

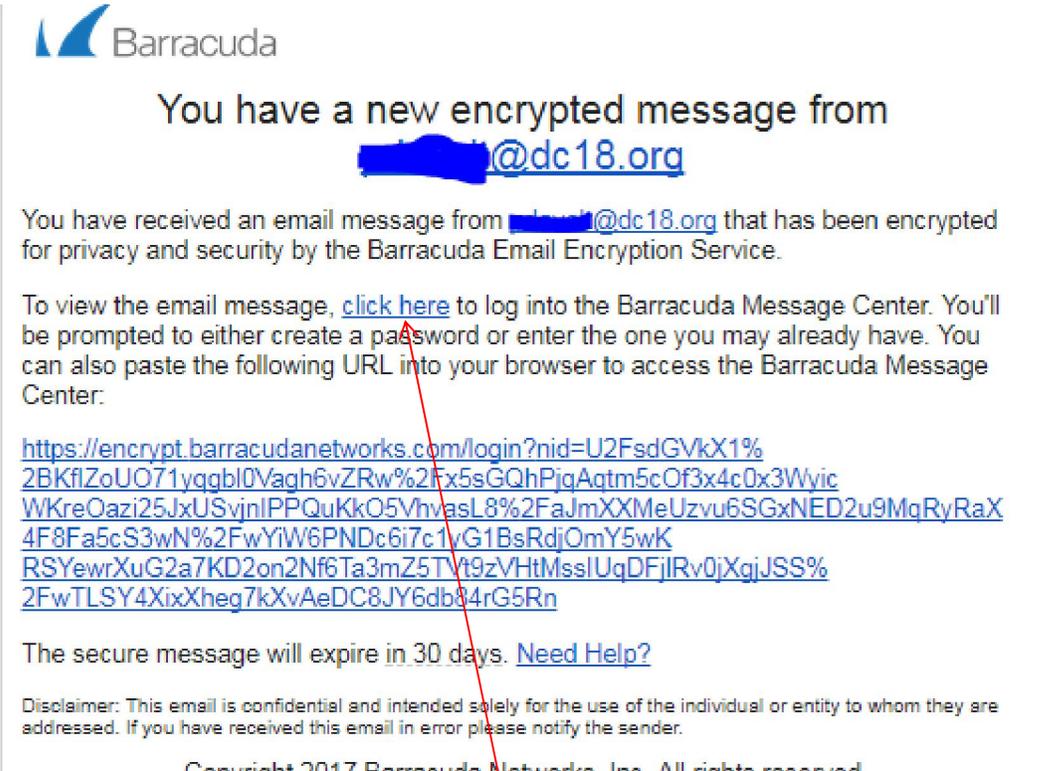
Encryption Email from the 18th Judicial District Court

The 18th Judicial District Court has implemented a new email encryption process. Our goal is to provide a secure way to send sensitive information via email to recipients outside the 18th Judicial District Court. This will require recipients of our emails that have been identified as containing sensitive information to take additional steps to open the email, but we feel the extra steps are worth it when it comes to securing the data we have been responsible for keeping. This document will provide instruction on how to open these encrypted emails.

The first clue you will notice when you have received an encrypted email is the short description in your inbox will look something like this:

You have a new encrypted message from [REDACTED]@dc18.org

Once you open the email, the message will look like this:



 Barracuda

You have a new encrypted message from [REDACTED]@dc18.org

You have received an email message from [REDACTED]@dc18.org that has been encrypted for privacy and security by the Barracuda Email Encryption Service.

To view the email message, [click here](#) to log into the Barracuda Message Center. You'll be prompted to either create a password or enter the one you may already have. You can also paste the following URL into your browser to access the Barracuda Message Center:

<https://encrypt.barracudanetworks.com/login?nid=U2FsdGVkX1%2BKf1ZoUO71yqgbl0Vagh6vZRw%2F%5sGQhPjqAqtm5cOf3x4c0x3WwicWKreOazi25JxUSvjnlPPQuKkO5VhvasL8%2FaJmXXMeUzvu6SGxNED2u9MgRyRaX4F8Fa5cS3wN%2FwYiW6PNDc6i7c1vG1BsRdjOmY5wKRSYewrXuG2a7KD2on2Nf6Ta3mZ5Tvt9zVHtMsslUqDFjIRv0jXgjJSS%2FwTlSY4XixXheg7kXvAeDC8JY6db04rG5Rn>

The secure message will expire in 30 days. [Need Help?](#)

Disclaimer: This email is confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.

Copyright 2017 Barracuda Networks, Inc. All rights reserved.

To view the message, simply click on the 'click here' text.

If this is the first encrypted message you have received, then you will need to provide a password (Note: the password requires one special character that is not a letter or number):

Password

New Password

Minimum 8 characters, with at least 1 special character

Re-Enter New Password

Done

Once you have entered your password, you should get a list of all your messages that were encrypted:

Encrypted Messages

Refresh Delete Showing 1-1 of 1

<input type="checkbox"/>	Time	From	Subject	Size
<input type="checkbox"/>	2018-01-12 2:47 PM	[redacted]@dc18.org	encryption test	6,942

Simply click anywhere on the line of the email you want to open.

Once the message is open, the reader can reply, reply all, print, or delete the email.



Note regarding replying:

We have noticed that some instances when the reply button is chosen, there isn't room to type your reply above the original email. As shown in this example:



In order to make room, click to the left of the word On <date>... and hit enter to create a blank line. You can then begin typing your reply. As seen below:



Once you have completed the reply message, simply click the Send button.



Once you no longer need to keep the email, you can delete the email one of two ways. Either by clicking the delete button when the email is open or by selecting the email(s) you want deleted and clicking the delete button on the main menu.

