

# Email Encryption

## Encryption and decryption instructions

**Encrypting an AHS email is easy** – just follow these few simple steps:

**Note:** This will only work on AHS email accounts and not for other accounts like Gmail or a university address.

1. Log on to Outlook.
2. Click on *new email*
3. Write your message
4. Type *!private* in the email subject line.
5. Add email recipient
6. Send email

For more information, search “encryption” on [Insite](#).

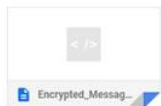
**How to decrypt and access an encrypted message** – on your personal computer:

You can also share these instructions with clients prior to sending them an encrypted email.

**Step 1:** An encrypted email looks like the example below.

!private test Inbox x

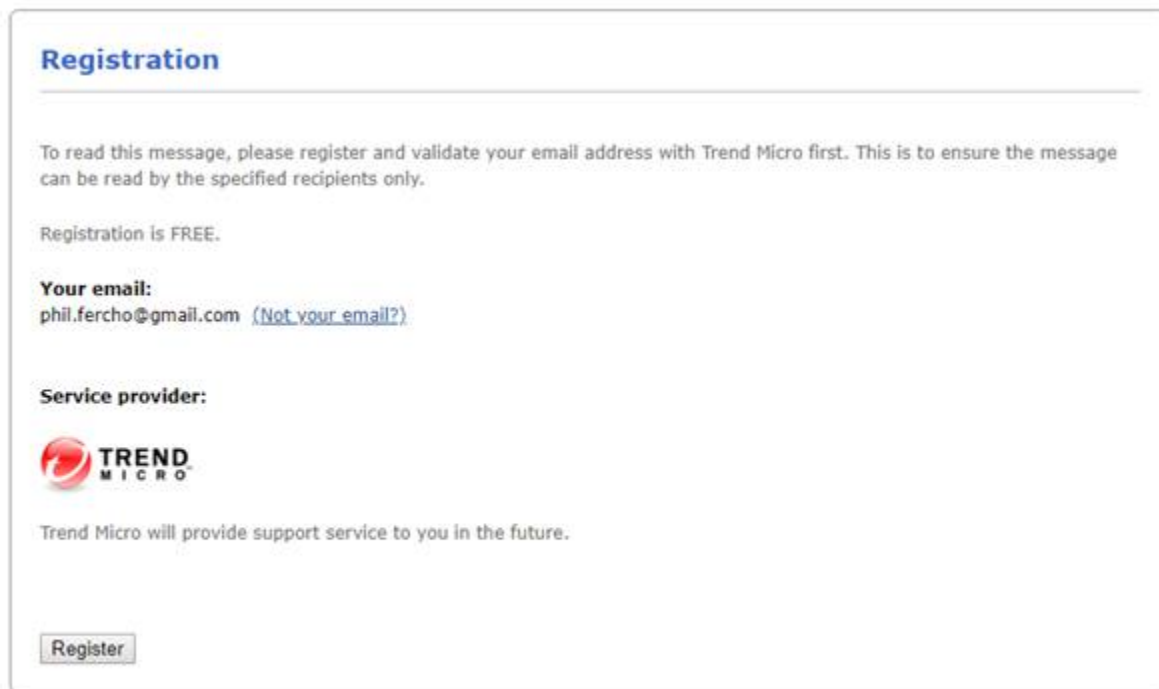
to me ▾



**Step 2:** To open an encrypted email, click on “Open Message”.



**Step 3:** If this is your first time receiving an encrypted email, the following message prompt will ask you to register.



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**Step 4:** Click on the “Register” button on the bottom left side of the page and follow the prompts to setup your account and password, etc.

### Register Encryption Account

Please complete the following information to register your email address.

**phil.fercho@gmail.com** will be your identity for encryption. [Change](#)

**Select a Password**  
Your password must be at least 7 characters long.

Password:

Confirm password:

**Select Security Question**  
Select the security question to help us confirm your identity. The answer should be memorable, unique, and contain at least three characters.

Question:

Answer:

**Set your Identification Word**  
Your identification word will appear on authentication screens, such as the Account Verification and Reset Password screens, to confirm the validity of the screens. Upon seeing your identification word, you can be assured that it is safe to type your information.

Identification word:   
(Minimum 2 characters)

Help us prevent spam and fake registration by typing the code you see in following image.

Type the code:

  Change the code  
 Read the code to me

I have read and agree to the [licence and Terms](#)

**Step 5:** Once you have registered, the following page will appear and an email will be sent to your inbox to complete the registration. You can close the page.

### Please Check Your Email to Activate Your Account

Check your inbox for a registration confirmation email message and follow instructions in the email message to confirm your encryption account.

From: tmeg\_operation@trendmicro.com  
To: phil.fercho@gmail.com


Note: If you do not see a registration confirmation email in your Inbox, check your spam folder.

[Close Page](#)

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**Step 6:** This is the email that will be sent to your inbox to complete registration. Click the link to complete your registration.

tmeg\_operation@trendmicro.com  
to me ▾ 9:20 AM (1 minute ago) ☆ ↶ ⋮



Welcome to Trend Micro Email Encryption.

In order to complete your registration, click the following link to verify your email address.  
<http://www.myprivatepost.com/zerodownload/completeRegistration.aspx?regId=1&user=phil.fercho%40gmail.com&pid=08&IDFromEmail=phil.fercho%40gmail.com&userreg=MIGdBCcCy7eFRNBs1pze2wUxAvTmYTsbhPYPXO35EH43Iilb/6Ba5ny+GmcEQBWwLbJkb3JPRZDmH5navjgl+yOKftYISRCaUpZRCXFN3ng3Dwsu7ZqOveP3xKC9m2vF9XhILP0bWQdVju39lUEMM2SmBmHM1TwV+zqISbXkZFH6x/8ICc2J6n88sf56H2vHqBvkfaMYkxYS9C08w6ofA==>

If you need more information, please visit:  
<http://support.privatepost.com/>

Sincerely,  
Trend Micro

**Step 7:** Once registered, you will be given access to encrypted AHS emails that have been sent to you.