

Burkhart & Company, P.C.

Email Encryption - Receiving Emails

Process for receiving email:

- Open encrypted email received by Burkhart
- Select the option “To view the secure message, [click here.](#)”
- The ZIXCORP website will appear and populate your email address
- Enter a password, re-enter the chosen password and enter a password phrase. (Record this information in a safe, secure location for future reference.)
- Email will open and attachment will be available.
- Proceed with opening attachment.
- Save attachment to local computer or secure data network, if applicable.
- If no response necessary, “Sign Out” of ZIXCORP portal

Process for responding to an encrypted email:

- While inside the portal, open the email
- Select “Reply”
- Type message
- Select “Send” upon completion of email response
- “Sign Out” of the ZIXCORP portal

Process for responding to an encrypted email and including an attachment with the response:

- While inside the portal, open the email
- Select “Reply”
- Type message
- Select “Attach File”
- Browse to file location, select file and hit open
- Select the “Add File” option and the attachment will populate in the Attachments listing
- To remove a file inadvertently added to the attachments listing, simply highlight the file and Select “Remove File”
- Select “Attach” to apply the attachments to the email response
- Select “Send” upon completion of email response
- “Sign Out” of the ZIXCORP portal

****Reminder, only emails which are “Replied to” within the portal will be encrypted when sent back to Burkhart & Co., P.C. ****