E-mails you receive from DHS/OHA are secure e-mail messages. This is necessary to protect your confidential information.

You will receive a notification letting you know that you have a secure message from DHS/OHA. The notification email will contain a link that will direct you to the secure message.

## Retrieving a Secure Email Message

- Select the "Click here" link in the notification email received.
    - If you are already registered, you will be asked to provide your password.
    - If you forgot your password, see the **Reset Password** instructions below.
    - If you need to register, see the **Register** instructions below.

The hyperlink included in the notification is active for 30 days.  After 30 days, you will need to open the accompanying attachment in order to view the email.
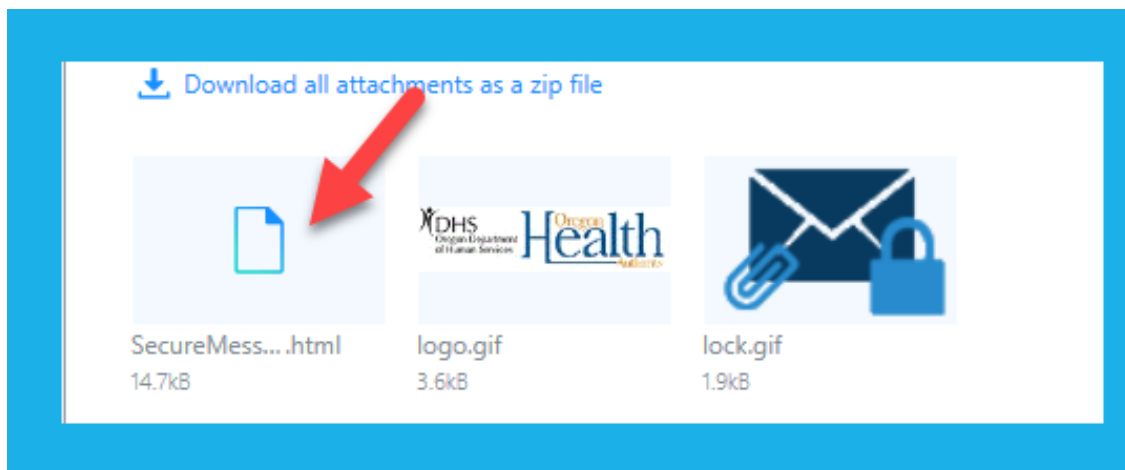


## Replying to a Secure Email

Use the **Reply** or **Reply All** buttons within the secure email system to respond to your secured email. Your reply will be routed back through the secure email system and will be encrypted.
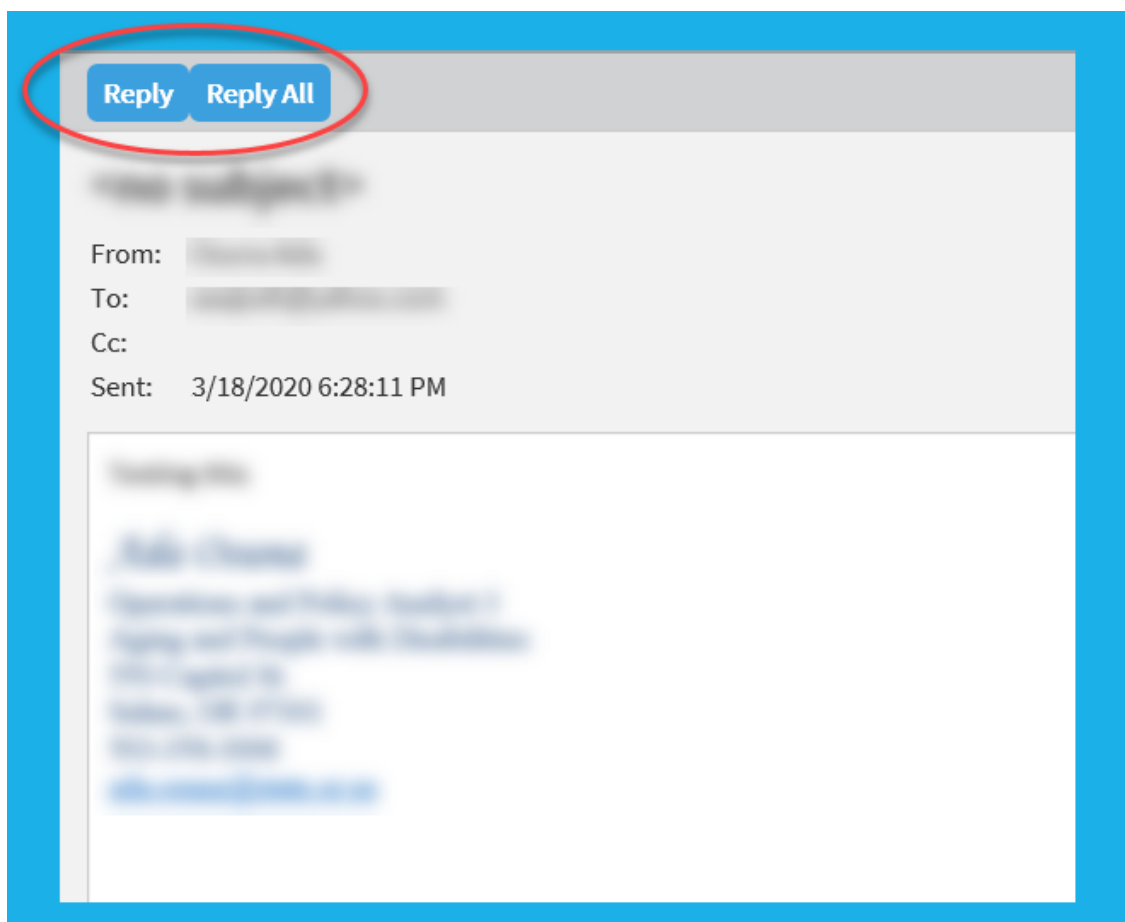
# Registration

