# Believe in children M Barnardo's

## Managing Encrypted Email from Barnardo's using Echoworx – User Guide

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#### Echoworx

- To read the content of the first encrypted email sent to you by Barnardo's, you will have to activate a secure email account.
- Once activated, you will be able to read and reply to any future encrypted email sent to you by Barnardo's.
- Encrypted emails are held in your Barnardo's Secure Email account for 30 days.
- Your account can also be used to send secure email to Barnardo's providing you have the intended recipient's email address.
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#### Activating your Secure Mail account

**Step 1:** Click on the link to be directed to the account activation screen.

	<b>り</b> ひ↑	↓ <del>-</del> Your Bar	nardos Secure Email Activation Info	ormation - Message (HTI	ML) [	<b>z</b> –		×
File	Message	Help Acrobat	Q Tell me what you wan	it to do				
ଆ ~ &	Delete Archive	← Reply ← Reply All → Forward Respond	Create an appoi ↑ Create an appoi ▼ Trade Skills ▼ Quick Steps 5	Nove Tags Editing	Read Aloud Speech	Translate Language	Q Zoom Zoom	~
Yo	ur Barnardo	os Secure Emai	Activation Informatio	n				
D	G To G	@hotmail.com	<pre>&gt;barnardos.org.uk&gt;</pre>	S Reply	Reply All	→ Forw Sat 10/	ard •	••
Ba	rnardos Se	ecure Email				Belie child mBarn	eve in Iren ardo's	
<ul> <li>Subject: Enquiry</li> <li>Sent: April 10, 2021 12:24:10 AM, BST</li> <li>Expires: May 10, 2021 12:24:16 AM, BST</li> </ul>								
To vie acc	view this message w your messages count:	e, click the link below to you receive from "	o create your Barnardos Secure En @barnardos	nail account. Once you've .org.uk> directly from you	created you Ir Barnardos	ir account, yo Secure Emai	u can I	
Email: <u>         @hotmail.com</u>								
Click here to create your account and read your message								
For Barnardos Secure Email online help, visit: https://pr-uk.ips.emailprivacy.net/brand? act=download&entp=Barnardos&locale=en_US&cat=Resource_Center&f=emx/help/index.html								
	Do	o not reply to this mes	sage. This is a system-generated	d email and all replies w	rill be discar	rded.		

**Step 2:** Complete the required field and select 'Activate'. Please note that your email address field is automatically completed.

	Enter your Registration Information
	* First Name
	* Last Name
Believe in children	* Email Address d*****@h******com
m Barnardo's	Create a Password
Demondes Oceans Freed	* Password
Barnardos Secure Email	Password Strength:
	* Confirm Password
	Cancel Activate

Open an Encrypted email – Activated Account.

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Once you have activated your Barnardos Secure Email account, you can log in to view and manage encrypted emails from Barnardos.

**Step 1**: Select "Click here to open". You have 30 days to collect and read the message before it permanently expires.

You have a new encrypted message from <example@barnardos.org.uk></example@barnardos.org.uk>	"Example"	
From Example Barnardos on 2021-04-09 ► Details ■ Plain text		
Barnardos Secure Email	Believe in children M Barnardo's	
"Example" <example@barnardos.org.uk> has sen via Barnardos Secure Email.</example@barnardos.org.uk>	t you an encrypted message	
Subject : Enquiry Sent : April 10, 2021 12:34:44 AM, BST		
Expires : May 10, 2021 12:34:53 AM, BST You have <b>30 day(s) left</b> to collect this message before it expires.		
Click here to open		

Step 2: Log in to your Barnardos Secure Email account with your chosen password at the activation time.

Your email address field is automatically completed.

Believe in	To log into Barnardos Secure Email, enter your email address and password.		
children MBarnardo's	a******@f******************************		
Barnardos Secure Email	Login		
	Forgot your password?		

**Step 3:** View and manage the email in the Barnardo's Secure Email. Encrypted emails are held in your account for 30 days from the date of delivery.

	Help	English (United States) 🖌 Logout
Reply Move Verify Print Save Delete		Options
Barnardos Secure Email		Believe in children MBarnardo's
Previous		tini 🚩
This message will expire after May 10, 2021 12:34:53 AM, BST		
▲ From: "Example" <example@barnardos.org.uk> To: <example@recipient.com> Cc: Subject: Enquiry Sent: April 10, 2021 12:34:44 AM, BST Importance: Normal Attachments:</example@recipient.com></example@barnardos.org.uk>		
This is an encrypted email with a word attachment.		
Equality, diversity and inclusion together we must make it happen		
t KiFostering-weekdsmasme hide this text hide this image		