

A QUICK START GUIDE TO ENCRYPTION SOFTWARE BY PROOFPOINT



CERTIFIED PUBLIC ACCOUNTANTS

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First, you will receive an email from The Adams Group; open it up & click on "View Encrypted Email."

Encrypted Message Received:

test

You have received an encrypted email from:

vince@tagcpaco.com

VIEW ENCRYPTED EMAIL

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It will then take you to a proofpoint.com website, enter your email & click continue to register

proofpoint

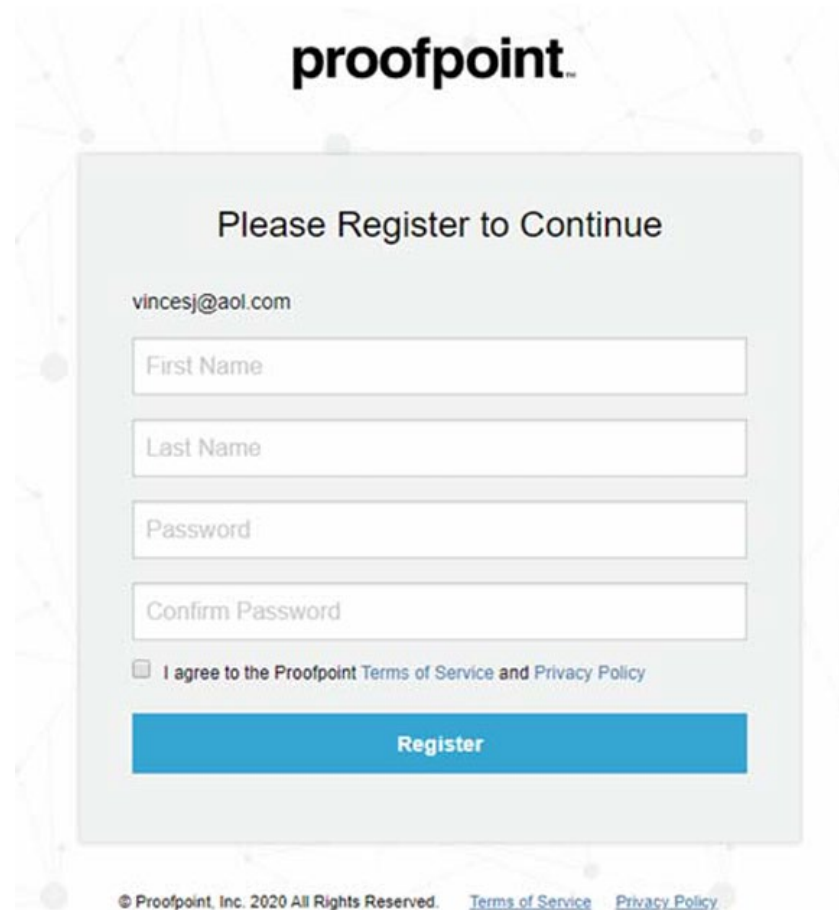
First time here? You will be asked to register.
Already registered? You will be asked to log in.

Email Address

CONTINUE

Next, Register Your Account

Enter your name and setup your password and agree to terms of service.

A screenshot of the Proofpoint registration form. The form is titled "Please Register to Continue" and is set against a background with a faint network diagram. The form fields include an email address (vincesj@aol.com), First Name, Last Name, Password, and Confirm Password. There is a checkbox for agreeing to the terms of service and a blue "Register" button at the bottom.

