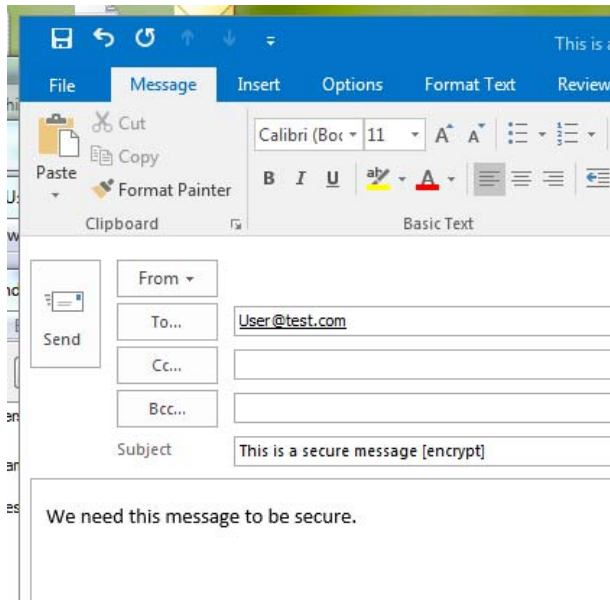


Secure Email Messaging through Mimecast

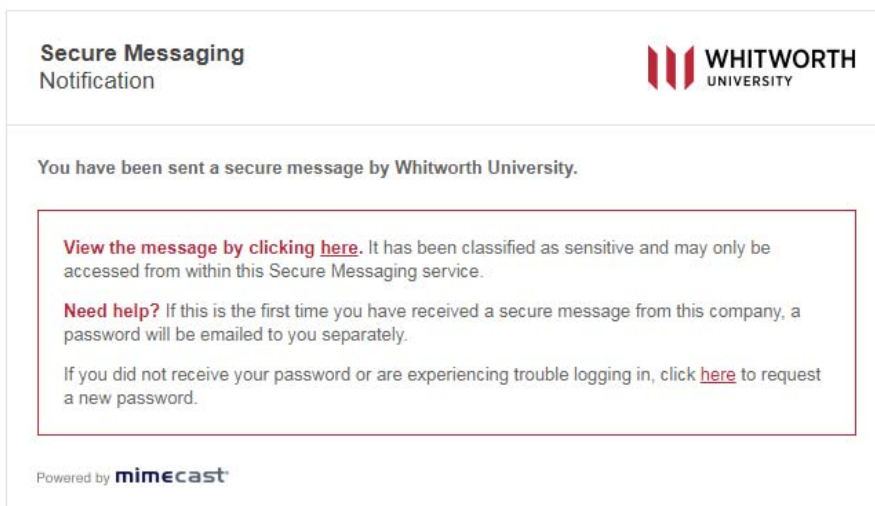
From a Whitworth email address to an off-campus email address:

There are two ways to initiate a secure message:

1. Include the tag "[encrypt]" in the subject line of an email.
2. Use the Mimecast Outlook plugin. (Please contact the HelpDesk to have this installed on your work computer).



If this is the first time a secure message has been sent to this email address, the recipient will receive **two** messages from the sender. One email stating a secure message has been sent and a second email containing their email address and temporary password to give access to the message in the secure portal.



Secure Messaging
Password Notification



This is a password notification message for the Whitworth University Secure Messaging service.

You received this notification for one of the following reasons:

1. You have been sent a secure message.
2. The system administrator has arranged access to the Secure Messaging service for you.
3. The system administrator has reset your password.
4. You requested a password reminder.

Please connect to the Secure Messaging service by clicking [here](#). You may be required to change your password immediately following login.

Login Information:

Email Address: User@test.com

Password: 7fL/88W1

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When the recipient clicks on the link in the email to view their message they will be directed to our secure messaging service where they will need to enter their email address and the temporary password.



Secure Messaging

Mimecast Secure Messaging provides a dedicated global platform for fast communication and ultimate email privacy.

Secure Messaging

Log In

Log in as a different user.
[Forgot your password?](#)

[Home](#) [Login Issues?](#) [Knowledge Base](#) [Contact Support](#)
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The first time they access the secure portal, they will be prompted to change their password. Next, they will be asked to log back in with the new password they created.



Secure Messaging

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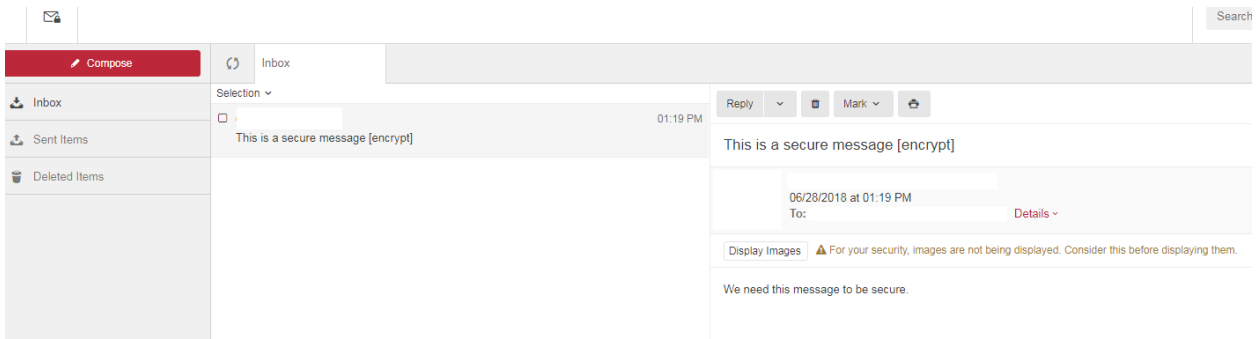
Secure Messaging

