



Accessing Secured Emails

To ensure the security of confidential information, Ohio Shared Services (OSS), a division of the Ohio Office of Budget Management, adheres to the state's guidelines. This extends to communications with our agency partners and customers.

OSS utilizes a tool that allows us to protect confidential information in our email communications. This tool, available through ZixCorp's services, allows us to send encrypted email messages. Email recipients go through a few simple steps to access messages and can also respond securely to email messages, free of charge.

In the event that you receive a secure email from OSS, here are the instructions for use:

1. You will receive a message similar to this.

You have a State of Ohio Secure Email message from
[REDACTED] [@obm.state.oh.us](mailto:[REDACTED]@obm.state.oh.us).

[To view the secure message, click here.](#)

Do not reply to this notification message. This notification message was auto-generated by the sender's security system. To reply to the sender, please go to your secure message by clicking on the link above.

The secure message expires on Apr 13, 2014 @ 06:07 PM (GMT).

If you would like to have your secure messages delivered directly to your inbox, find out more about [ZixMail](#).

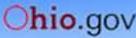
NOTE: If your mail program does not support active links, you can view your secure message by copying and pasting the text below into the "Address" or "Location" bar of your Internet browser and press "Enter" or click "Go".

<https://web1.zixmail.net/s/e?b=oit&m=ABB7r9zUKa5r44vtBmA3dmup&c=ABCYwww49J11dlrW88WY4M3&em=vastwasteland%40gmail%2ecom>



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2. Click on the “To view the secure message” link in the email message above to go to a secure web page.
 - a. If you are a first time Zixmail user, you will need to register on the site.
 - b. Enter your email address and a password. Please note: the Password Rules section below for guidance.
 - c. Once this is completed, a separate email will be sent to confirm via a link.

 **State of Ohio**

Register Account
Register below for your mailbox to send and receive secure messages.

Email Address:

Password:

Re-enter Password:

Password Rules
Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: -!@#%&^*

Passwords cannot match email address.

Want to receive your secure messages directly in your inbox? [Learn more](#)

For Customer Support, email us at support@zixcorp.com

Secured by 

Accessing Secured Emails

3. Log into the site.



Ohio.gov
State of Ohio

Welcome to the State of Ohio Secure Email Message Center

Email Address:

Password:

Sign In

Forgot your password? **Reset**

New to secure email? **Register**

Need more assistance? **Help**

Want to receive your secure messages directly in your inbox? [Learn more](#)

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4. Once logged in, you will be provided a list of messages to view. Click on the subject to open the message.



Ohio.gov
State of Ohio

Inbox | Address | Compose | Sent Mail | Drafts

Refresh Delete @gmail.com Sign Out

You have no new messages Last Sign In: Mar 14, 2014 2:08 PM

Select	From	Subject	Date
<input type="checkbox"/>	@obm.state.oh.us	test	Mar 14, 2014 2:07 PM

Secured by ZIXCORP

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- The next page displays the message and any attachments that were provided. Click on an attachment to view. If you wish to reply or forward securely, click on the applicable icon e.g., "Reply".



The screenshot shows an email interface for Ohio.gov. The header includes the Ohio.gov logo and "State of Ohio". Below the header are navigation tabs: "Inbox", "Address", "Compose", "Sent Mail", and "Drafts". A toolbar contains buttons for "Reply", "Reply All", "Forward", "Delete", and "More Actions". A user profile section shows "@gmail.com" and "Sign Out", with "Last Sign In: Mar 14, 2014 2:08 PM".

The email details are as follows:

- Received:** Mar 17, 2014 10:31 AM
- Expires:** Apr 16, 2014 10:31 AM
- From:** [redacted]@obm.state.oh.us
- To:** [redacted]@gmail.com
- Cc:** [redacted]
- Subject:** Test message

The "Attachments" section is highlighted with a red box and lists "Capture 1.PNG" and "image001.gif".

A blue banner at the bottom of the email content area states: "This message was sent securely using ZixCorp."

The main body of the email contains the text: "Here is the information you requested:
123-45-6789"

At the bottom, there is a footer: "This message was secured by ZixCorp®. To reach ZixCorp, go to: <http://www.zixcorp.com>"

This e-mail transmission may contain privileged and/or confidential information. It is intended only for the use of the individual to whom it is addressed. If you have received this communication in error, please notify the sender at the above e-mail and delete this e-mail from your system. If you are not the intended recipient, you are hereby notified that any retention and/or dissemination of this information is strictly prohibited.

- The message and attachment will expire in 30 days. After expiration, it will be deleted from the Zixmail site.

For questions, please contact Ohio Shared Services at 1.877.644.6771 for more information.