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Please Register to Continue

vincesj@aol.com

First Name

Last Name

Password

Confirm Password

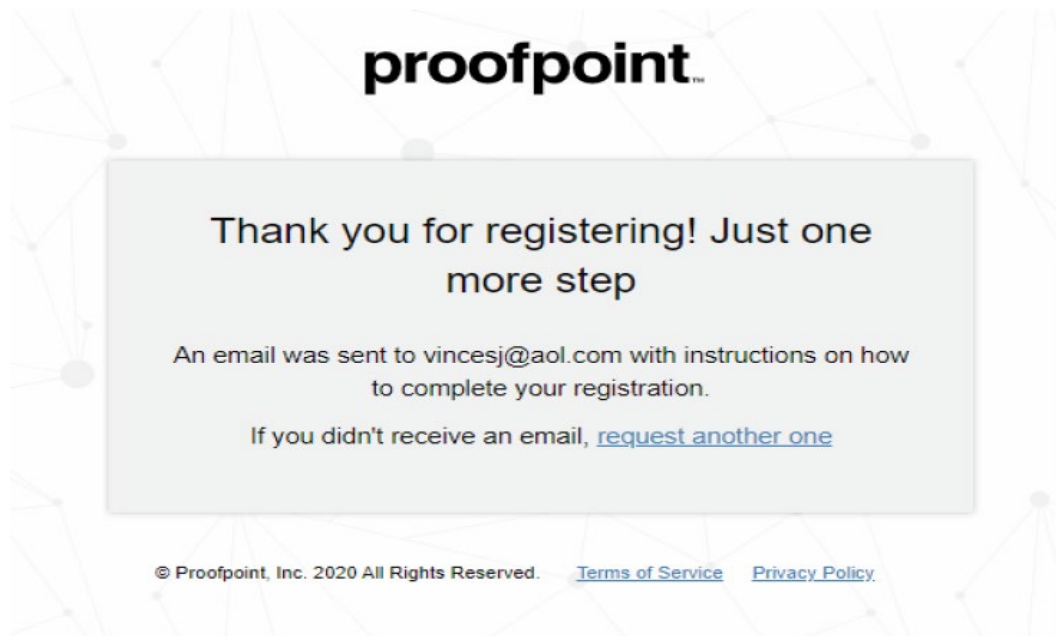
☐ I agree to the Proofpoint Terms of Service and Privacy Policy

Register

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Complete Registration

You will receive a message thanking you for registering and to complete one more step: check your email for instructions on how to complete your registration.



In the new email, click on CONFIRM

Welcome to Proofpoint

(noreply@proofpoint.com)

