

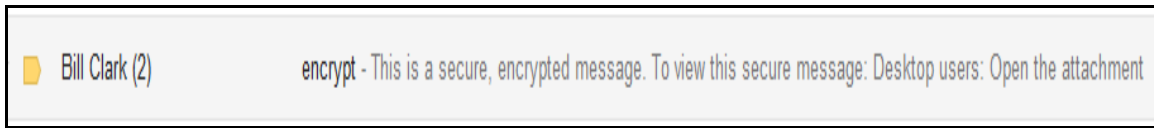


# NORTH LOS ANGELES COUNTY REGIONAL CENTER

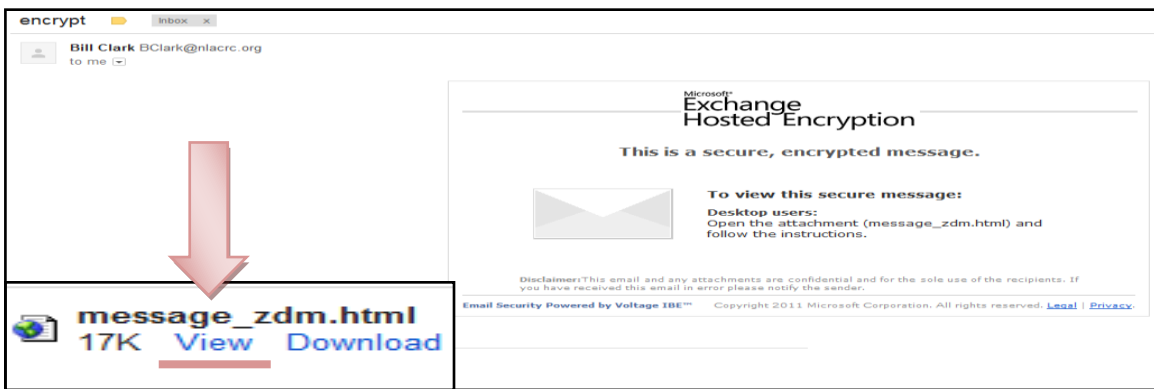
15400 Sherman Way, #170 • Van Nuys, CA 91406-4211 • Main Number (818) 778-1900 • Fax (818) 756-6170  
28470 Avenue Stanford #100 • Santa Clarita, CA 91355-1121 • Main Number (661) 775-8450 • Fax (661) 775-8454  
43210 Gingham Ave • Lancaster, CA 93535-4512 • Main Number (661) 945-6761 • Fax (661) 942-4050

## What should I do if I receive an encrypted email?

1. If you receive an encrypted email from NLACRC, you will receive something that looks like this. Double click on the email.



2. After double clicking on the message, you will see a screen like the one below. Click on the View option that is listed under message\_zdm.html.



3. After clicking on the View option, the system will detect if the email address hasn't been used to create an account in the past. If the system doesn't find a previous instance, you will see the screen below that you will use to create an account. Type your name in the Full Name field and follow the guidelines under 3a. to create your password.

Microsoft®  
Exchange  
Hosted Encryption

**Create a password to continue:**

Full Name:

Email Address: bill.clark39@att.net

Choose a Password:

Retype Password:

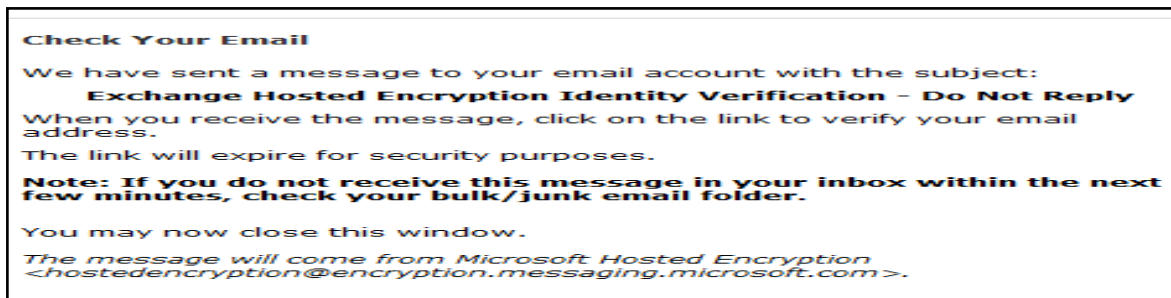
3a. Create your password using the following guidelines:

- Minimum password length is 6 characters.
- Numbers are not required.
- Capital letters are not required.
- Special characters are not required.
- Trivial Passwords are not allowed (trivial passwords are those that might be easy to guess such as "abcd", "1234" etc.)

