



# Receiving an encrypted email with SOPHOS

## THE FIRST TIME YOU'RE SENT AN ENCRYPTED EMAIL:

### STEP 01: CHECK INBOX FOR A NOTIFICATION FROM SOPHOS SECURE MESSAGE

This email will have a link to set up your password for Sophos Secure Message. You will need to do this only once, the first time you receive an encrypted email from Sophos. The link will expire in 30 days, so make sure you set up your password before that time.

### STEP 02

After setting up your password, you will receive your encrypted email from Sophos in your inbox. This email will have an encrypted PDF file attached, which contains your message and any attachments. To open the PDF file, you will need to enter the password you created in Step 1.

### STEP 03

To reply to the encrypted email, you can use your regular email client. Just click on the REPLY button in the PDF file and type your message. Your reply will be automatically encrypted by Sophos.