

## Non-Commonwealth Employee User Pre-Registration

Go to <https://ppsecuremail.state.ma.us/encrypt>

- 1.) Enter your email address



### Initiate Secure Email

Please provide your email address to proceed.

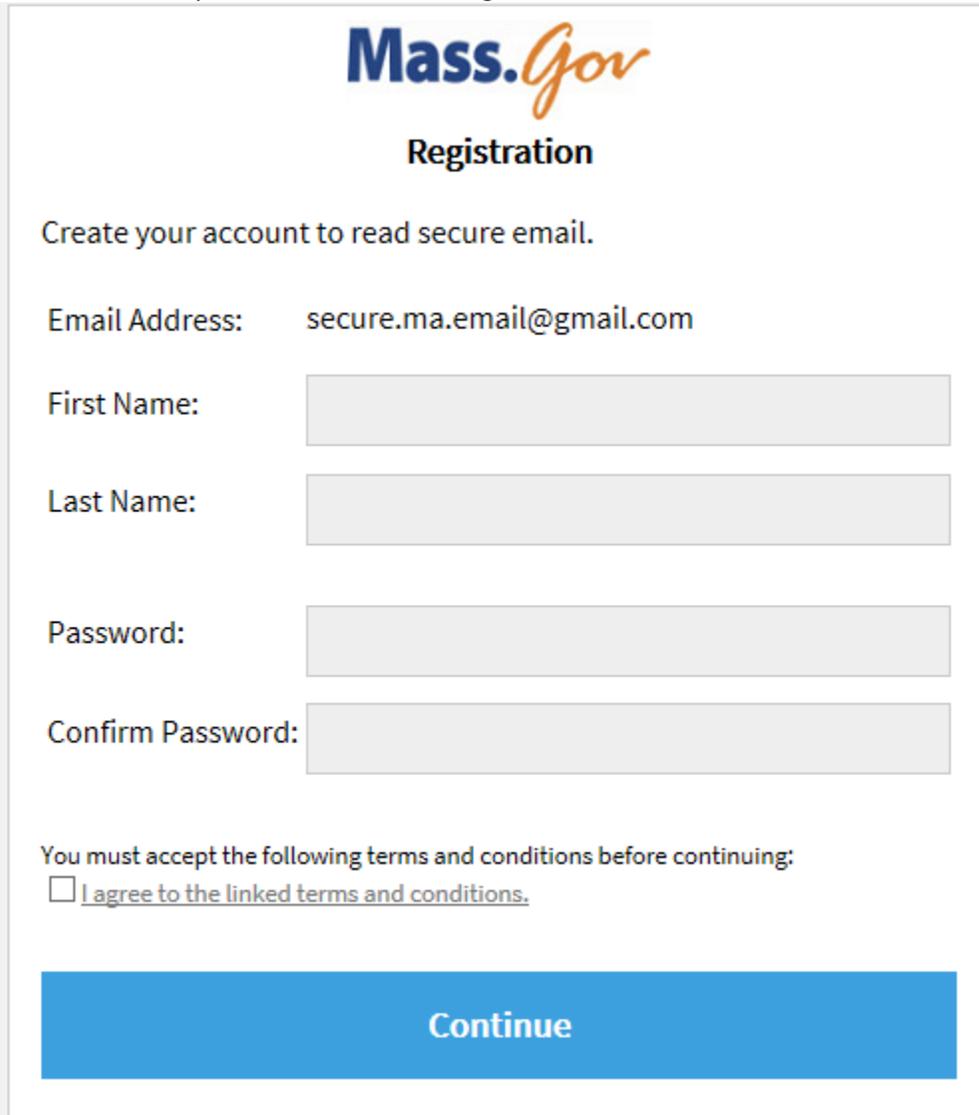
**Welcome to Commonwealth of Massachusetts Secure Email Delivery System** This system may only be used to send/receive secure emails to/from Commonwealth of Massachusetts Email Domains.

First time here? *You'll be asked to register.*

**Attention:** By signing in you acknowledge that you have read and agree to the Terms of Use governing your Secure EMail Account [here](#)

✕

2.) Click continue – you will see the following screen



**Mass.gov**  
**Registration**

Create your account to read secure email.

Email Address: secure.ma.email@gmail.com

First Name:

Last Name:

Password:

Confirm Password:

You must accept the following terms and conditions before continuing:  
 [I agree to the linked terms and conditions.](#)

**Continue**

3.) Enter required information and accept terms and conditions

  
**Registration**

Password Policy ×

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

Create your account to read secure email.