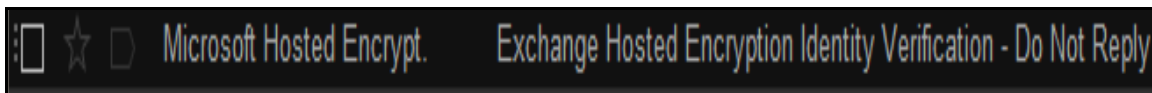
4. This is the password screen that you will see with the fields populated. Click on Continue.



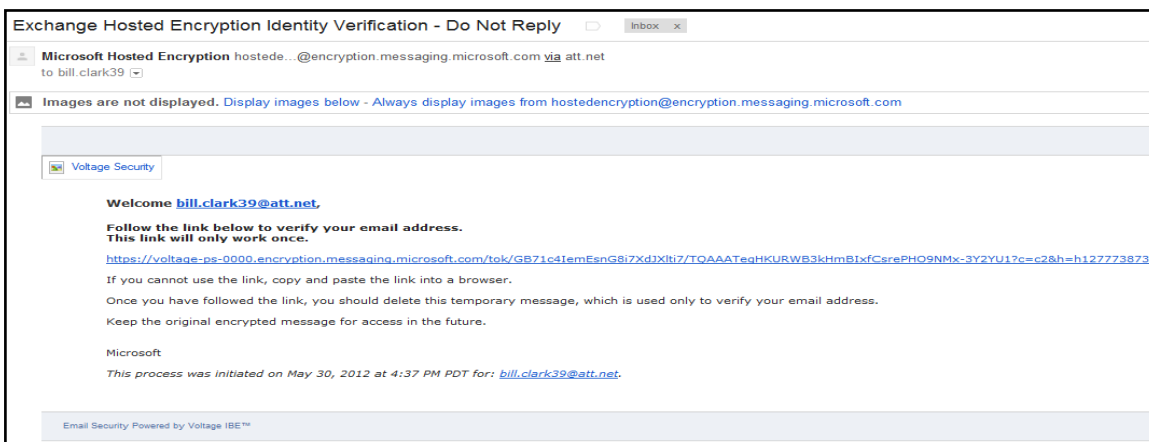
5. If the password creation is successful a verification will automatically be sent to the email address that was used for the account creation. Log into the mailbox and click on the email that was sent to you.



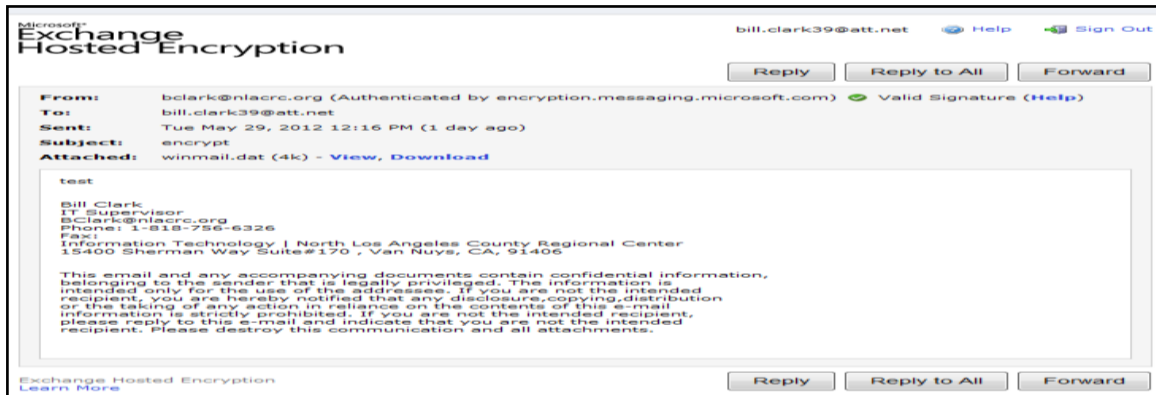
6. This is what you will see when you receive the verification email. Double click to view the mail.



7. After double clicking on the verification email, you will see a screen like this. Click on the link to verify your address.



8. Once the email address has been verified, the initial email that was sent to you will display. At this point you can use all the options that would be offered in a typical email client such as Gmail or Yahoo.



9. You are done.

**Note:** If you reply to the sender using the hosted encryption email client, the original sender will receive an email that will be encrypted.