To: you [Details](#) ▾

Welcome to Proofpoint

Hello Vince,

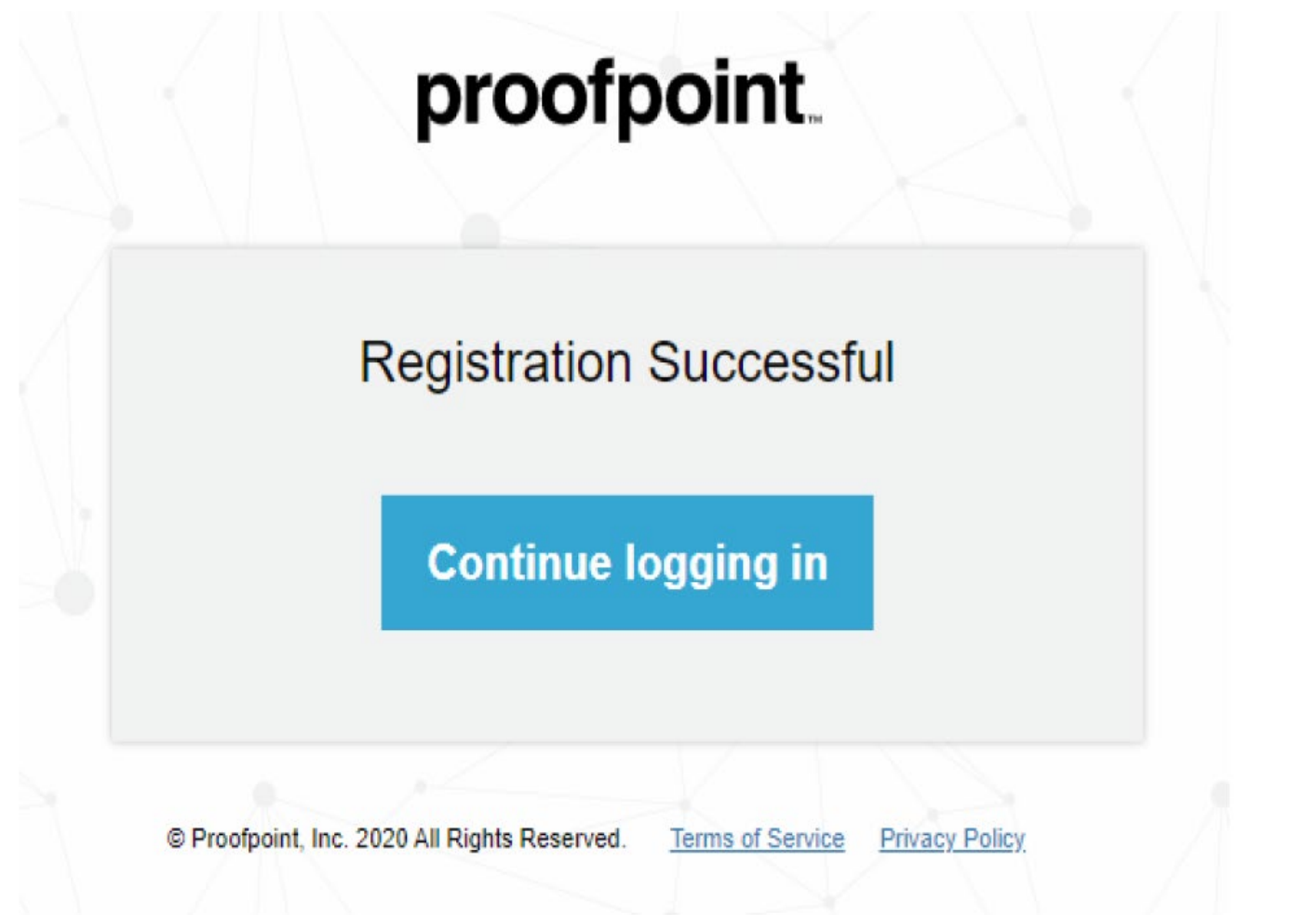
You are almost done registering. Please complete the process by clicking the button to confirm your email address.

