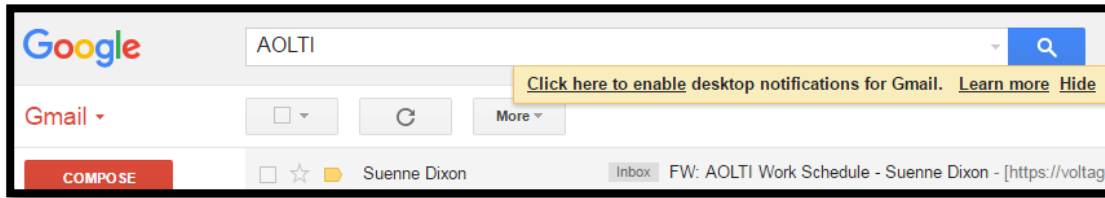
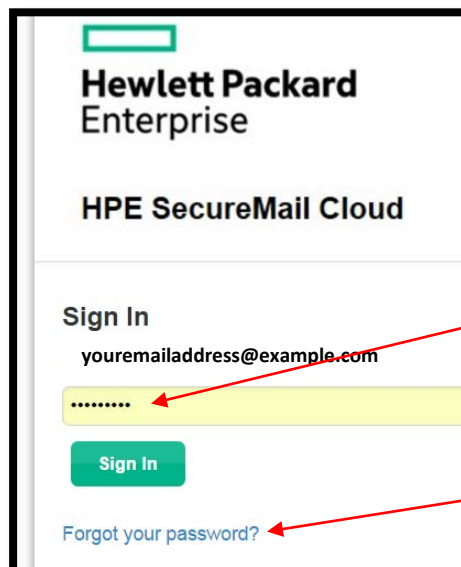
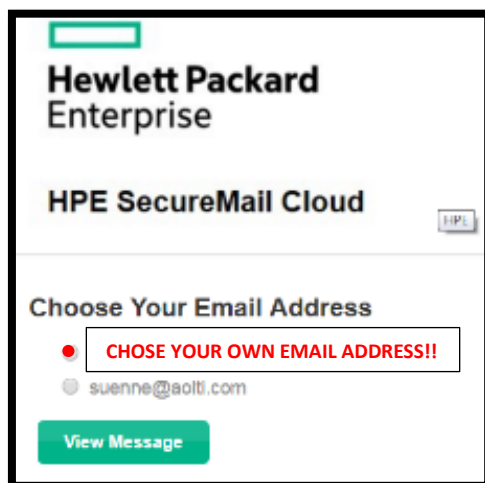
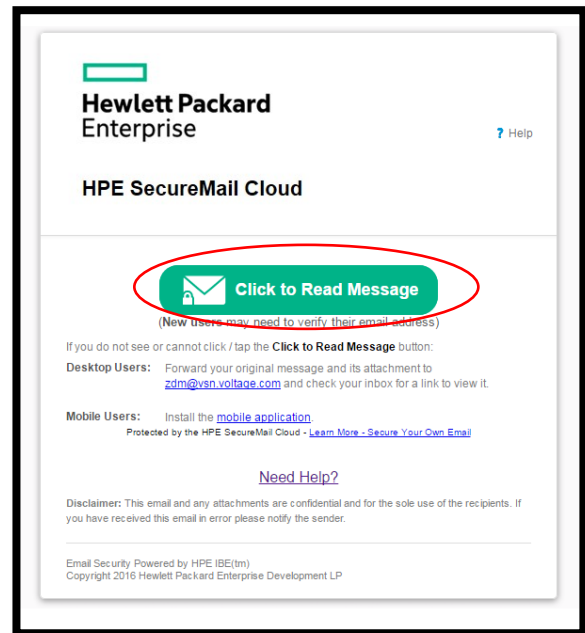
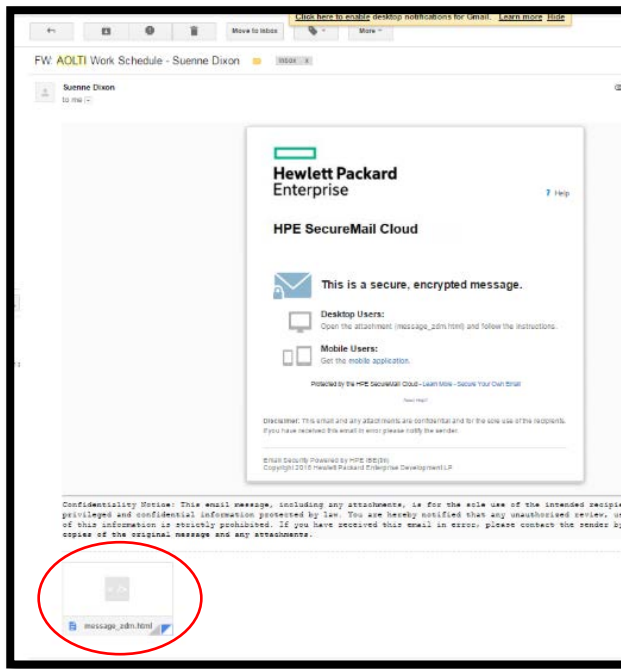


