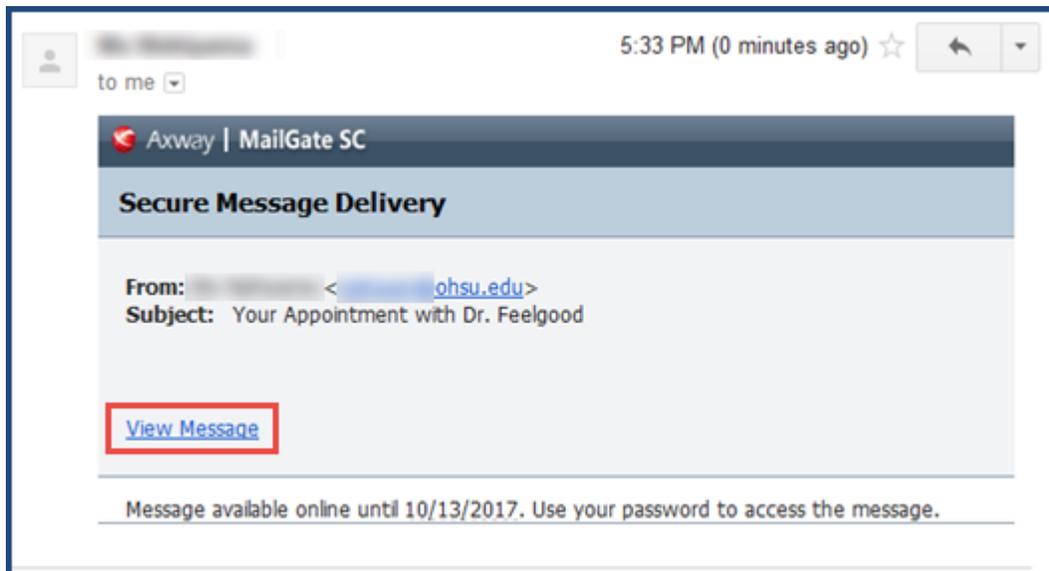1. You will receive an email notification for the secure email. Click **View Message.**

    Note: If you do not view the message within specified time, the message is deleted from the system.

2. If this is your first time using OHSU Secure Mailbox (or have not used the system in over ninety days), register with the Axway MailGate SC system. Enter your name and password, and click **Save.**
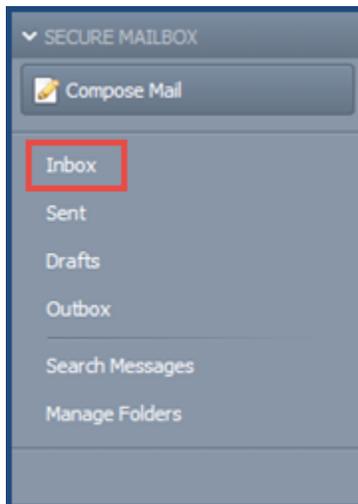

    Note: The password requires a minimum of 8 characters, and must contain both alphabetical and numerical characters.

3. At the Axway MailGate SC login prompt, enter your password for the OHSU Secure Mailbox and click **Log In.**

4. Click **Inbox** from the left-hand navigation area.

5. Click the secure mail to view its contents.