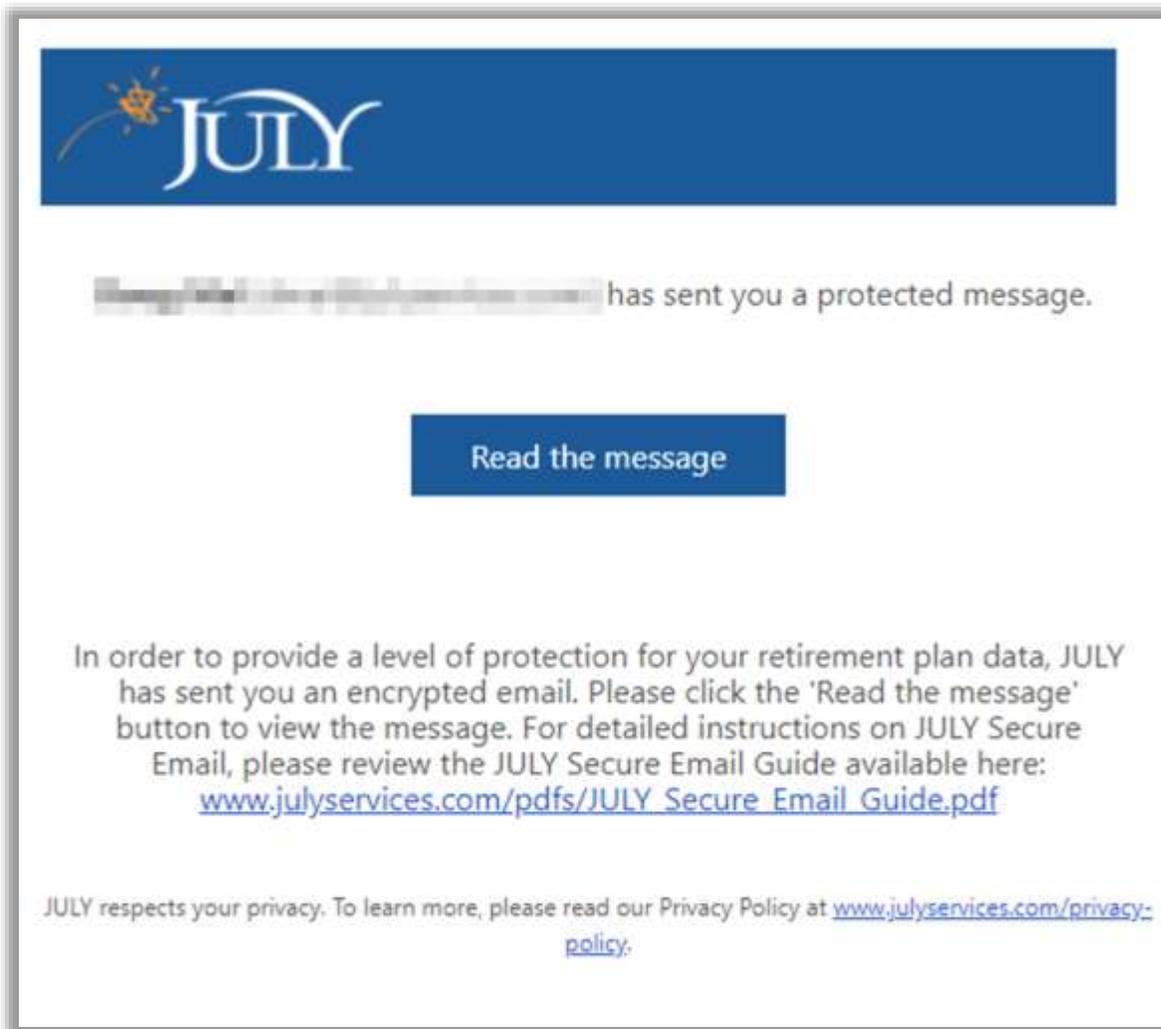# JULY Secure Email Guide

JULY Secure Email Messages

Encrypted email messages from JULY will resemble the screenshot below.

JULY recognizes concerns about privacy and the use of information. Because protecting personal information is important to us, JULY uses a secure method to transfer information via email. All JULY employees are instructed to use strict standards of care and sound judgment regarding confidential information, as outlined by company policies. The below guide provides instructions on how to access a secure email that was sent from JULY.

Opening the Secure Email Message

Click the "Read the message" button to proceed to the JULY Secure Email Portal.

Note: *Protected emails will contain a "message_v4.rpmsg" file attachment. This is a safe and expected attachment that enables the delivery and access of protected emails.*

If using a Microsoft, Gmail, or Yahoo email address that is associated with a Microsoft account, you will have the option to sign-in with your account; otherwise, the one-time passcode option is recommended.

Sign into Microsoft Account

If you have an existing Microsoft account, sign into the account for the email address shown. If you would like to create an account, select Sign in and follow the steps to create an account.

Use One-Time Passcode

Select a one-time passcode if you prefer to receive a secure passcode with each secure email from JULY. You will receive a second email with your secure passcode to enter on the JULY Secure Email Portal.

We sent a passcode to user@emaildomain.com.

Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.

Reference code: 8489

Passcode [ ]

☐ This is a private computer. Keep me signed in for 12 hours.

⊙ Continue

Didn't receive the passcode? Check your spam folder or get another passcode.

JULY

Here is your one-time passcode

73533836

...

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

Replies Using Secure Email to JULY

Once you access your secure message, click the "Reply all" or "Reply" button in the upper-right corner to send a reply email using this same system. Any messages sent this way are encrypted and delivered securely.