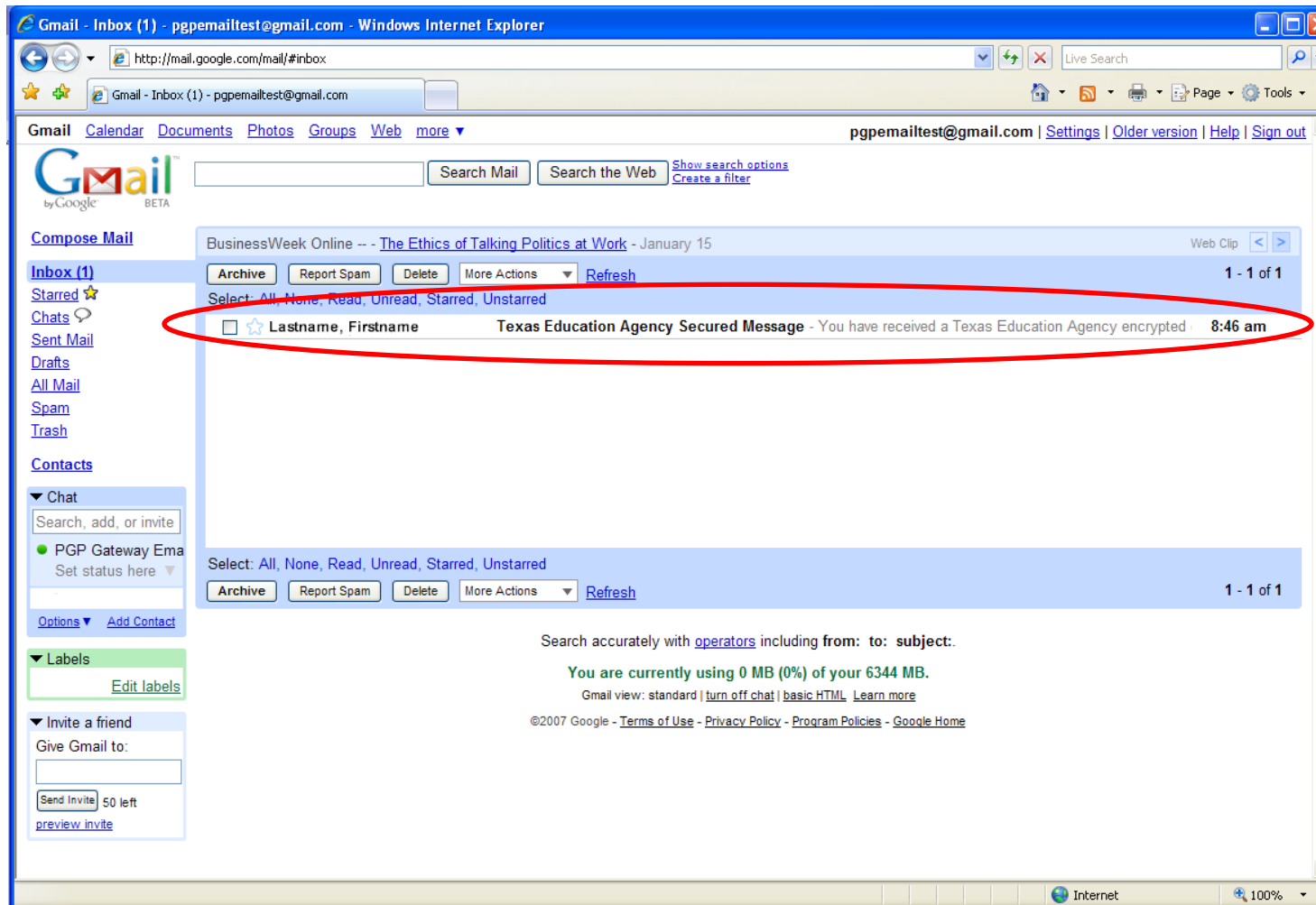


# TEA Encrypted E-mail

- These slides will guide you through the use of the Texas Education Agency's encrypted e-mail service.



# You've received a "TEA Secured E-mail"



**Click on the link in the message to retrieve e-mail  
(or copy and paste the link into your browser)**

The screenshot shows a Gmail interface in a Windows Internet Explorer browser. The address bar displays the URL: <http://mail.google.com/mail/#inbox/117a1f6eb139038f>. The page title is "Gmail - Texas Education Agency Secured Message - pgpemailtest@gmail.com".