Email Address:   secure.ma.email@gmail.com

First Name:     

Last Name:     

Password:       

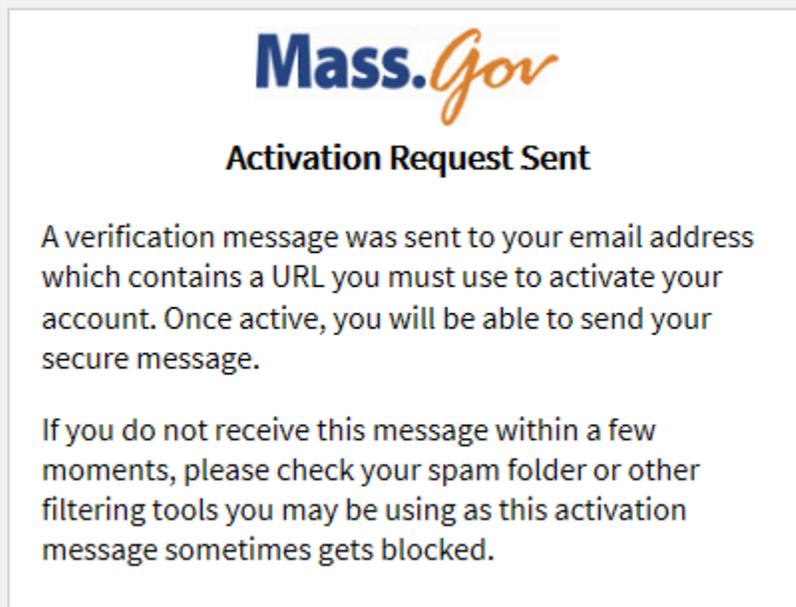
Confirm Password:

You must accept the following terms and conditions before continuing:  
 [I agree to the linked terms and conditions.](#)

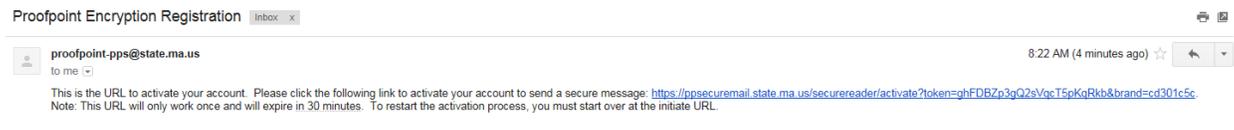
Continue

Click Continue

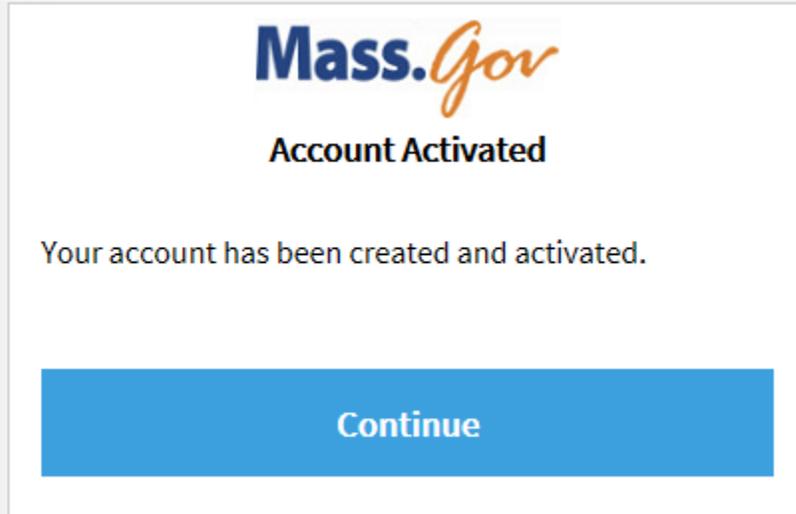
4.) You will receive the following notification that an email was sent to your account



