

Quick Tips

When you receive an encrypted email invitation from The Oregon Employment Department it will appear in your inbox. Open the email and inside you will see this picture:

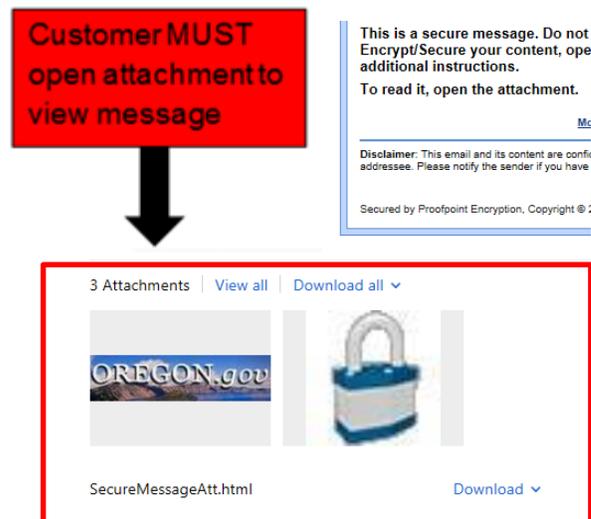


You will need to open the attachment. Depending on the email service you use the attachment will be in different locations.

An example using Gmail:



An example using Yahoo:



The next pop-up you will see is:



After clicking on the 'read message', you will be transferred to the ProofPoint server site and will see this picture:

Registration

OREGON.gov

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

Password Reset

Question :

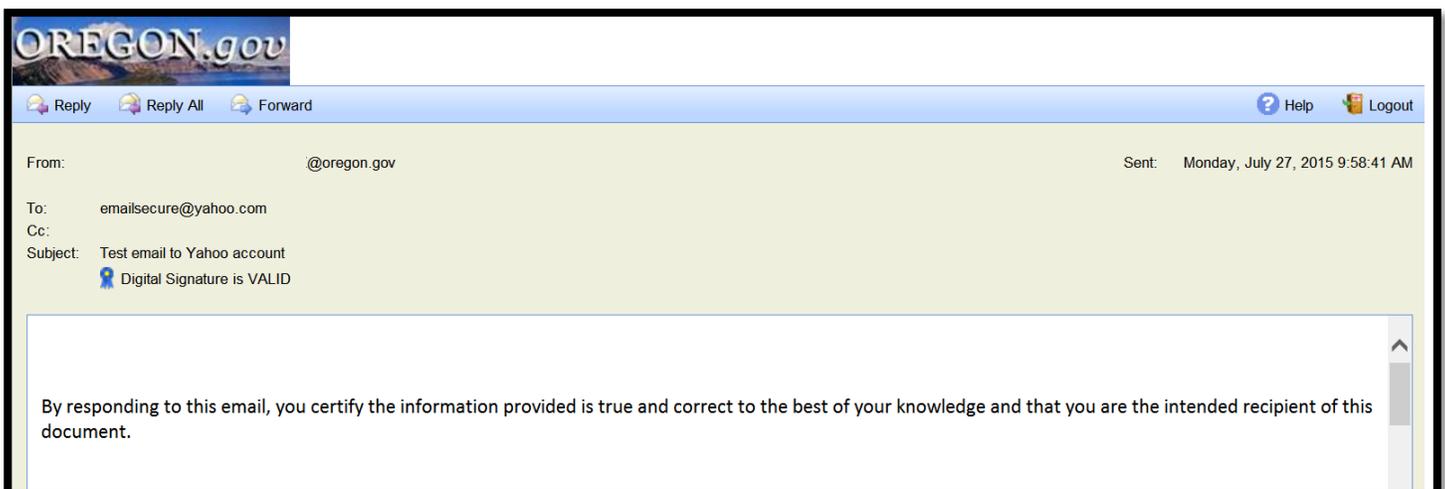
Answer:

[Continue](#)

Password Policy

- ⚠ Passwords must be 7-20 characters long.
- ⚠ At least one digit (0-9) is required.
- ✅ Your username may not appear in the password.