The Gmail header includes the "Gmail by Google BETA" logo, search bars for "Search Mail" and "Search the Web", and navigation links for "Compose Mail", "Calendar", "Documents", "Photos", "Groups", "Web", and "more". The user's email address, "pgpemailtest@gmail.com", is visible in the top right.

The left sidebar shows the "Inbox" selected, with links for "Starred", "Chats", "Sent Mail", "Drafts", "All Mail", "Spam", "Trash", and "Contacts". A "Chat" section is also visible at the bottom of the sidebar.

The main content area displays an email from "The EcoTilt Window System" with the subject "The EcoTilt Window System - www.ecotilt.com - The only 'Secured By Design' Timber Sash Window System". Below the subject are action buttons: "Back to Inbox", "Archive", "Report Spam", "Delete", and "More Actions".

The email body is titled "Texas Education Agency Secured Message" and is addressed to "Last, Firstname". It contains the following text:
 

- You have received a Texas Education Agency encrypted email from:
- Last, Firstname <Last, Firstnam@tea.state.tx.us>
- To read this message securely, please click this link:
- <https://keys.tea.state.tx.us/b/b.e?r=pgpemailtest%40gmail.com&n=QsWlb2hnb3QsZqz%2FDzUMnQ%3D%3D>

 At the bottom of the email body are "Reply" and "Forward" buttons.



## Establish a password:

- If this is the first time you've received such a message from TEA, you will need to establish a password on our server. The screen will look like the picture on the following slide:



## You have received an encrypted email from Texas Education Agency

Since this is the first time you have received such a message you need to establish a passphrase in order to secure future message delivery.

Here are some recommendations for protecting your passphrase:

- Use at least 8 characters for your passphrase.
- Use non-alphabetic characters such as numbers or punctuation marks.
- Use an easy to remember passphrase that you don't need to write down.
- Don't use obvious passphrases that can be easily guessed.
- Don't make your passphrase a single word.
- Don't use famous quotations.

Passphrase:

Confirm:

Create a password and enter it twice

Continue



# TEXAS EDUCATION AGENCY

PGP Universal  
Web Messenger

**You have received an encrypted email from Texas Education Agency**

Since this is the first time you have received such a message you need to establish a passphrase in order to secure future message delivery.

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- Use at least 8 characters for your passphrase.
- Use non-alphabetic characters such as numbers or punctuation marks.
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- Don't use obvious passphrases that can be easily guessed.
- Don't make your passphrase a single word.
- Don't use famous quotations.

Passphrase:

Confirm:

Continue

Once you enter your password, click "CONTINUE"

 TEXAS EDUCATION AGENCY


PGP Universal  
Web Messenger

### Future Message Delivery Options

Please select how you would like to receive messages from Texas Education Agency. These options only apply to future messages sent to you.

