

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

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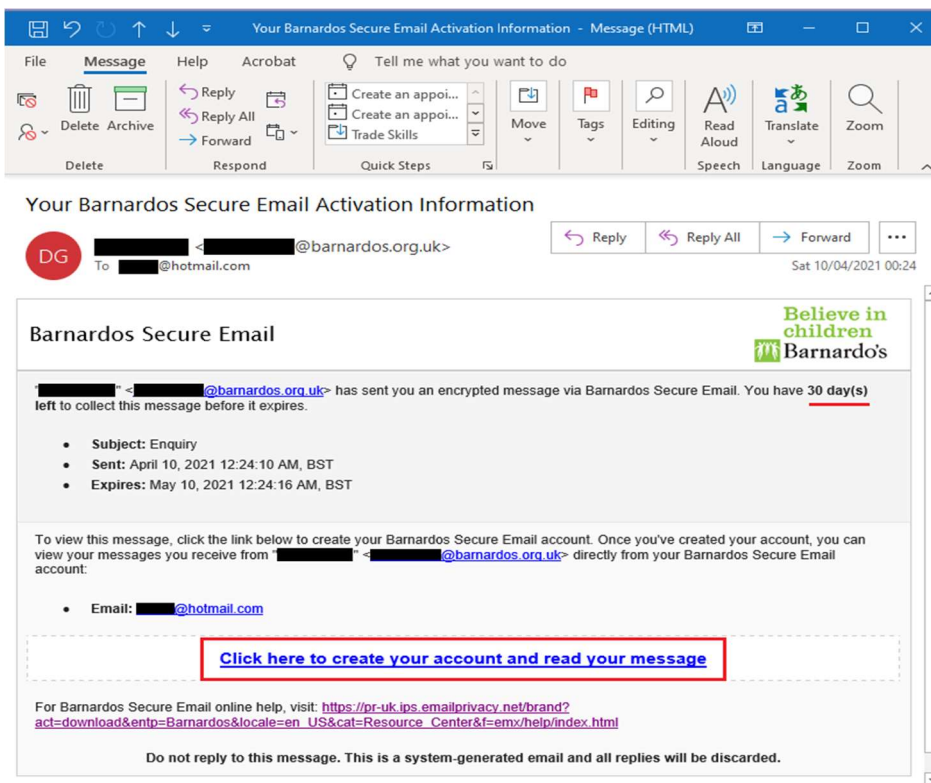
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## Echoworx

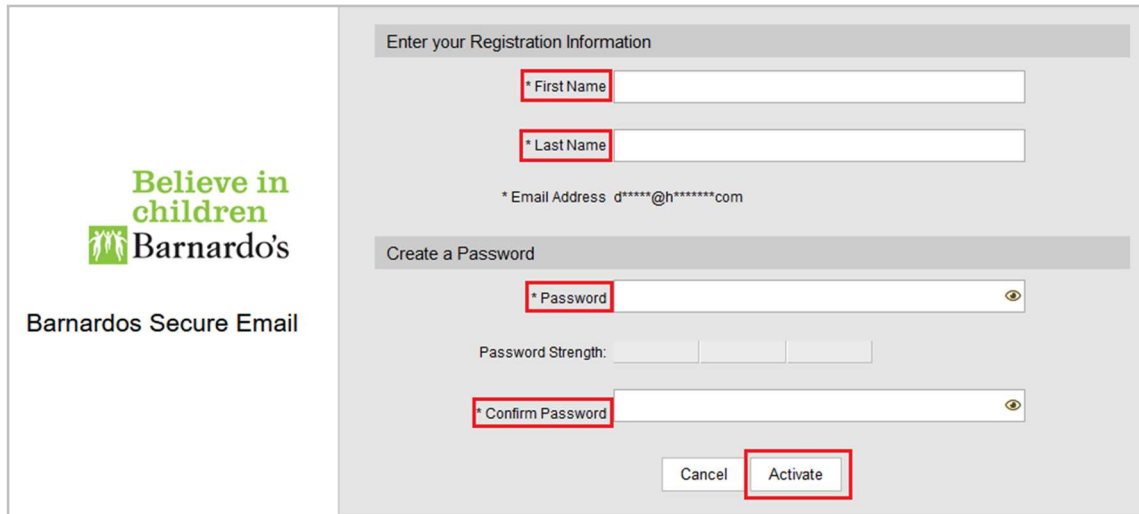
- To read the content of the first encrypted email sent to you by Barnardo's, you will have to activate a secure email account.
- Once activated, you will be able to read and reply to any future encrypted email sent to you by Barnardo's.
- Encrypted emails are held in your Barnardo's Secure Email account 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.
- 