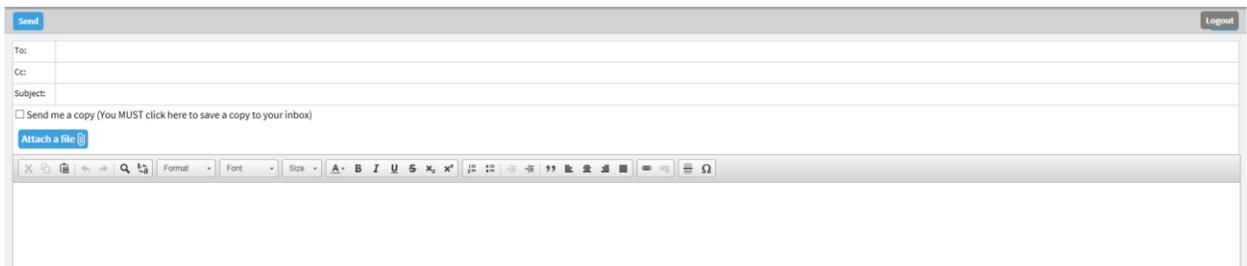
5.) Click on the link in the email



6.) It will bring you to the Account Activated Screen – click Continue



7.) It will bring you to the Compose Message Screen -



If you are completing this for the first time after 6/27/2017 and would like to send a Secure Message via the new Proofpoint Encryption please do.

**Please note when composing a new message if you would like a copy sent to your inbox you MUST click on the box.**

## Reading a Secure Message

The user will receive a message that looks similar to the following.



Potter, Harry (MASSIT) <harry.potter@mass.gov>

to me ▾

**Mass.**Gov



### **This is a secure, encrypted message.**

You have received a message containing protected information sent through the Commonwealth of Massachusetts' Secure Email Delivery System. Please note that this message has been sent through the Secure Email Delivery System because it is confidential information, improper use or disclosure of which may subject you to civil or criminal fines or imprisonment.

**Please Note:** The Commonwealth of Massachusetts implemented a new Secure Email System on **06/27/2017**. If this is the first EMail you have received via this new system, you will be required to register before reading your message.

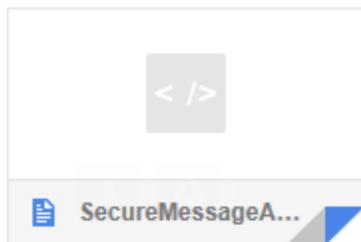
### **Open the attachment to read your message.**

[On Mobile? Click here](#) before 2017-06-21 07:07 EDT to read your message.

[Help?](#)

**Disclaimer:** This email and its content are confidential and intended solely for the use of the addressee. Please notify the sender if you have received this email in error or simply delete it.

Secured by Proofpoint Encryption, Copyright © 2009-2016 Proofpoint, Inc. All rights reserved.



The user should open the attachment to read the message it will bring them to the following screen.



Click to read message

[Help?](#)

**Disclaimer:** This email and its content are confidential and intended solely for the use of the addressee. Please notify the sender if you have received this email in error or simply delete it.

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Click to read message – you will be required to login



## Login

Welcome to Commonwealth of Massachusetts Secure Email Delivery System. Log in to read your secure message.

secure.ma.email@gmail.com

*Password*

[Forgot Password](#)

Continue

Once you have entered the proper credentials – you can read the message



Logout

Reply Reply All

Help

[ppencrypt] Demo for documentation

From: Potter, Harry (MASSIT-TEST)  
To: secure.ma.email@gmail.com  
Cc:  
Sent: 6/7/2017 7:07:08 AM

Digital Signature is VALID ✓

test message

To reply/reply all click either button

Send Cancel

Help

To: harry.potter@MassMail.State.MA.US  
Subject: RE: Secure: Demo for documentation

Send me a copy (You MUST click here to save a copy to your inbox)

Attach a file

✂ 📄 📁 ⬅ ➡ 🔍 🗑️ Format Font Size A B I U S x₂ xᵖ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♁ ♃ ♅ ♇ ♉ ♋ ♍ ♏ ♐ ♑ ♒ ♓ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♁ ♃ ♅ ♇ ♉ ♋ ♍ ♏ ♐ ♑ ♒ ♓

From: Potter, Harry (MASSIT-TEST)  
Sent: Wed, 7 Jun 2017 11:07:08 +0000  
To: secure.ma.email@gmail.com  
Cc:  
Subject: [ppencrypt] Demo for documentation

test message

You can just type in your reply and click send or you may add an attachment as well.

To add an attachment click Attach a file, click add, chose your attachment

To: secure.ma.email@gmail.com  
Subject: RE: [ppencrypt] Demo for documentation

Send me a copy (You MUST click here to save a copy to your inbox)

Cancel  SecureMailTermsofUse.docx [X]

 Add...

When you're done with the message click send. Note: on replies you will automatically be sent a copy of the message unless you uncheck the box.



## Message Sent

Your secure message was sent successfully.

To exit click Logout or close this browser window.

[Return To Message](#)

[Logout](#)