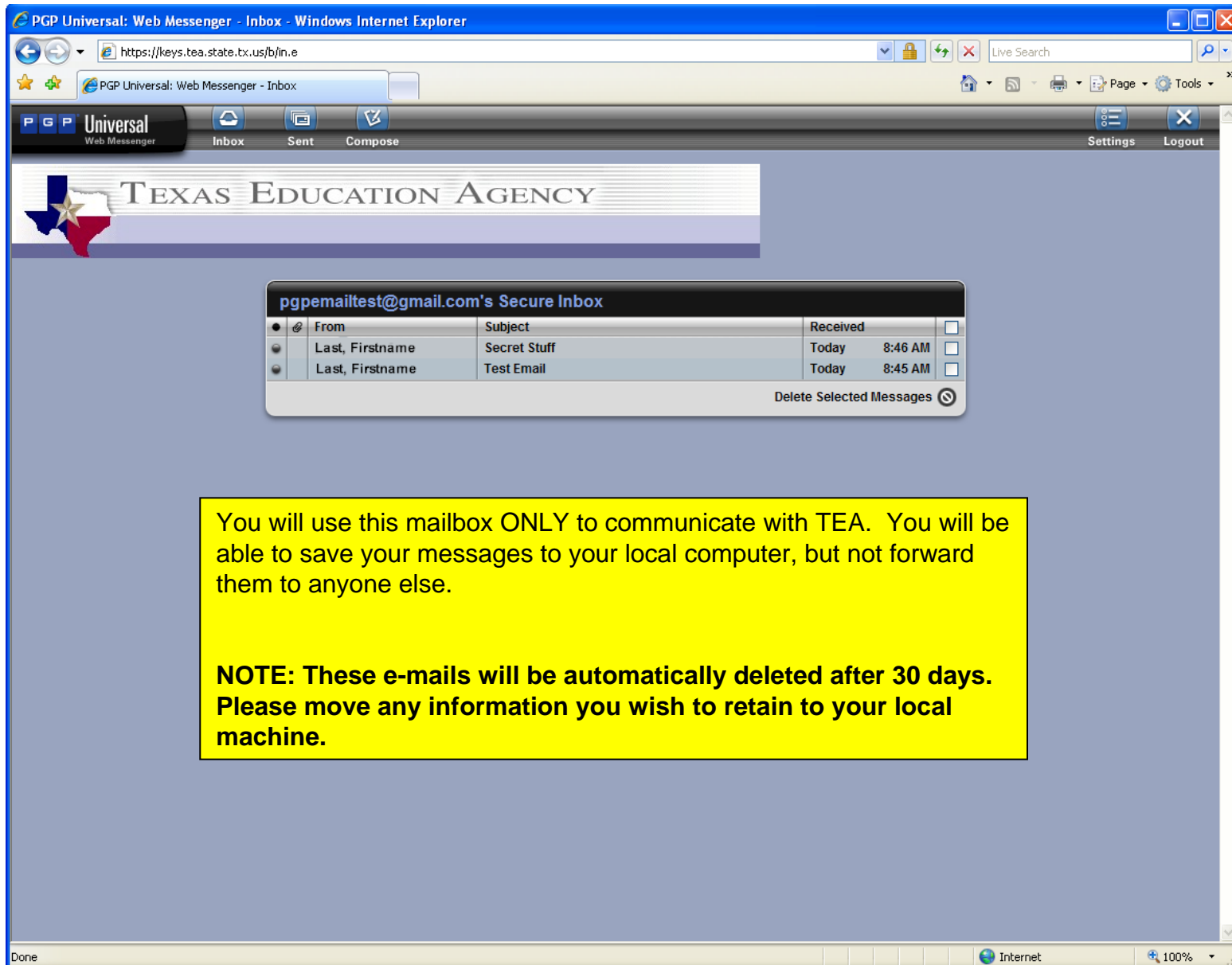
- PGP Web Messenger**  
I want to use the passphrase I just entered to exchange messages with Texas Education Agency securely on this Web site.  
 Save a copy of all outgoing messages in my "Sent" messages folder.
- PGP Desktop or S/MIME**  
I already have a key or certificate that I want to use to secure messages I exchange with Texas Education Agency.
- Regular Email**  
I want to receive as many messages as possible via normal email. Some messages may still be delivered via other means because of higher security needs.

Choose Option

 **TEXAS EDUCATION AGENCY**

This message offers you different ways to receive future messages. Unless you already have a PGP product and know how to use it, we recommend leaving the "PGP Web Messenger" option selected. This means you will log into the TEA server to receive your messages.

Done Internet 100%



The screenshot shows a web browser window titled "PGP Universal: Web Messenger - Inbox - Windows Internet Explorer". The address bar shows the URL "https://keys.tea.state.tx.us/b/in.e". The page header includes the "TEXAS EDUCATION AGENCY" logo and navigation links for "Inbox", "Sent", "Compose", "Settings", and "Logout". The main content area displays a "pgpemailtest@gmail.com's Secure Inbox" with the following table:

From	Subject	Received	
Last, Firstname	Secret Stuff	Today 8:46 AM	<input type="checkbox"/>
Last, Firstname	Test Email	Today 8:45 AM	<input type="checkbox"/>

Below the table is a "Delete Selected Messages" button with a trash icon.

You will use this mailbox ONLY to communicate with TEA. You will be able to save your messages to your local computer, but not forward them to anyone else.