## Activating your Secure Mail account

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



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



The image shows a registration form for Barnardos Secure Email. On the left, there is the Barnardos logo with the text "Believe in children" and "Barnardos". Below the logo, it says "Barnardos Secure Email". The main form area is titled "Enter your Registration Information" and contains the following fields:

- \* First Name (text input)
- \* Last Name (text input)
- \* Email Address d\*\*\*\*\*@h\*\*\*\*\*com (text input, pre-filled)

Below this is a section titled "Create a Password" with the following fields:

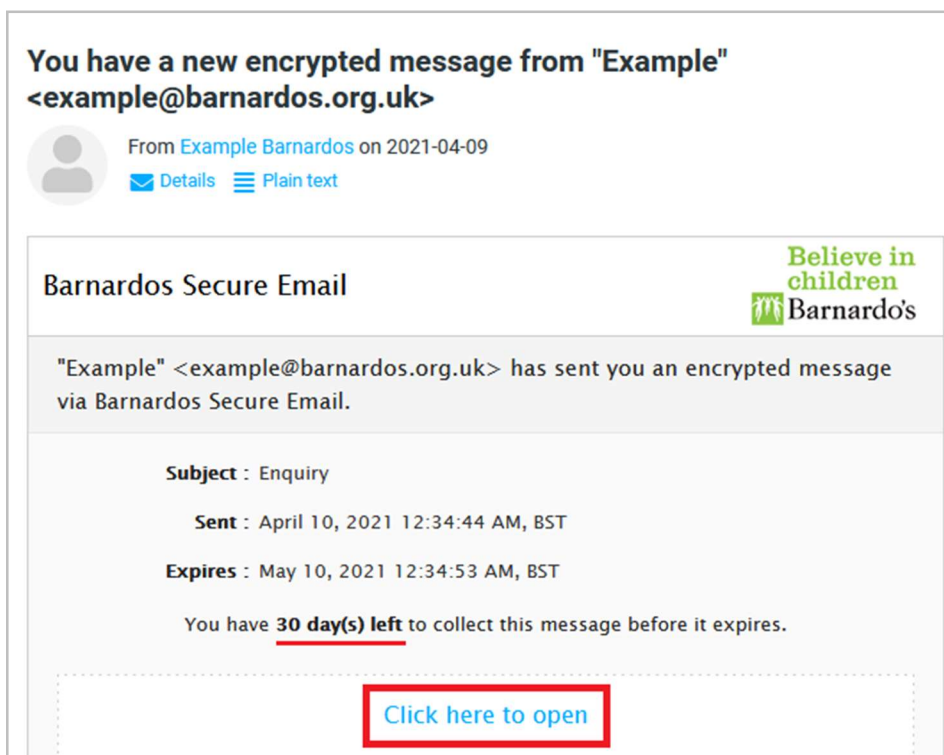
- \* Password (password input)
- Password Strength: (progress indicator)
- \* Confirm Password (password input)

At the bottom right of the form are two buttons: "Cancel" and "Activate".

Open an Encrypted email – Activated Account.

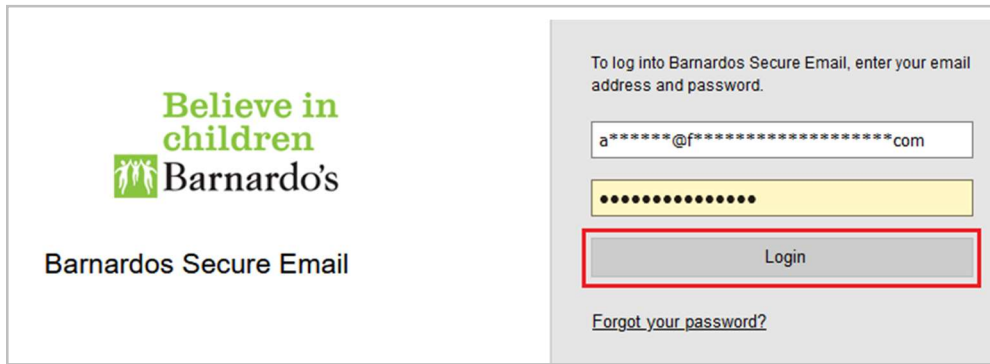
Once you have activated your Barnardos Secure Email account, you can log in to view and manage encrypted emails from Barnardos.

