Email Encryption User Guide

1. **Click the Secure Messaging link** within the secure email message you received.	**♥aetna** lee.rodriguez@aetna.com sent you a secure message You can only view it in our Secure Messaging service. If you've not received a secure message from lee.rodriguez@aetna.com before, a password has been sent to you separately. If you don't receive it, you can request a new one.
2. At the Log In page, **enter your email address** and **click Next.**	**♥aetna** **Log In** Email Address Next
3. At the "password" screen, **enter your Aetna Secure Messaging password** and click "Log In". If this is the first time receiving a secure message from us, **enter the temporary password provided in the "Secure Messaging password reminder" email you** should have received and click "Log In". **Otherwise, skip to step 6.**	**Log In** aetacct@yahoo.com Password Log In Log in as a different user. Forgot your password?

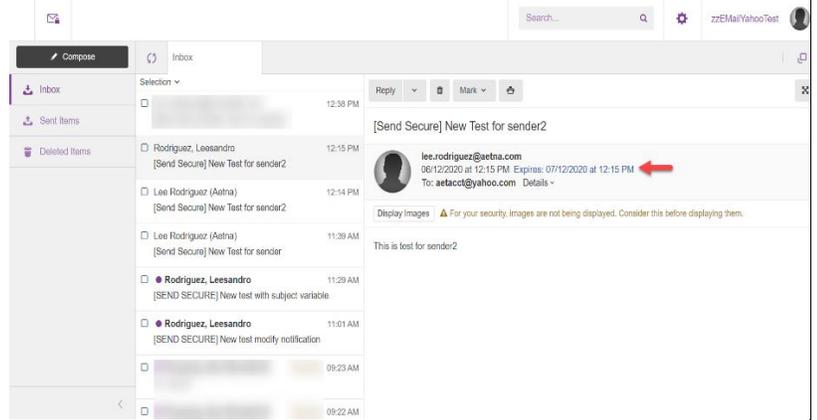|	
4. lease **re-enter the temporary password, in the "current password" field.** Then **type a new password, which will be used for subsequent secure messages from Aetna**. Click "Confirm" to continue. **NOTE: Password requirements are indicated below the password fields.**	**Reset Password** Current Password New Password Confirm Password ● Minimum 8 characters ● Include at least one lowercase character (a-z) ● Include at least one uppercase character (A-Z) ● Include at least one numeric character (0-9) ● New Password and Confirm Password must be the same Confirm
5. You will now be **prompted to enter the password you set in Step 4** and click "Log In". The **next time** you receive a secure email message, **you will only be prompted for your email address and password.**	**Log In** aetacct@yahoo.com Password The password has been saved Log In Log in as a different user. Forgot your password?

6. At this point**, you are now in the Secure Messaging portal**, which provides you the ability to perform the following: • View received secure messages in "Inbox" • View secure messages you responded to in "Sent Items" • View message expiration • Reply/Reply All • Download received attachments and upload attachments to emails you're responding to • Print	
7. When you're finished and ready to sign out, **click your account name in the top-right of the screen and choose "Log Out".** https://aetna.unily.com/document/686122/email-encryption-user-guide	