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)
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: [Enter passphrase]

Confirm: [Enter passphrase again]

Create a password and enter it twice
Once you enter your password, click "CONTINUE"
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.
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.
NOTE: You can reply to the messages but not forward them.
You may upload attachments just as with regular email (the size limit is 24 MB).
If your TEA correspondent sends you an attachment, this is how it will appear in your message.
For all future emails, you will be brought to this screen when you click on the e-mail link.
If you have any questions, you may reply to the sender directly for clarification.
If you forget your password, click on this link to have it sent to you.
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.