**NOTE: These e-mails will be automatically deleted after 30 days. Please move any information you wish to retain to your local machine.**



PGP Universal: Web Messenger - Message Display - Windows Internet Explorer

https://keys.tea.state.tx.us/b/m.e?id=3LZJQ0DAK2QX5BL4V7M0L31F2G

PGP Universal: Web Messenger - Message Display

PGP Universal  
Web Messenger

Inbox Sent Reply Reply to All Delete

Settings Logout

TEXAS EDUCATION AGENCY

From: "Last, Firstname" <Last, Firstname@tea.state.tx.us>  
Date: 01/22/08 8:45 AM  
To: <pgpemailtest@gmail.com>  
Subject: Test Email

[Printable View](#)

Test Body

**NOTE: You can reply to the messages but not forward them.**

The screenshot displays the PGP Universal Web Messenger interface within a Windows Internet Explorer browser. The browser's address bar shows the URL: <https://keys.tea.state.tx.us/b/r.e?id=3LZJQ0DAKZQX5BL4V7MOL31F2G&replyId=r218587268>. The page header features the Texas Education Agency logo and the text "TEXAS EDUCATION AGENCY".

The main content area shows an email reply with the following details:

- From:** pgpemailtest@gmail.com
- To:** "Last, Firstname" <Last, Firstname@tea.state.tx.us>
- Subject:** Re: Test Email
- Save a copy of this message in my "Sent" messages folder

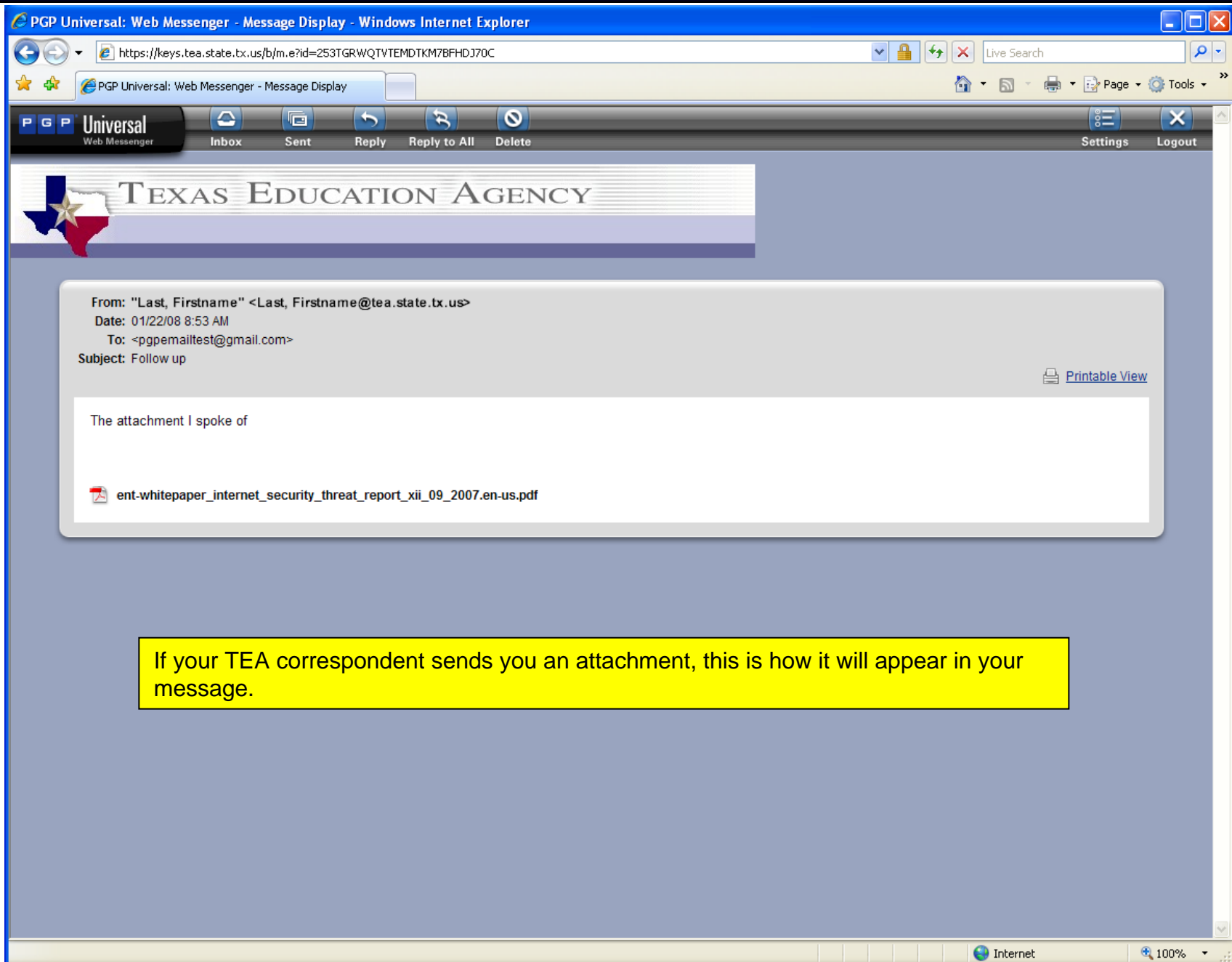
The email body contains the text: "On Tuesday January 22, 2008 at 8:45 AM, 'Bohunkus, Sven' <Bohunkus, Sven@tea.state.tx.us> wrote: > Test Body >".