Reset Password

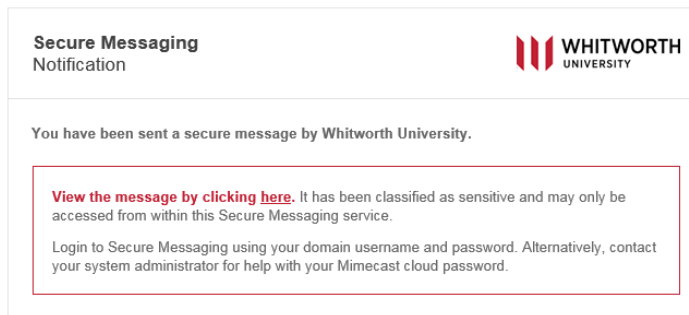
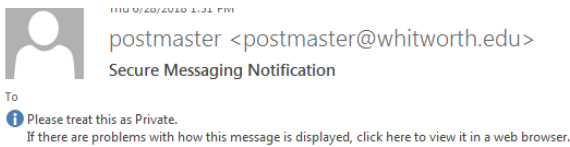
- Minimum 8 characters
- Include at least one lowercase character (a-z)
- Include at least one uppercase character (A-Z)
- Include at least one numeric character (0-9)
- New Password and Confirm Password must be the same

[Home](#) [Login Issues?](#) [Knowledge Base](#) [Contact Support](#)
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When they log into the secure messaging service, they will see the message sent to them. They can open the message, download any attachments, and reply back to the message. **The reply back will also be encrypted.**



When they reply back to the message (or compose a new message to a different whitworth.edu account) you will receive a notification in your email that is similar. You will also need to go to the secure messaging service and log in with your email address and network password.

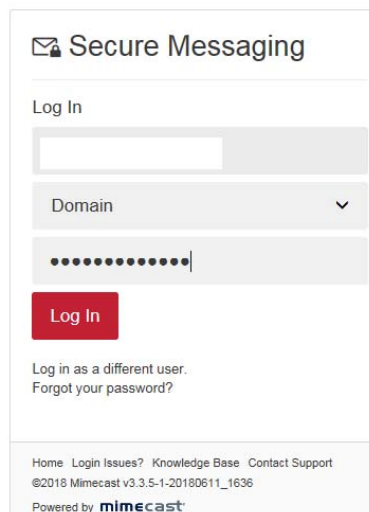


The service will default to “Whitworth University” after you enter your email address.



Secure Messaging

Mimecast Secure Messaging provides a dedicated global platform for fast communication and ultimate email privacy.



Users can see email, download any attachments and reply to email.

The screenshot shows an email client interface. On the left is a sidebar with the Whitworth University logo and navigation options: Compose, Inbox, Sent Items, and Deleted Items. The main area displays an email with the subject "Re: This is a secure message [encrypt]". The sender is identified as "06/28/2018 at 01:50 PM". Below the header, there is a "Display Images" button and a warning: "For your security, images are not being displayed. Consider this before displaying them." The email body contains the text "Yes, this is secure." followed by a "From:" field with a blank name, a "Date:" of "Thu Jun 28 16:19:44 EDT 2018", and a "Subject:" of "This is a secure message [encrypt]". The final line of the email body reads "We need this message to be secure."

From an off-campus email address to a Whitworth email address:

If someone off-campus needs to send a secure message to a Whitworth email address, you can either send them a secure message first so they get their account information setup, or they can email safesend@whitworth.edu. This email address will reply with the same **two** secure messages. One email stating a secure message has been sent and a second email containing their email address and temporary password to give access to the secure portal. Once logged into the portal, they can send you an encrypted email.

The notification email template features the Whitworth University logo in the top right corner. The main heading is "Secure Messaging Notification". The body text reads: "You have been sent a secure message by Whitworth University." Below this, a red-bordered box contains the following text: "View the message by clicking [here](#). It has been classified as sensitive and may only be accessed from within this Secure Messaging service." "Need help? If this is the first time you have received a secure message from this company, a password will be emailed to you separately." "If you did not receive your password or are experiencing trouble logging in, click [here](#) to request a new password." At the bottom left, it says "Powered by mimecast".

Secure Messaging
Password Notification



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2. The system administrator has arranged access to the Secure Messaging service for you.
3. The system administrator has reset your password.
4. You requested a password reminder.

Please connect to the Secure Messaging service by clicking [here](#). You may be required to change your password immediately following login.

Login Information:

Email Address: 

Password: 5xTQY7x%