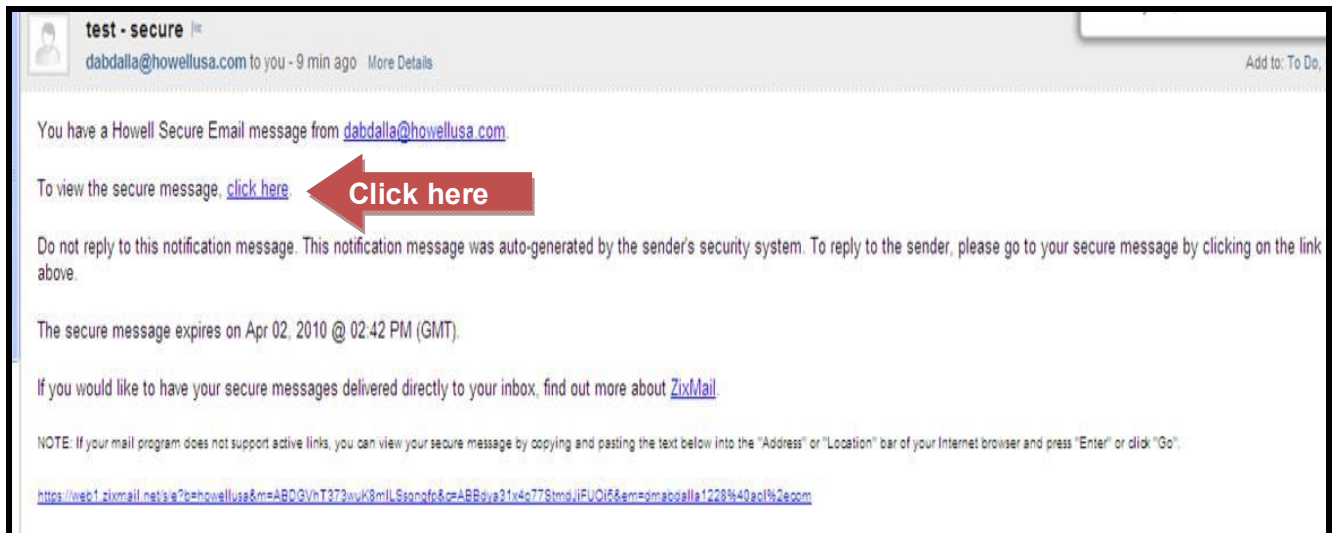


## Receiving and Retrieving a Secure Email from Howell

If you receive an email from Howell which may contain PHI, you will receive a message informing you to login to Howell's Secure Mail Exchange to retrieve it.

