reads "Secure Email Message From State of Utah". A metadata box contains the following information:

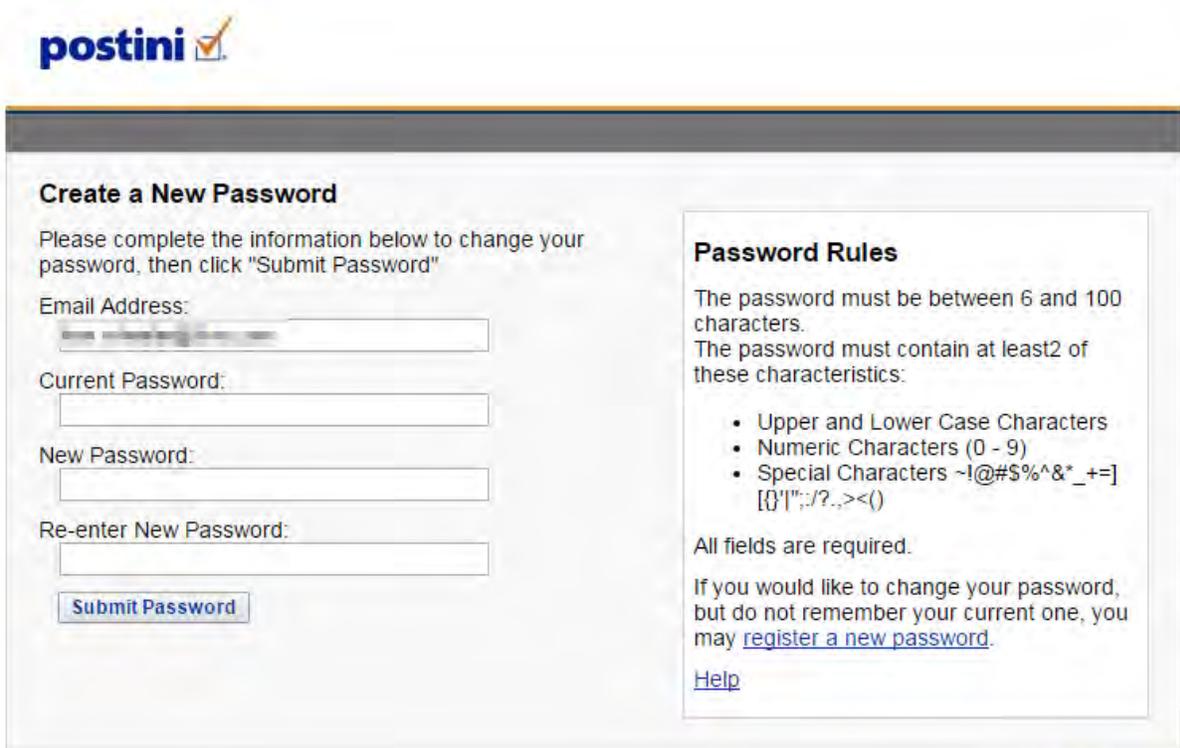
Date:	2014-01-20 10:10:10 AM EST
From:	SECSTATE@STATE.GOV
To:	SECSTATE@STATE.GOV
Subject:	SECSTATE@STATE.GOV

Below the metadata box, there is a text prompt: "For first time users, [click here](#) to create your account."

The "Password:" field is followed by a text input box. Below this are two buttons: "Open Message" and "Remember password" (with an unchecked checkbox). Below these is another button: "Recover Message" with the text "Request a new copy of this message that uses your current password." below it.

At the bottom left, there are three links: "Change Password", "Forgotten Password", and "Help". A red arrow points to the "Change Password" link.

You will then be prompted for your existing password and the new password you want to use:



postini 

Create a New Password

Please complete the information below to change your password, then click "Submit Password"

Email Address:

Current Password:

New Password:

Re-enter New Password:

Password Rules

The password must be between 6 and 100 characters.
The password must contain at least 2 of these characteristics:

- Upper and Lower Case Characters
- Numeric Characters (0 - 9)
- Special Characters ~!@#S%^&* _+=[]{}|";:/?.,><()

All fields are required.

If you would like to change your password, but do not remember your current one, you may [register a new password](#).

[Help](#)

Secured by  ZIXCORP.

Once you entered your old password and typed your new password in both boxes click on Submit Password.