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



**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 children  
Barnardo's

Barnardos Secure Email

To log into Barnardos Secure Email, enter your email address and password.

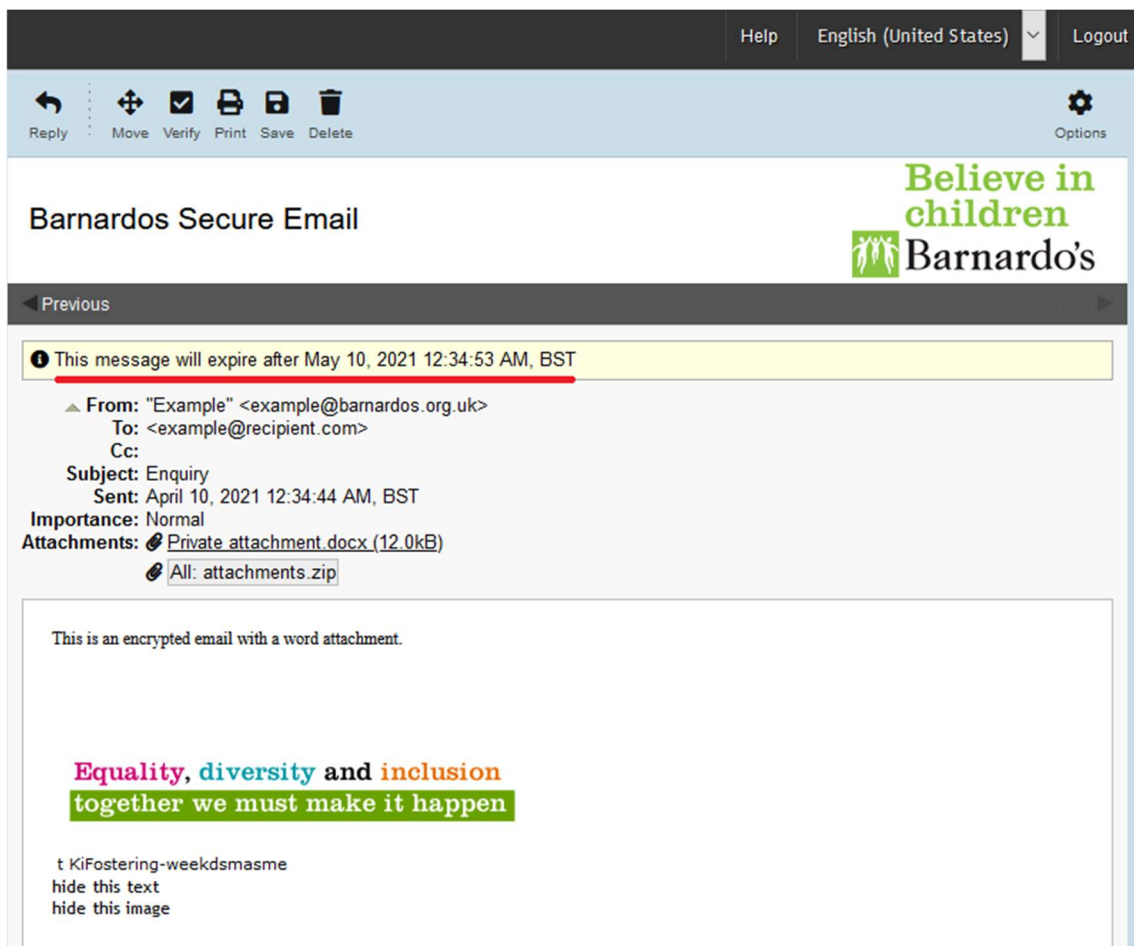
a\*\*\*\*\*@f\*\*\*\*\*.com

.....

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 Barnardo's

Previous

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: Private attachment.docx (12.0kB)  
All: attachments.zip

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