How to Send an Encrypted Voltage/HPE SecureMail Cloud Email

- 1) Go to any Voltage secure email that we sent you, eg. Your AOLTI Work Schedule. TIP: Filter for AOLTI in your email inbox, to find your latest AOLTI work schedule.



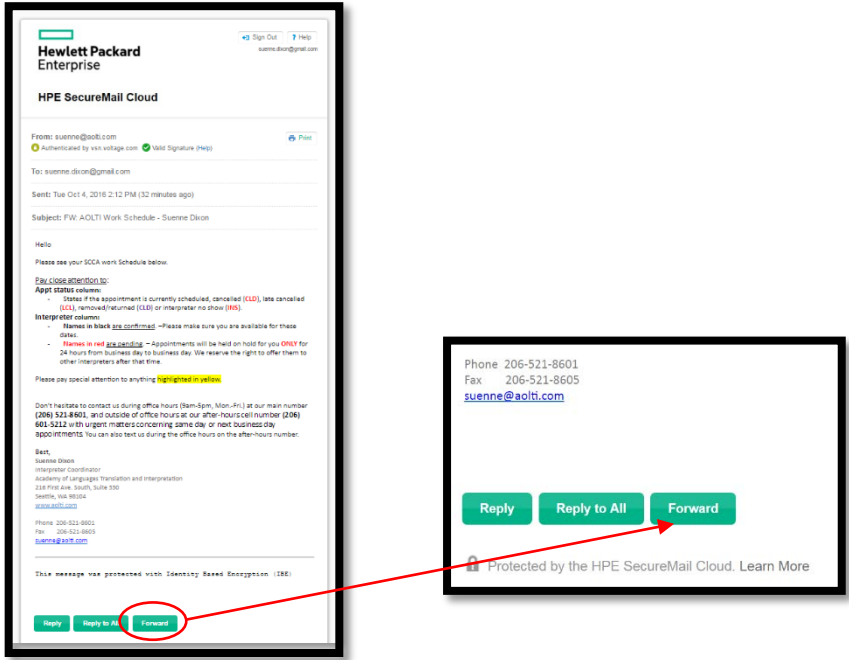
- 2) Click on the attachment and log-in with your Voltage password so that you can read the message.



Enter your password and sign in

If you forgot your password, reset it

3) Scroll to the end of the message and click the FORWARD button (inside the message)



4) Change the Subject line to TIMESHEETS – YOUR NAME. Attach your timesheet. Check the Copy Me box to get a copy for your records. Click on *Send Secure*.

The image shows a 'Compose New Message' form with the following fields and callouts:

- From:** academyoflanguagespacer@gmail.com (Authenticated by ven.voltage.com)
- To:** interpret@aolti.com (Callout: Forward to: Interpret@aolti.com)
- Subject:** Timesheet September 1-15 [Interpreter Name] (Callout: Change the Subject line according to example: Timesheet September 1-15 [Name])
- Attach:** Septemeber 1-15 [Interpreter Name].xlsx (600kb) - Remove 600KB of 30,720KB (Callout: Attach your Excel timesheet)
- Message Body:** Dear Suenne, please find my excel timesheet for pay period September 1-15, 2016 attached. Best, [Interperter Name] (Callout: Write your email message)
- Footer:** From: suenne@aolti.com, Sent: Tue Oct 4, 2016 2:57 PM, To: academyoflanguagespacer@gmail.com, Subject: AOLTI Work Schedule - Suenne Dixon (Callout: Check the Copy Me box to receive a copy of the email you will send)
- Buttons:** 'Copy Me' (checked) and 'Send Secure' (Callout: Click Send Secure to send the message securely)