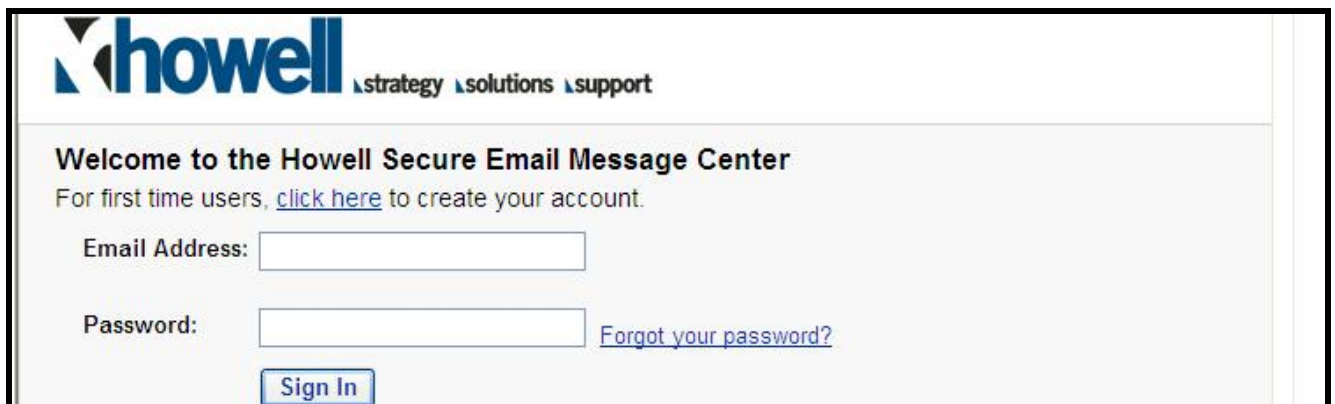
1. Click the hyperlink **click here**+

**Note:** If your email program does not support active links, cut and paste the link into your browser.

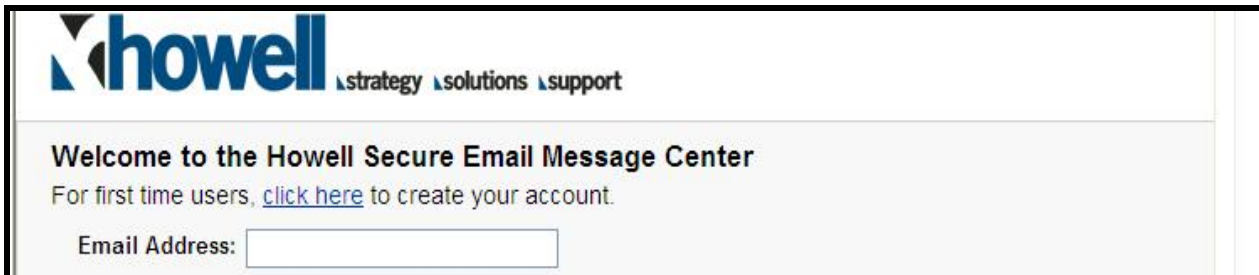


2. You are welcomed to Howell's Secure Email Message Center.

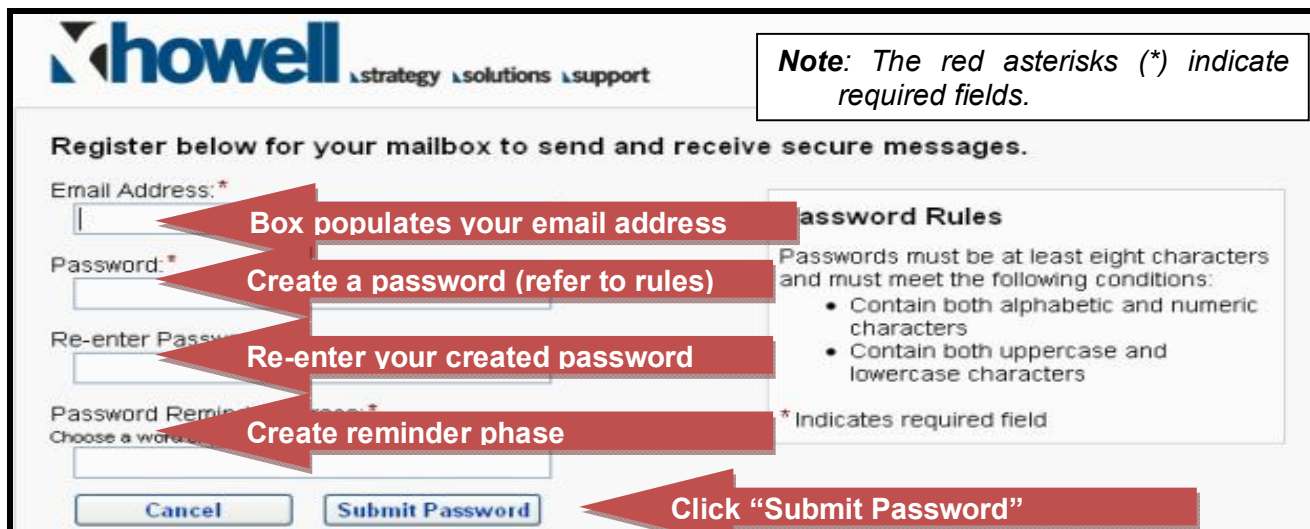
2a. If you already have a Zixcorp login and password, simply enter it and click **Sign In** to read your email.



2b. If you are a first time user, you will need create your account, click [click here](#)+



3. To create an account on the Registration Page:

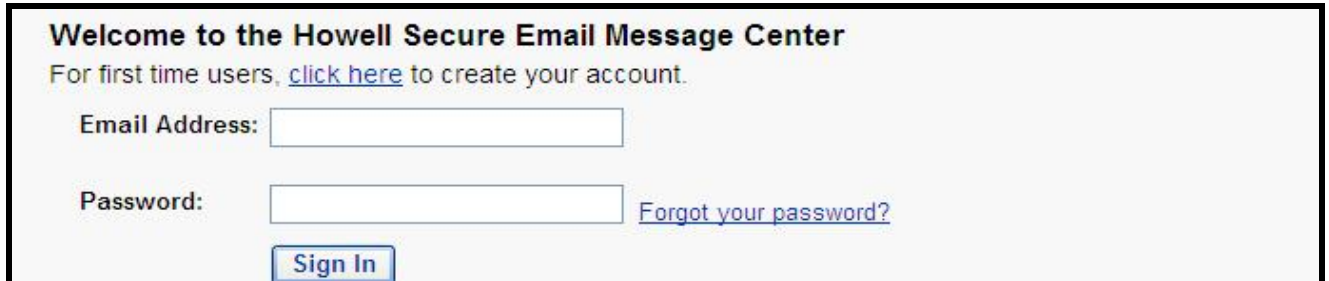


4. You will receive a confirmation page instructing you to go to your regular email Inbox to find an email message with [Secure Email Notification](#) in the subject line. Here you will find instructions on how to activate your password.



5. Follow instructions to activate your password and click appropriate [ACTIVATE](#) link.

6. Log into Howell's Secure Email Message Center.



**Welcome to the Howell Secure Email Message Center**  
For first time users, [click here](#) to create your account.

Email Address:

Password:  [Forgot your password?](#)

7. The Secure Message Center opens and displays the email message. You can then elect to either reply, forward or delete the message. If you want to compose an email, click **Compose+**



**howell** strategy solutions support

Inbox Compose Sent Mail Drafts Help Sign Out

Signed in as dmabdalla1228@aol.com

Reply Reply to All Forward Delete More Actions

Received: Feb 1, 2010 09:42:43 AM  
Expires: Apr 2, 2010 10:42:43 AM

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