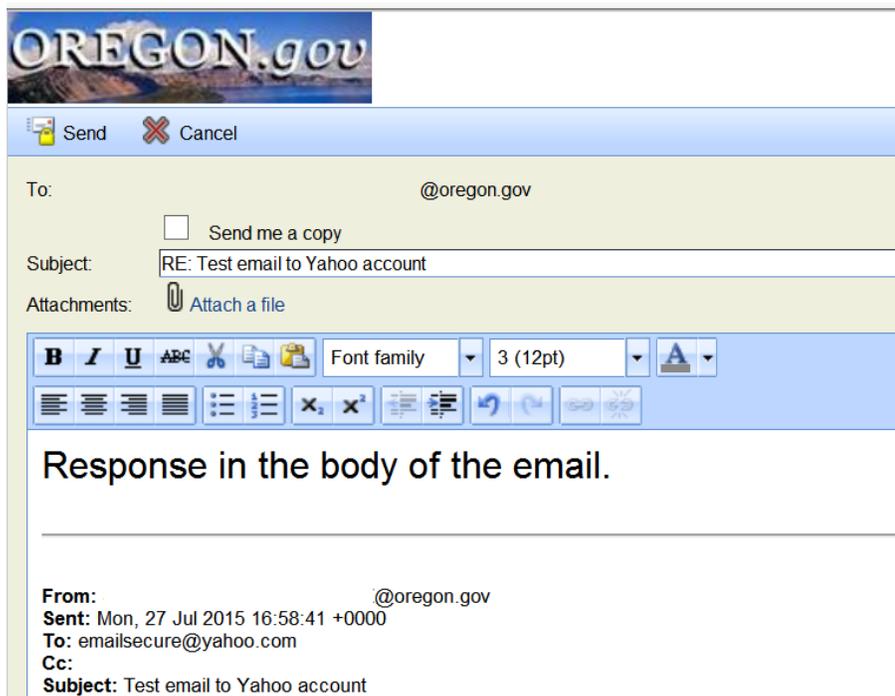
Once you set up your ProofPoint password and Security Question, you will then be able to see the email the Oregon Employment Department sent you:



In order to respond and have the content of your response encrypted you need to use the “Reply” button in the email:

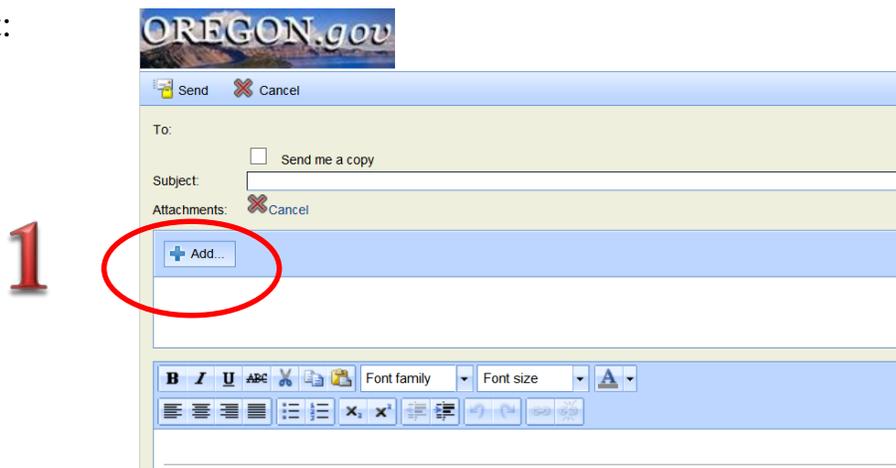


At this point, you can include any information in the body of the email you would like to send back to the Oregon Employment Department.



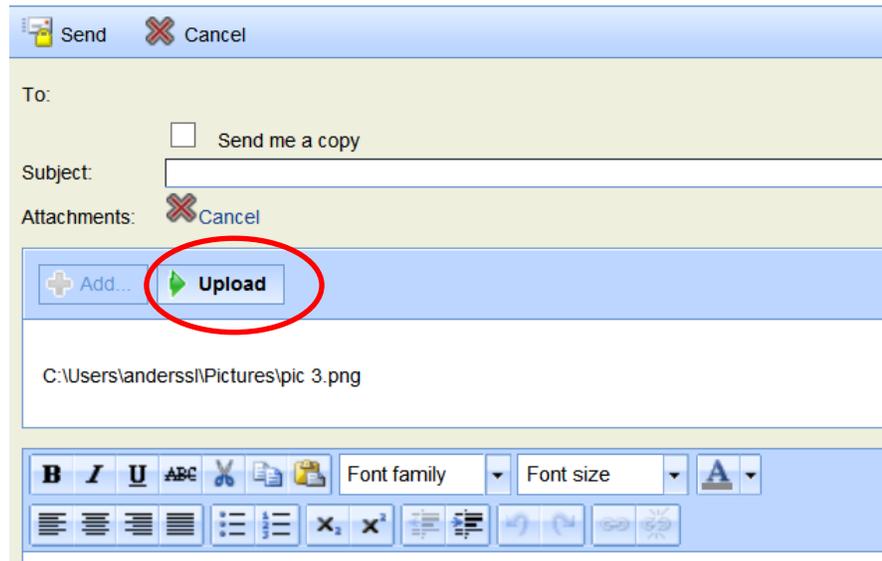
You can also attach & upload any documents you would like to include with your email. Note: you must “upload” your attachment or it will not be delivered as part of your email.