CONFIRM

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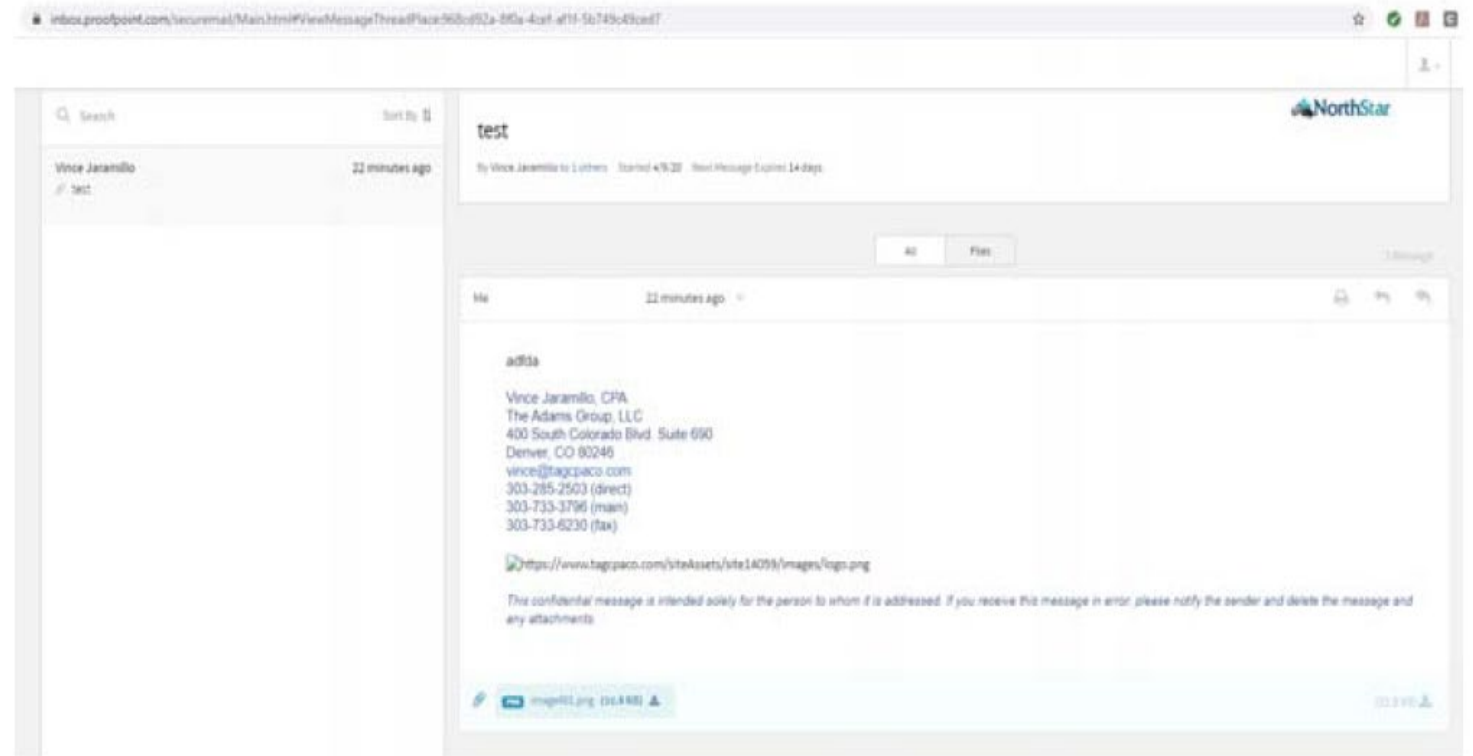
REGISTRATION SUCCESSFUL

Next, it will take you to their site stating that the registration was successful and to continue logging in.



You're Logged In, Now What?

Once logged in, you will be redirected to a website with a listing of emails received.

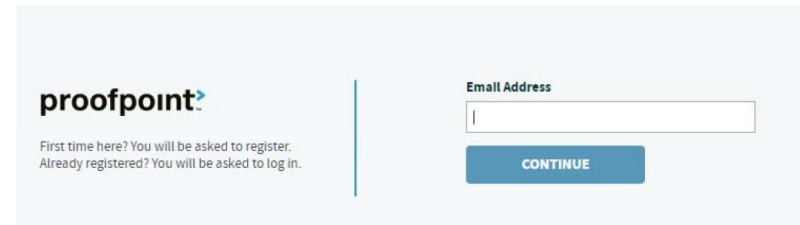


Forgot Your Login or Password?

If you had registered previously, then you just need to click on the most recent email received to login. (emails do expire in 14 days). If you forgot/lost your login information, go to:

<https://inbox.proofpoint.com/securemail/Main.html>

It will take you back to the original prompt screen from the initial message and you will enter your email.

A screenshot of a web interface for Proofpoint. On the left, the 'proofpoint' logo is displayed above a small text block that reads: 'First time here? You will be asked to register. Already registered? You will be asked to log in.' A vertical line separates this from the right side. On the right, there is a form with the label 'Email Address' above a text input field. Below the input field is a blue button with the word 'CONTINUE' in white capital letters.

