

## Department of Justice

## **Decrypting Secure Messages**

If you've received a secure message from a US DOJ employee, please use the following instructions to decrypt and access the message.

When you receive a secure message, it will look similar to this (Fig. 1) in your inbox:

**Step 1:** To access the message, right-click the "Click Here" link, copy link, and paste into new browser window.

**Step 2:** The first time you receive a secure message you will be prompted to register (Fig. 2).

**NOTE:** Registration is a one-time process. For any future secure messages received you will only be prompted to enter your password.



Fig. 2

For additional guidance please visit:

DOJ Secure Mail Help



Fig. 1

**Step 3:** Once Registered and logged in, you will be able to access the message by going back to your inbox and following Step 1.

**Step 4:** The decrypted secure message will open in a new browser window (Fig. 3) where you will have the option to reply or forward as necessary. You will also be able to download and save any attachments.

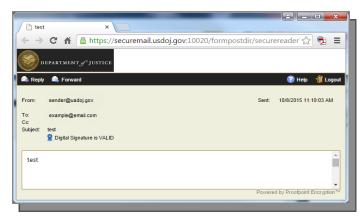


Fig. 3

OCIO Cybersecuirty Services Staff Phone: 202-357-7000 Email: DOJCERT@usdoj.gov