Adding an attachment:

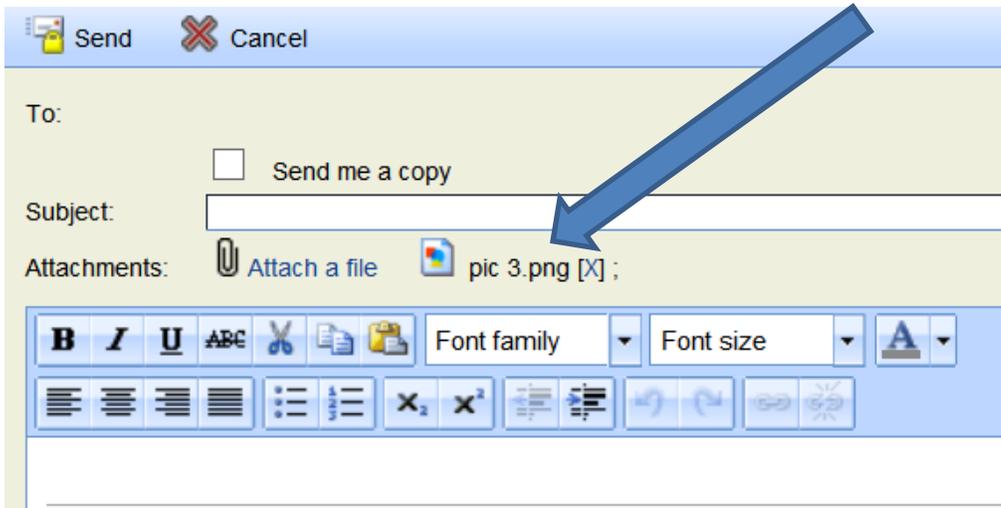


Uploading an attachment:

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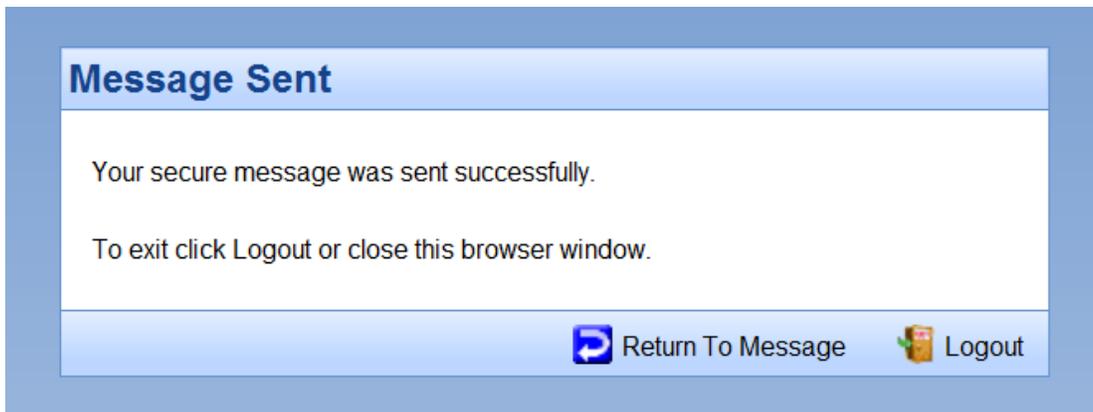


You will know your attachment uploaded when you see this...



When done click on the "Send" button.

You know the email was successfully sent when you see the following pop-up box:



You can now 'log out' of the ProofPoint server.