

# State of Rhode Island Encrypted Email Instructions

## External Users – Composing a Secure Message to State Employee

Go to the link <https://securemail.ri.gov/securereader/init.jsf?brand=6c656971> you will then be prompted to enter your email address.

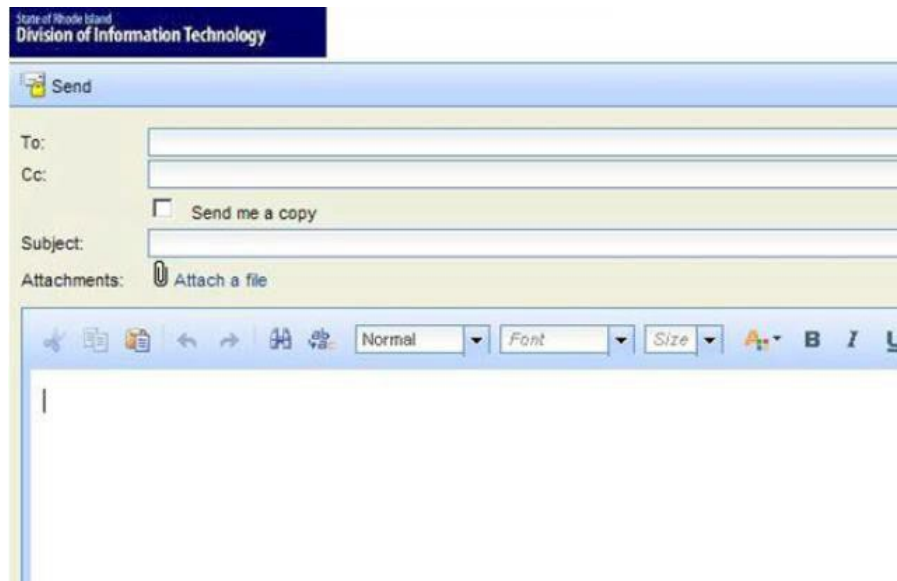
If the user has already registered with Proofpoint Encryption, the user will be prompted to provide a password to authenticate before they can compose a secure message.

If the user has not already registered with Proofpoint Encryption, the user is prompted to create an account. The user will then receive a email confirmation to complete the registration process.



**Important:** For security reasons, registering, authenticating, and composing secure messages with Proofpoint Encryption must be completed in the same browser, on the same system, within a 30-minute period.

Users can compose a message to internal State Employees, as well as attach files to the email. The attachments do not need to be encrypted as the connection between the external user and the State Secure Email Portal is encrypted.



Once message is composed, select Send in the upper left corner. Once the message is sent, you will receive a notice in your browser confirming that the message has been sent.

You can then select New Message to Compose another message or select Logout and close your Proofpoint session.