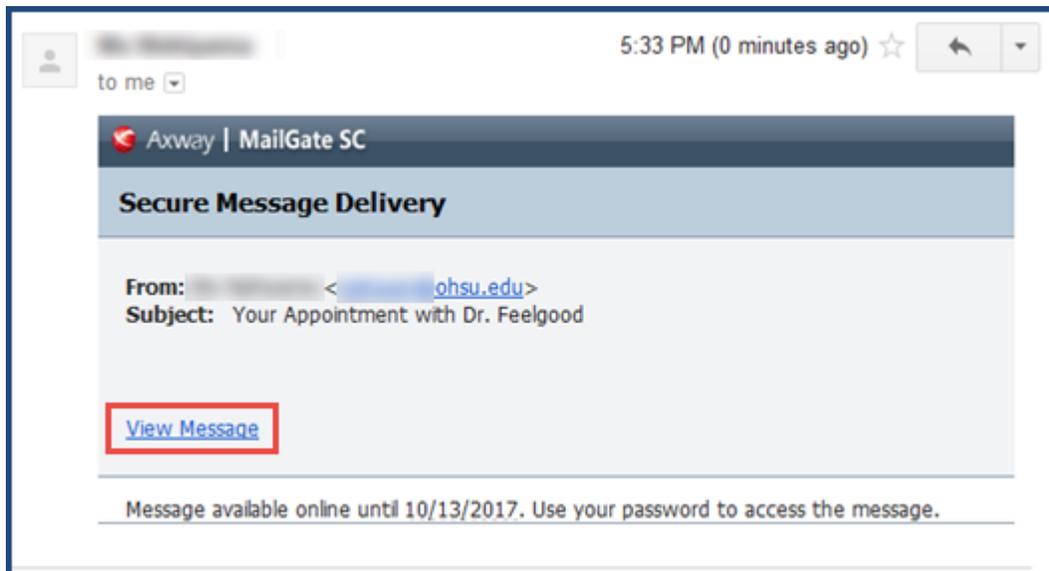


1. You will receive an email notification for the secure email. Click **View Message**.



Note: If you do not view the message within specified time, the message is deleted from the system.

2. If this is your first time using OHSU Secure Mailbox (or have not used the system in over ninety days), register with the Axway MailGate SC system. Enter your name and password, and click **Save**.

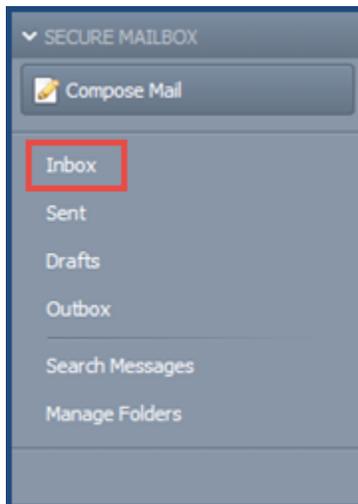
The image shows the "User Registration" form in the Axway MailGate SC interface. The form fields are: "First Name" (Tommy), "Last Name" (Lee), "Email Address" (tommy.lee@crue.com), "Enter Password" (masked with dots), "Confirm Password" (masked with dots), and "Password Hint Phrase" (Last Tour City and Date). A red box highlights the "Save" button at the bottom left.

Note: The password requires a minimum of 8 characters, and must contain both alphabetical and numerical characters.

3. At the Axway MailGate SC login prompt, enter your password for the OHSU Secure Mailbox and click **Log In**.

The image shows the "Login" form in the Axway MailGate SC interface. The form fields are: "Email Address" (tommy.lee@crue.com) and "Password" (masked with dots). There is a link for "Forgot Your Password?". A red box highlights the "Log In" button at the bottom right.

4. Click **Inbox** from the left-hand navigation area.



5. Click the secure mail to view its contents.

