protection

Mobile
devices

PR MINENT
ESCROW SERVICES

ENCRYPTED EMAIL INSTRUCTIONS

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PROMINENT ESCROW TAKES YOUR SECURITY SERIOUSLY, BELOW ARE SOME HELPFUL INSTRUCTIONS ON MAKING SURE OUR EMAILS ARE ALWAYS SECURE.

1. Check which version of Internet Explorer (IE) you are using: Go to the **Help** drop down menu and click on "About Internet Explorer." Internet Explorer 7 and below is not supported.

2. When opening a secure message for the first time you will be required to set up a password, which has to be a *minimum of eight characters long and include at least one special character.*

IF YOU HAVE INTERNET EXPLORER 8 OR ABOVE:

- Click on the link and Internet Explorer will open. Go to the **Tools** drop down menu and click on **Internet Options**
- Click on the **Security** tab, then **Trusted Sites**, then the **Sites** button
- A Trusted Sites window will open; uncheck the box "Require server verification (https:) for all sites in this zone"
- In the field "Add this website to the zone" type the characters within quotes here, including the asterisk: "*.barracudanetworks.com" and click Add, then Close
- Close Internet Explorer and re-click the link

IF THE ABOVE STEPS DON'T WORK:

- With the secure messaging site open click on **Tools**; in the drop down menu click **Compatibility View settings**
- Under "Add this website," add the site "barracudanetworks.com" to the list, and click Add. Click Close Explorer and re-open the link from the original message

SHOULD YOU HAVE ANY FURTHER PROBLEMS, PLEASE CONTACT YOUR ESCROW OFFICER FOR ASSISTANCE.

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every day.