

Mission Health's Secure Email System

Viewing Encrypted Email

When an encrypted email is sent to an outside recipient with either "Confidential" in the subject line or the message flag is set to "Confidential" or "Private" the recipient will receive an email similar to the following:

This email from Mission Health (username@msj.org) has been encrypted. Please open the attachment to view the email. You will be prompted for your email address and password to protect your account. If you have forgotten your password please send an email to SecureEmail@msj.org. If it is critical that you get your password reset immediately, please call the Mission Health IT Help Desk at 828-213-0350. Click the SecureEnvelope attachment to view the message from username@msj.org.
If you have any questions about this secure email, please visit our web site at <http://www.missionhospitals.org/secureemail>

1. The recipient will need to open the "SecureEnvelope.html".

2. If they receive this message, they will need to click the "Decrypt Message" button.

You will be automatically redirected to the encryption server within a few seconds.
If you are not redirected, please click the Decrypt Message button.

Decrypt Message

3. They will be redirected to the following screen:

The screenshot shows the McAfee Secure Web Mail login interface. At the top, there is a red header with the McAfee logo and the text "McAfee Secure Web Mail". Below this is the Mission Health System logo, which consists of a green cross with a white flower in the center and the text "MISSION HEALTH SYSTEM". The main content area has a white background with the text "Please login to access Secure Web Mail." centered. Below this text are two input fields: "User Name:" followed by a text box containing a blurred name, and "Password:" followed by a text box with ten black dots. At the bottom of the form are two buttons: "Submit" and "Reset". A "Disclaimer" link is visible in the bottom left corner.

The recipient will need to key in their password for the Secure Email System. This is a password that they previously entered on this screen. If it is their first time accessing Mission Health's Secure Email System, they will need to create a password and then key it in again on the "Confirm Password" line.

4. The email will display and will look similar to the following:

The screenshot shows the McAfee Secure Web Mail inbox interface. At the top, there is a red header with the McAfee logo and the text "McAfee Secure Web Mail". In the top right corner, there are "Logout" and "Help" links. Below the header is a navigation bar with "Inbox" selected, and icons for "Refresh", "Compose", "Reply", "Forward", "Delete", "Print", and "Preview". Below the navigation bar is a table with the following columns: "From", "Subject", "Date", and "Size". The table contains one email entry:

From	Subject	Date	Size
username@msj.org	confidential	Thu, 21 Apr 2011 15:30:36	3.409 KB