










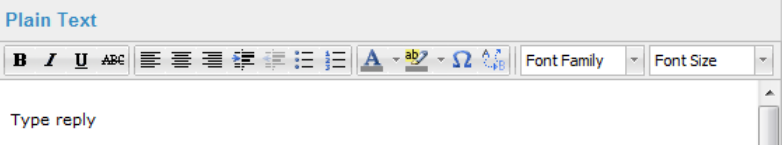




Receiving a Secure Message

<p>When you receive a secure, encrypted message select the Desktop or Mobile and follow the instructions.</p> <p>These instructions are for Desktop Users.</p>	  <p>This is a secure, encrypted message.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <p>Desktop Users: Open the attachment (message_zdm.html) and follow the instructions.</p> </div> <div style="text-align: center;">  <p>Mobile Users: Get the mobile application.</p> </div> </div>
<p>To read your secure email, click the link to View or Download.</p>	 <p>message_zdm.html 4910K View Download</p>
<p>On the page that opens, click or tap the Read Secure Message button.</p>	 ? Help <div style="text-align: center; background-color: #0070c0; color: white; padding: 10px; border-radius: 5px;">  Click to Read Message </div>
<p>First time users will be prompted to create an account.</p> <p>Key in your full name, choose a password and recovery question.</p> <p>Then click on the continue button.</p>	<p>Create a password to continue</p> <p>Full Name <input type="text" value="Full Name"/></p> <p>Email Address <input type="text"/></p> <p>Select a Password <small>(Passwords must be at least six (6) characters long and must contain at least one (1) number.)</small> <input type="password"/></p> <p>Retype Password <input type="password"/></p> <p>Recovery Question <input type="text" value="Please choose one"/> ▼</p> <p>Answer <input type="text"/></p> <div style="text-align: center; margin-top: 10px;"> Continue </div>
<p>The email message will open.</p> <p>To open an attachment, either tap the attachment or click View or Download next to the attachment name</p>	 Sign Out ? Help <small>christlarton@gmail.com</small> <p>From: christy.a.larton@kp.org Print</p> <p> Authenticated by kp.org  Valid Signature (Help)</p> <p>To: _____</p> <p>Sent: _____</p> <p>Subject: Kaiser Permanente Student Placement Process</p> <p>Attached: Student Info sheet.pdf (50 kb) - View, Download</p> <p>_____ Email content</p>

Replying to a Secure Message

<p>To reply to a secure email:</p> <ol style="list-style-type: none"> 1. Click on Reply or Reply All 	
<ol style="list-style-type: none"> 2. Type your reply. 	
<ol style="list-style-type: none"> 3. Click Send Secure. 	

Replying to a Secure Message – Adding Attachments

<p>To add attachments to your secure email:</p> <ol style="list-style-type: none"> 1. Click Browse button. 2. Select a file. 	
<ol style="list-style-type: none"> 3. Click Send Secure. 	

Logging back in.

<ol style="list-style-type: none"> 1. Open your email inbox 2. Enter password 3. Click Continue button. 	
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