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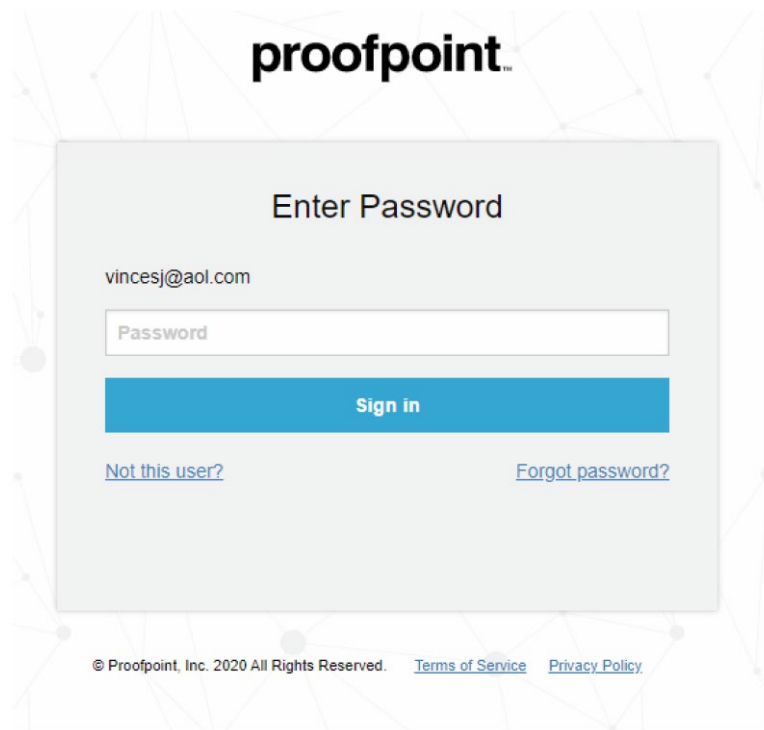
First time here? You will be asked to register.
Already registered? You will be asked to log in.

Email Address

CONTINUE

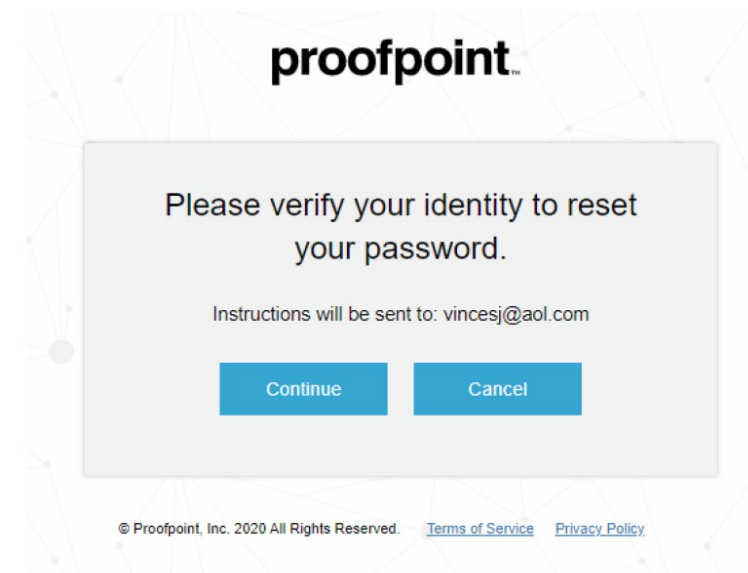
Recover password

You will then be prompted to enter your password and click 'Forgot password?'



The screenshot shows the Proofpoint login interface. At the top is the 'proofpoint' logo. Below it is a light gray box titled 'Enter Password'. Inside this box, the email 'vincesj@aol.com' is displayed above a password input field labeled 'Password'. A blue 'Sign in' button is positioned below the input field. At the bottom of the box are two links: 'Not this user?' on the left and 'Forgot password?' on the right. The footer of the page contains the copyright notice '© Proofpoint, Inc. 2020 All Rights Reserved.' followed by links to 'Terms of Service' and 'Privacy Policy'.

You will then need to verify your identity to reset your password, click on continue.

