

Receiving an Encrypted E-mail Message

1. Someone from Lexington Health Network has sent you an email that was encrypted. This means the email contained **Protected Health Information** or **the sender wanted to secure that e-mail**. This was done to ensure Lexington Health Network Safe Guards our data. Follow the steps below.

Encrypted email notification from Lexington Health Network
Encrypted email message from "██████████" ██████████

This email contains a message or attachment that has been sent as an encrypted email from Lexington Health Network in order to ensure the secure delivery of its contents. All content including any attachment sent will be embedded within a secure PDF in a second email after registration. (If you are expecting any attachments, they will be attached within the password protected PDF, don't forget your PASSWORD)

To open the encrypted email, you are required to register with our sure email system. During the registration process you need to create a password. Once registered, you will receive another email with a password protected PDF attachment, the password created during registration is the password on the PDF

Click [here](#) or the link below to register.

Note: if your mail program does not support active links, reset or recover your password by copying and pasting the text below into your internet browser:

https://securemail.lexingtonhealth.com/register/001U2FsdGVkX18ho_6ntE1hq16uslVW ██████████

- a. Please click the link to register with the Lexington Health Network e-mail Encryption Software.
2. Your e-mail address will be used as your login and should be populated below where you see "Recipient Email Address".
 - a. You will need to create a password. Please note this password will be used to unlock and read the encrypted email sent to you now and for all additional encrypted emails sent to you. **Please note the password requirements**

Set your password below to access secure emails you have been sent.

Email Address: <input type="text" value="Recipient Email Address"/>	Password Requirements: <ul style="list-style-type: none">⊗ Passwords must be 8-32 characters in length⊗ Passwords must be alphanumeric⊗ Passwords must match
Password: <input type="password"/>	
Confirm password: <input type="password"/>	

Password Recovery:
Password questions and answers must be unique. Answers must contain at least 2 characters.

Question 1:

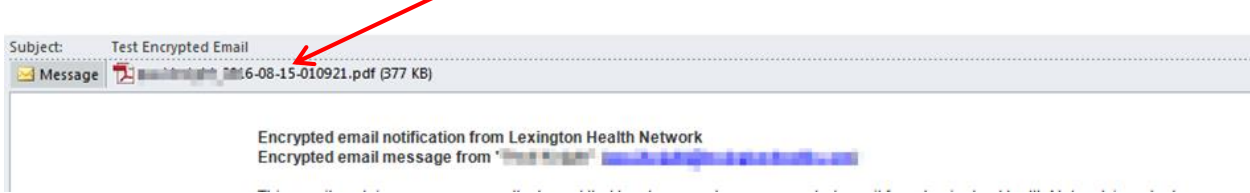
Answer:

Question 2:

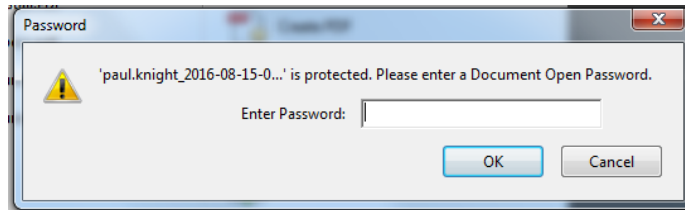
Answer:

- b. You will need to answer 2 security questions in case you forget your password.

3. After initial registration, you will receive a password protected PDF that will contain the email message and any attachments were sent in the original email. Click that PDF to open the message and any included attachments, use the password created at registration will be used when prompted to open the PDF.



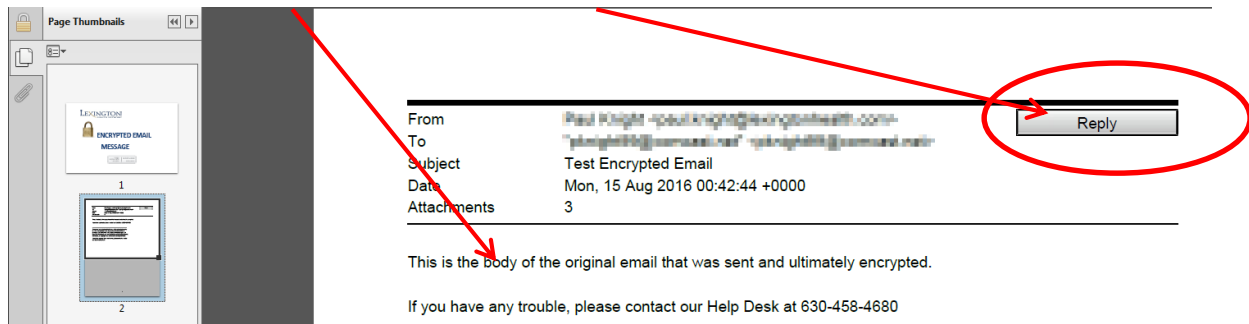
- a. Enter your password in the Password box from Adobe Reader



4. Once the PDF is open you can do the following

- a. Read the original email message and send secure response

Please Note the Paper icon to see the message and send a secure response.



- b. Open and Save any attachments

Please Note the paperclip icon to see and open\save any attachments.