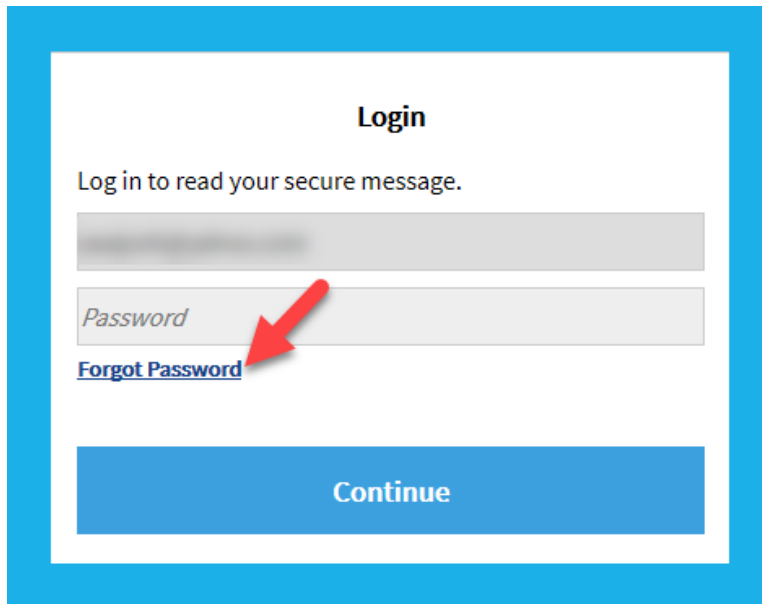Enter First Name, Last Name



Create a Password using the following Password Policy and click Continue
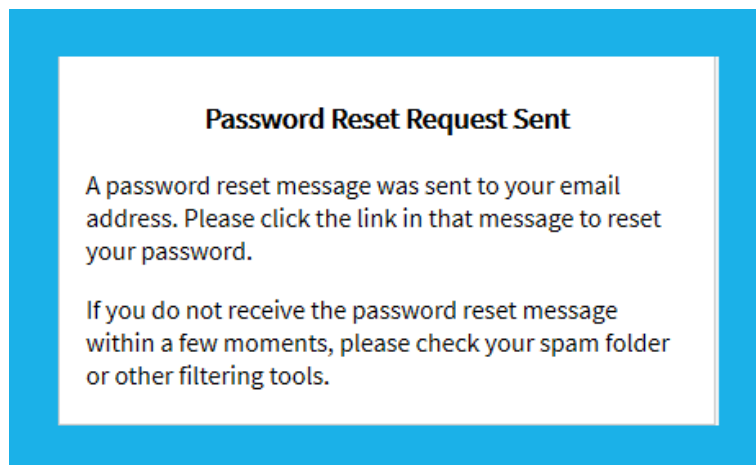
# Reset Password

- Click Forgot Password.
    - If Proofpoint Encryption is configured to allow you to reset your password, you will be prompted for your security question. Create a new password for your account.
    - If not, a pop-up will appear letting you know that a password reset request was sent to your email address.
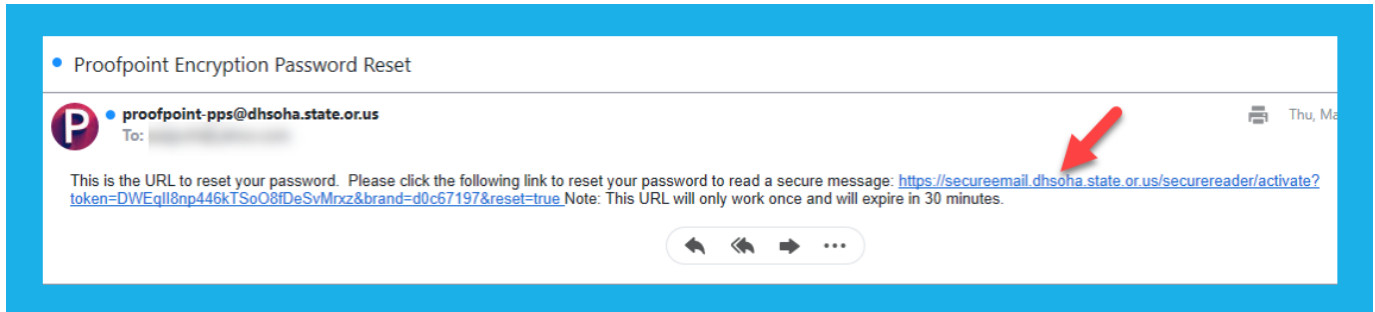
# Reset Password

- Check your e-mail messages. Open the e-mail you received from proofpoint-pps@dhsoha.state.or.us
- Click on the link to reset your password.



Follow the instructions to reset your password

## To Print a Secure Email Using Internet Explorer:

- Open the secure email in your browser. See instructions above for "Retrieving your secure email."
- Click File on the browser menu bar.
- Click Print.
- Verify or change any print settings.
- Click the Print button.

## To Save a Secure Email Using Internet Explorer:

- Open the secure email in your browser. See instructions above for "Retrieving your secure email."
- Click File on the browser menu bar.
- Click Save as.
- Navigate to a folder on your computer where you want to save the file.
- Verify or change the File name and Save as type options. We recommend you select Text file (.txt) in the 'Save as type' box.
- Click the Save button.