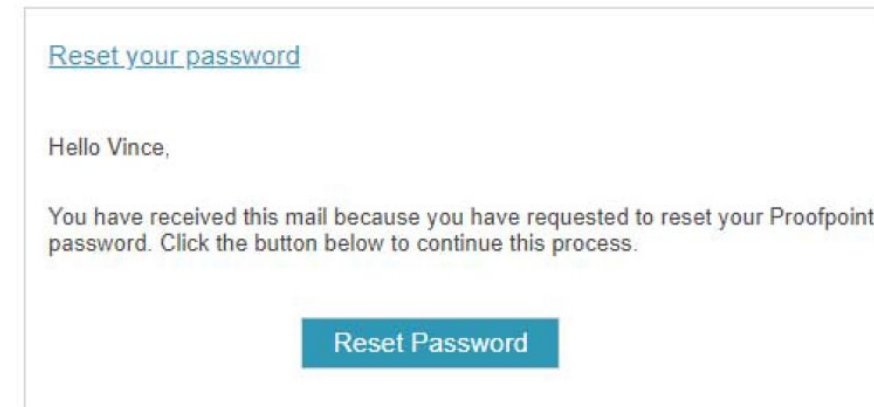
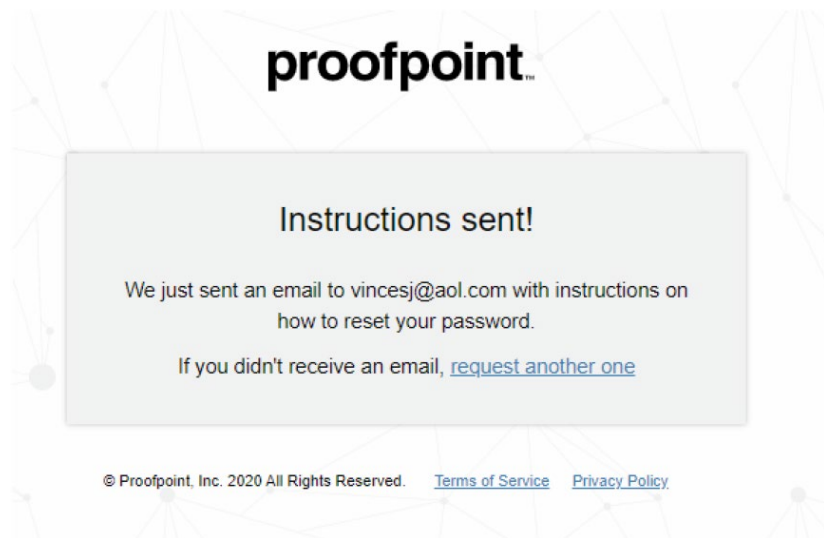


The screenshot shows the Proofpoint identity verification screen. At the top is the 'proofpoint' logo. Below it is a light gray box with the text 'Please verify your identity to reset your password.' followed by 'Instructions will be sent to: vincesj@aol.com'. At the bottom of the box are two blue buttons: 'Continue' and 'Cancel'. The footer of the page contains the copyright notice '© Proofpoint, Inc. 2020 All Rights Reserved.' followed by links to 'Terms of Service' and 'Privacy Policy'.

Reset Your Password

Go to your email to continue to reset your password.

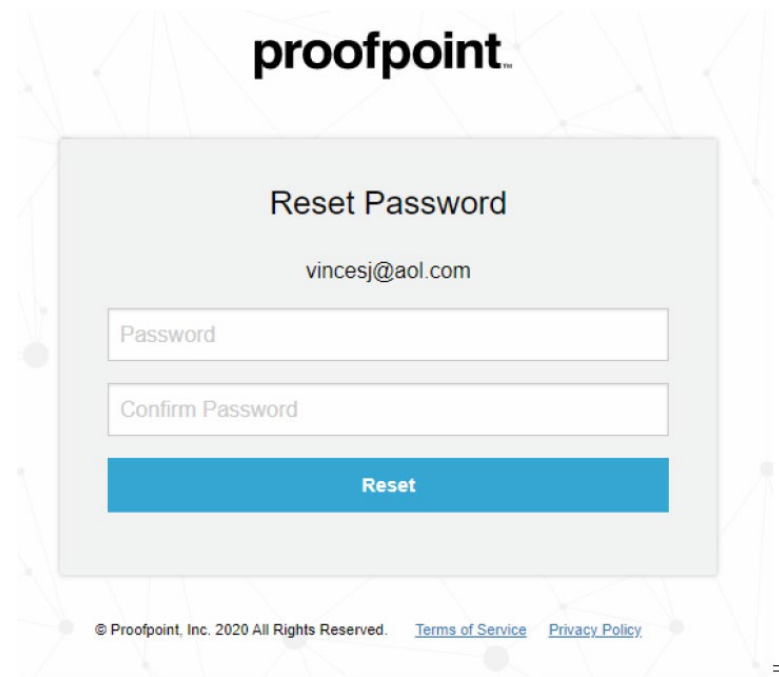
Open the email sent to your normal account and click reset password. It will take you to the Proofpoint site.



