

Memorandum

To: Reference Lab Manager

From: Dr. Shashi Shetty, PhD, FACMG

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Subject: Introducing Our New Proofpoint Secure Messaging Portal

We are pleased to introduce the **Proofpoint Secure Messaging Portal**, our new platform for secure email communication.

How to Access the Secure Messaging Portal

- 1. **Visit the Portal** Click or enter the following URL in your browser: https://securemail.case.edu/encrypt.
- 2. **Create an Account** First-time users will need to register by selecting "New User" and following the prompts to set up a password.
- 3. **Check Your Email** You will receive a confirmation email; this email will have a validation code needed to activate your account.
- 4. **Log In and Access Messages** Once registered, log in to view, reply to, and send secure messages. Our team will receive emails to <u>priondiagnostics@case.edu</u>

Moving forward, all sensitive communication from our lab will be sent through this secure platform. When messaging our team please do so in the portal when sending confidential information securely to us as well.

If you have any questions or require assistance, please contact our client services team at 216 – 368 - 0587.