An "Attach Files +" button is circled in red in the top right corner of the email view. A red arrow points from this button to a yellow text box that reads: "You may upload attachments just as with regular email (the size limit is 24 MB)."

An "Upload Attachments" dialog box is open in the foreground, titled "PGP Universal: Web Messenger - Upload Attachments - Window...". It contains the following text and controls:

- Upload Attachments**
- Please choose a file to add:
- To add a file to your attachment list, click on the browse button to locate the file on your hard drive, then click the upload button below.
- 
- 

The dialog box also shows the browser's address bar with the URL: <https://keys.tea.state.tx.us/b/du.e?dialogId=replyUploadDialog4267991648&replyId=r21> and the status bar at the bottom indicates "Internet" and "100%".



The screenshot shows a web browser window titled "PGP Universal: Web Messenger - Message Display - Windows Internet Explorer". The address bar contains the URL "https://keys.tea.state.tx.us/b/m.e?id=253TGRWQTVTEMDTKM7BFHDJ70C". The browser's address bar and toolbar are visible at the top. Below the browser window, the PGP Universal Web Messenger interface is shown. The header includes the PGP logo and the text "Universal Web Messenger". The main content area displays an email message from "Last, Firstname" <Last, Firstname@tea.state.tx.us> dated 01/22/08 8:53 AM, sent to <pgpemailtest@gmail.com> with the subject "Follow up". The message body contains the text "The attachment I spoke of" and a PDF attachment named "ent-whitepaper\_internet\_security\_threat\_report\_xii\_09\_2007.en-us.pdf". A "Printable View" link is visible in the top right corner of the message area. At the bottom of the browser window, the status bar shows "Internet" and "100%".

From: "Last, Firstname" <Last, Firstname@tea.state.tx.us>  
Date: 01/22/08 8:53 AM  
To: <pgpemailtest@gmail.com>  
Subject: Follow up

The attachment I spoke of

ent-whitepaper\_internet\_security\_threat\_report\_xii\_09\_2007.en-us.pdf

Printable View

If your TEA correspondent sends you an attachment, this is how it will appear in your message.

PGP Universal: Web Messenger - Login - Windows Internet Explorer

https://keys.tea.state.tx.us/b/l.e?id=253TGRWQTVTEMDTKM7BFHDJ70C

PGP Universal: Web Messenger - Login

**PGP Universal**  
Web Messenger


Welcome to the Texas Education Agency's Secured Email Portal

In order to gain access to your message you must first enter the passphrase associated with this account.

Passphrase:

