Email Encryption Procedures

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I. Compose an Encrypted Message

- To encrypt a new outgoing message, place the phrase [Encrypt] with the brackets at the very beginning of the Subject line, i.e.: [Encrypt] Your Subject.

- Your current message will be encrypted, as well as all further correspondence within the email chain and any attachments. Please inform your recipient of the procedures for reading the message; these are outlined in the next few pages. Only outgoing emails addressed to an external domain will be encrypted (ex: name@gmail.com).

Figure 1. Encrypting an outbound message from txstate.edu to a gmail.com address.
II. What Your Recipient Will Receive

- In order to read and reply to your email, your recipient must log into the Texas State secure mail server. Your third party will receive a link to the login page as shown in figure 2. To view the encrypted email on a mobile or smartphone device, please use the link in the body of the email – otherwise use the attachment to view the message.

Figure 2. Third-Party inbox receiving the encrypted message.
a. Registering a New Account

If this is the first time your recipient is receiving an encrypted email from you, they will be prompted to register their account. As figure 3 shows, the email address will already be populated with the recipients email.

Figure 3. Third-Party registering for a new account.
b. Logging into an Existing Account (Third-Party)

- If your recipient has already set up an account, they will be prompted with the following login screen to read the encrypted message:

![Login Screen](image)

_Figure 4. Logging in to read secure messages_
c. Reading and Replying (Third-Party)

- After authenticating, your third-party recipient will be able to read and securely reply to your message. As you can see, the recipient cannot forward or add recipients to your encrypted email. The email can only be read and replied to. The reply will be encrypted.

Figure 5. Reading an Encrypted Email (Third-Party)
c. Reading and Replying (Third-Party)

- When replying to the encrypted email, your third-party will compose the message and send it through the browser they are using to access the Texas State secure mail server website.
III. Reading a Third-Party Reply from a Texas State Email Address

- You will receive an encrypted message in your inbox when your third-party replies to your email. Click on the link in the message to log in to the Texas State secure mail server website and view the message. You will use your Texas State credentials (email address and password) to login to the site.

Figure 7. Receiving a third-party reply in your Texas State University email inbox

Texas State University | IT Security | itsecurity@txstate.edu | www.security.vpit.txstate.edu
III. Reading a Third-Party Reply from a Texas State Email Address

- You will be prompted to login to view the encrypted reply. The email address field will be pre-populated with the original email address it was sent from.

*Figure 8. Log in from Texas State email address to view reply*