




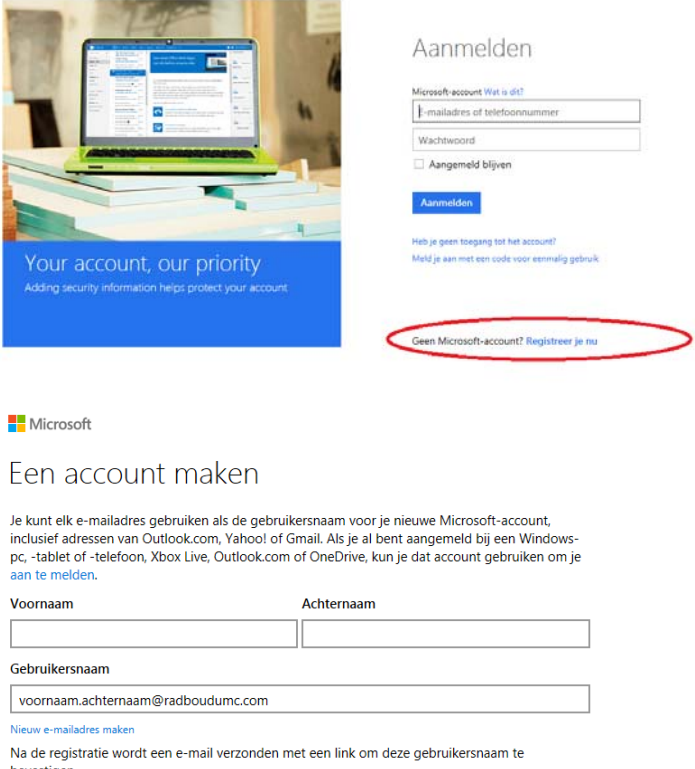
Instructions for opening Secure Mail from Radboudumc



Radboud university medical center (Radboudumc) uses Secure Mail, which means the email has been encrypted and you will have to take an additional step before you can open it.

An encrypted email will be sent to the recipient's inbox with an HTML attachment. After saving and opening the attachment, you will find instructions on how to open and view the message. These instructions are the same irrespective of the email service used. You can log in with an Office 365 business account or a different Microsoft account. These accounts can also be linked to a personal domain, such as @radboudumc.nl. Alternatively, you can opt for a one-time passcode, which will be sent to your account in a separate email.

Opening and replying to Secure Mail:

<p>1. Open the email from Radboudumc. This email is located in a Microsoft encryption portal and cannot be opened in your inbox.</p>	
<p>2. Download the attachment <i>message.html</i>.</p>	
<p>3. Save the attachment to your local drive and then open it.</p>	

<p>4. A new web browser will open, directing you to the Radboudumc Secure Mail portal.</p>	
<p>5. You now have two options: a) Signing in (which may mean you will first have to create a free Microsoft account); b) Using the one-time passcode.</p>	
<p>a) Create a Microsoft account for the email address you plan to use to send and receive secure messages (e.g. voornaam.achternaam@radboudumc.nl). This will automatically appear in the field <i>gebruikersnaam</i> ('username').</p> <p>After creating your account, you can immediately sign in and open the encrypted email. You can also use this portal to send encrypted emails to your contact person at Radboudumc. This is the preferred method for individuals who expect to regularly receive encrypted emails from Radboudumc.</p>	

<p>b) Using the one-time passcode: a new email will be sent to your account with a one-time passcode.</p>	<p>We hebben een wachtwoordcode verzonden naar voornaam.achternaam@radboudumc.nl</p> <p>Controleer uw e-mail, voer de wachtwoordcode in die overeenkomt met de verwijzingscode en klik op Doorgaan. De wachtwoordcode verloopt over 15 minuten.</p> <p>Verwijzingscode: 3334 Wachtwoordcode <input type="text"/></p> <p><input type="checkbox"/> Dit is een privécomputer. Laat me 12 uur aangemeld blijven.</p> <p> Doorgaan</p> <p>Hebt u de wachtwoordcode niet ontvangen? Klik hier voor een andere.</p>
<p>a) You can now view the entire email message with the confidential content.</p>	<p>Radboudumc secure e-mail portal</p> <p>Test Secure Mail</p> <p> Vandaag, 11:58 @radboudumc.nl</p> <p style="text-align: center;">✕</p> <p>Met vriendelijke groet,</p> <p>Radboud universitair medisch centrum Postbus 9101, 6500 HB Nijmegen (196) Geert Groteplein Zuid 24 (route 196) www.radboudumc.nl</p> <p>Deze e-mail wordt [veilig] verzonden</p> <p><small>Het Radboudumc staat geregistreerd bij de Kamer van Koophandel in het handelsregister onder nummer 41055629. The Radboud university medical center is listed in the Commercial Register of the Chamber of Commerce under file number 41055629.</small></p>
<p>b) All replies to secure emails will also be encrypted.</p>	