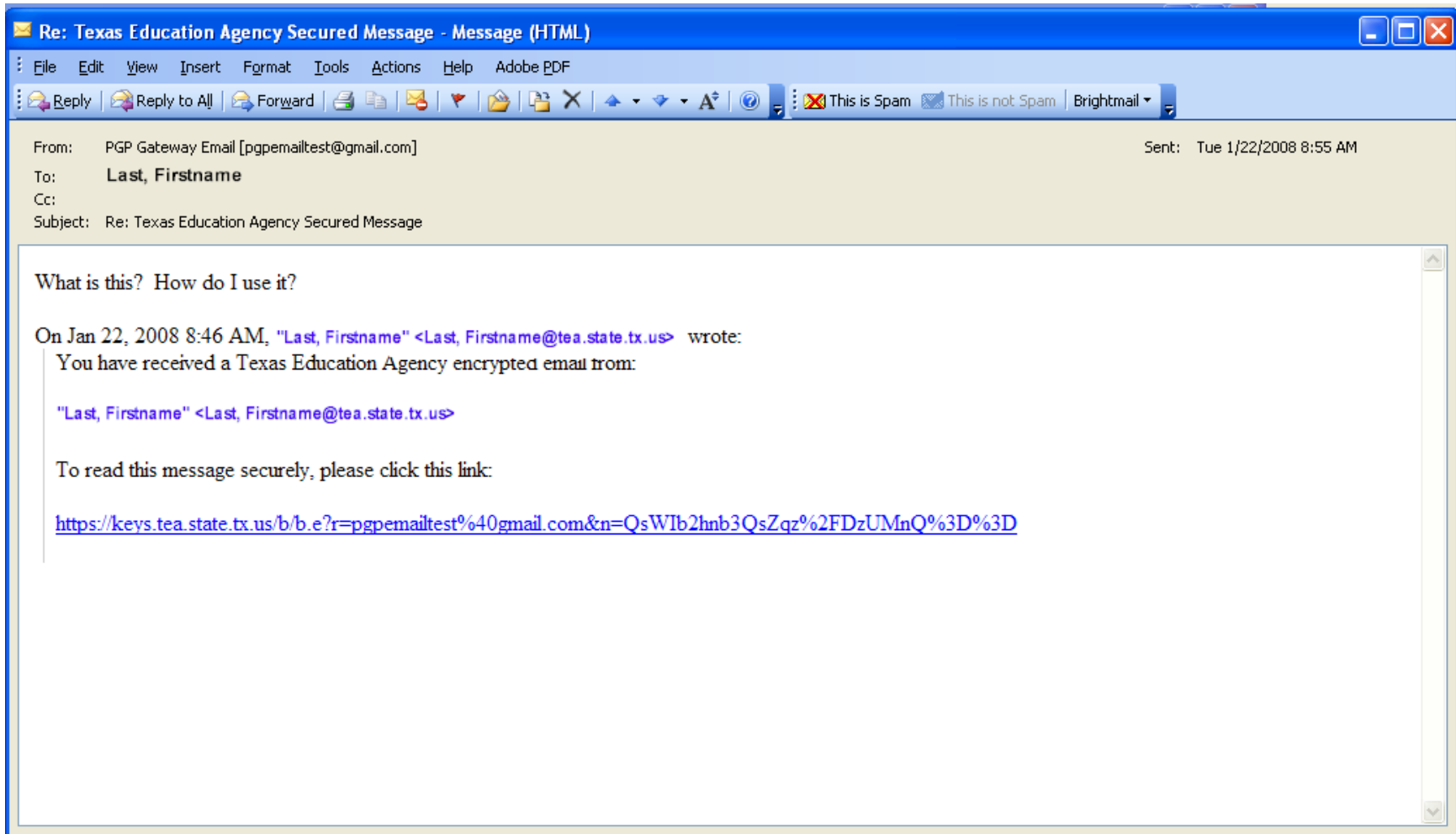
[I lost my passphrase](#)

Login

 TEXAS EDUCATION AGENCY

For all future emails, you will be brought to this screen when you click on the e-mail link.

Internet 100%



If you have any questions, you may reply to the sender directly for clarification.

PGP Universal: Web Messenger - Login - Windows Internet Explorer

https://keys.tea.state.tx.us/b/l.e?id=253TGRWQTVTEMDTKM7BFHDJ70C

PGP Universal: Web Messenger - Login


**PGP Universal**  
Web Messenger

Welcome to the Texas Education Agency's Secured Email Portal

In order to gain access to your message you must first enter the passphrase associated with this account.

Passphrase:

[lost my passphrase](#)

 TEXAS EDUCATION AGENCY

If you forget your password, click on this link to have it sent to you.

Internet 100%


PGP Universal  
Web Messenger

### Reset Passphrase

Please enter your email address to receive a link where you can safely reset your passphrase. Your current passphrase will remain active until you enter a new one.

Email Address:

Send

 TEXAS EDUCATION AGENCY

Enter the e-mail address that you set up the account with (the email address where you received the link email), and the password will be sent to you.

Internet 100%