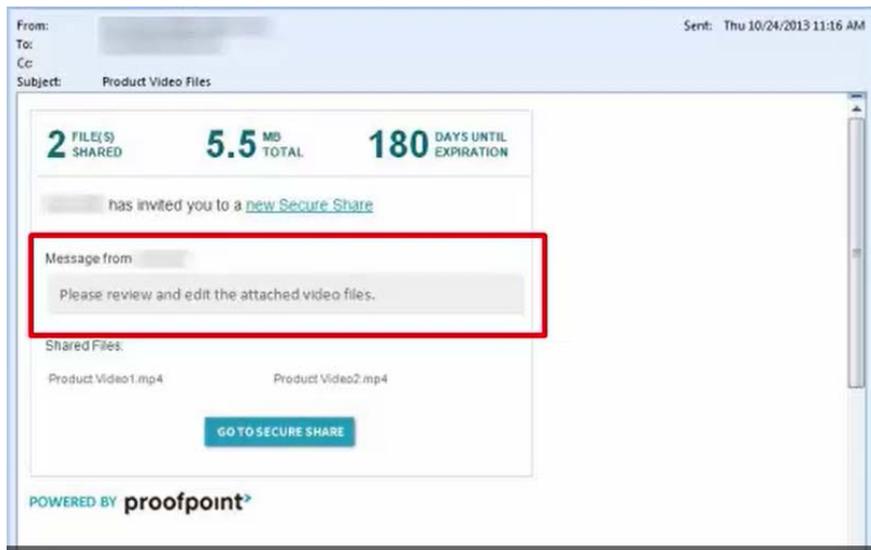


Instructions for Proofpoint Account Set-Up and Email Access

The following Email clients are acceptable to use for Proofpoint account access:

- Microsoft Outlook 2007 SP2
- Microsoft Outlook 2010

1) You will receive an email from the City of Loveland inviting you to view a new Secure Share:



2) At the bottom of the message, click on the blue “Go to Secure Share” button. The following log-in screen will open:



3) Enter your email address. If this is your first time accessing Proofpoint Secure Share, you will need to set up an account. Follow the steps to set up an account and confirm your email address.

- 4) Once your account has been set-up, you will be able to login in:

proofpoint
LOGIN

Email address [Not this user?](#)

Password

LOGIN [Forgot Password?](#)

- 5) Upon logging in, you will be able to view your account dashboard. This will allow you to view your message and associated attachments.

06 Secure Shares [CREATE SHARE](#)

Sort By: [Recent Activity](#)

You → 1 87 Days
External Agency Revi...

You ↔ 1 87 Days
External Agency Revi...

eplan-planning ↔ 1 82 Days
Testing 2

eplan-planning → 82 Days
Testing 1

eplan-planning ↔ 3 77 Days
External Review

Tina Charland ↔ 3 77 Days

Testing 1
eplan-planning
Started Feb 10, 2016 Expires Aug 8, 2016

5.21 MB **4** FILES **82** DAYS REMAINING

[DOWNLOAD ALL](#) [FILES VIEW](#)

eplan-planning Feb 10, 2016 - 5:20 PM 5.21 MB | [DOWNLOAD ALL](#)

APO Vicinity S... 732 KB Application FI... 53.3 KB

Attention: External Agency Reviewer

The following Development Application has been submitted to the City of Loveland for review and approval. If you provide services to this site, a response is requested.

- 6) Respond to the appropriate City Planner per the directions in the email.
- 7) Please note that access to each email will expire after 180 days. Please remember to download all necessary files prior to that expiration date.

Please contact the City of Loveland Current Planning Division with any questions: 970-962-2523