

## MAILSAFE INSTRUCTIONS

To access the secure email through the MailSafe service, please follow the steps below:

1. Click the link “Register Now” that is in your email invitation.
2. Click on “Accept” for the User Agreement.
3. Once you’ve completed the necessary information, click “Register.” Please note, passwords are case sensitive, must contain at least one number, and do not expire as long as you do not forget it.
4. You will then receive a message thanking you for completing the registration and inviting you to log into MailSafe.

Subsequent uses of MailSafe will only require that the recipients log into the Secure MailSafe Internet Site to see messages. Recipients will use the same email address and password that was completed in the registration form. A link within your email will take you to the Secure Email Site.

When recipients reply back to Acadia Trust via MailSafe, their message will also be encrypted, thereby enabling confidential information to be sent in the same encrypted safe format. Acadia Trust employee recipients will retrieve messages from the MailSafe inbox.