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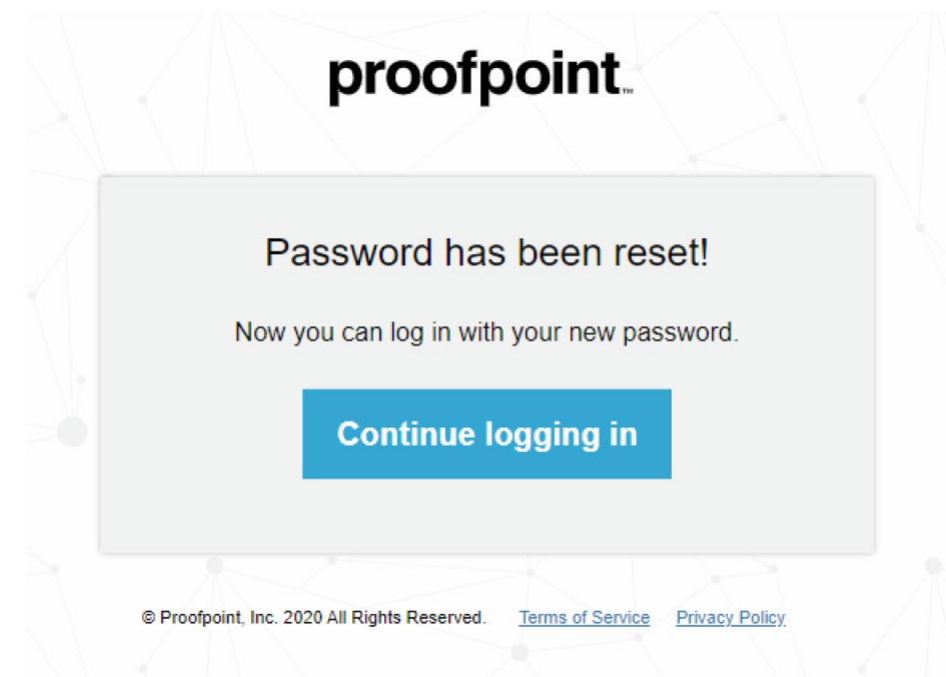
Finish Resetting Your Password & You're Good to Go!

Enter your new password and click reset



The screenshot shows the Proofpoint 'Reset Password' interface. At the top is the Proofpoint logo. Below it, the text 'Reset Password' is centered, followed by the email address 'vincesj@aol.com'. There are two input fields: 'Password' and 'Confirm Password'. Below these fields is a blue button labeled 'Reset'. At the bottom of the page, there is a copyright notice: '© Proofpoint, Inc. 2020 All Rights Reserved.' and two links: 'Terms of Service' and 'Privacy Policy'.

Continue to login and you are all set!



The screenshot shows the Proofpoint confirmation screen after a password reset. At the top is the Proofpoint logo. Below it, the text 'Password has been reset!' is centered, followed by the message 'Now you can log in with your new password.' Below this message is a blue button labeled 'Continue logging in'. At the bottom of the page, there is a copyright notice: '© Proofpoint, Inc. 2020 All Rights Reserved.' and two links: 'Terms of Service' and 'Privacy Policy'.