

TOOL - GUIDE TO PROTONMAIL

COMMUNICATION & COLLABORATION > 2.1 INTERACTING THROUGH DIGITAL TECHNOLOGIES

TARGET GROUP	AGE GROUP	PROFICIENCY LEVEL	FORMAT	COPYRIGHT	LANGUAGE
Facilitators	N/A	Level 1	Preparatory guide	Creative Commons (BY-SA)	English, French

This document contains background information for facilitators before they run the workshop with participants. It gives an understanding of how to use the free encrypted email messaging service known as Protonmail.

General Objective Knowledge acquisition, Skillset building

Preparation time for facilitator less than 1 hour

Competence area 4 - Safety

Name of author Nothing 2hide

Support material needed for training Computers-Tablets or smartphones-Internet connection

Resource originally created in French

WORKSHOP DIRECTIONS

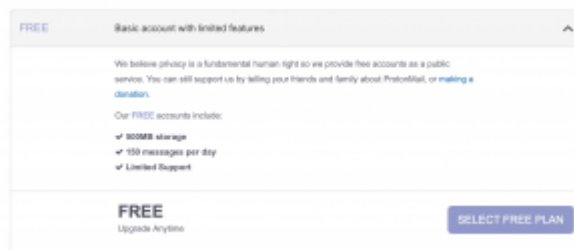
1 Introduction

For years, our email providers have been reading our messages in order to monetise our data! There is an alternative – [ProtonMail](#) – that offers an encrypted service, meaning that your emails cannot be accessed by anyone except you and those you send them to. The popularity of Protonmail has exploded in recent years. This workshop will introduce you to the service.

2 Getting started



app on your phone. Once you arrive, you will see a message



Choose the free account. You can switch to a paid account later if you wish (featuring more storage, domain selection and more). You will now get to the crucial step: the creation of your password. Don't hesitate to have a look at the activity '[Passwords](#)' in order to create a strong password – this is even a prerequisite of this workshop!



CREATE YOUR ACCOUNT

Take back your privacy! Creating your secure email account takes less than 2 minutes.

1

Username and domain

This will be your new ProtonMail email address.



2

Password



If you lose your password, you will not be able to read your emails.

3

Recovery email (optional)

This is used to recover your account if you get locked out or forget your password.

By clicking Create Account, you agree to abide by [ProtonMail's Terms and Conditions](#).

CREATE ACCOUNT

[Already have an account?](#)

IMPORTANT: ProtonMail cannot remind you of your password or give you a new one unless you fill in step 3! If you cannot access your account, it is as good as lost:

Warning

Warning: You did not set a recovery email so account recovery is impossible if you forget your password. Proceed without recovery email?

CANCEL

CONFIRM

Welcome to ProtonMail






You now have an encrypted email account!
Below are optional settings you can use to customize your account. You can always find these on your Settings page.

Display name



digitaltraveler!

This is the From name that people will see when you email them.

Follow us

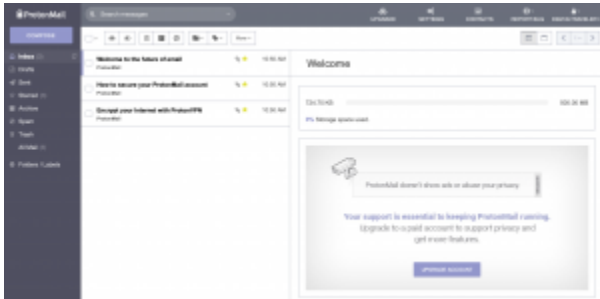


Download App



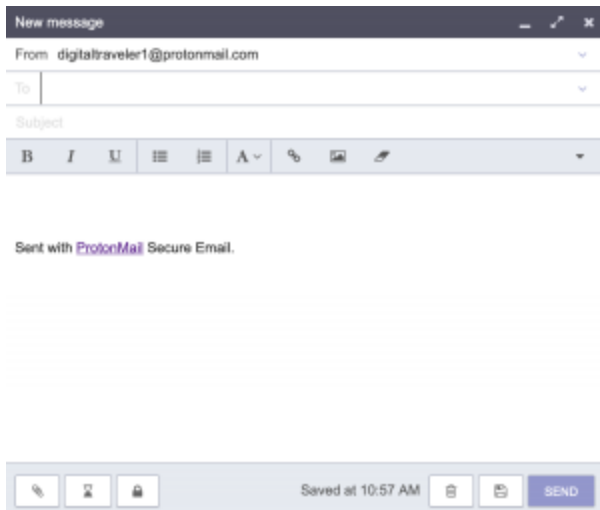
FINISH

Now we have created an encrypted email account. You can of course choose any available username.



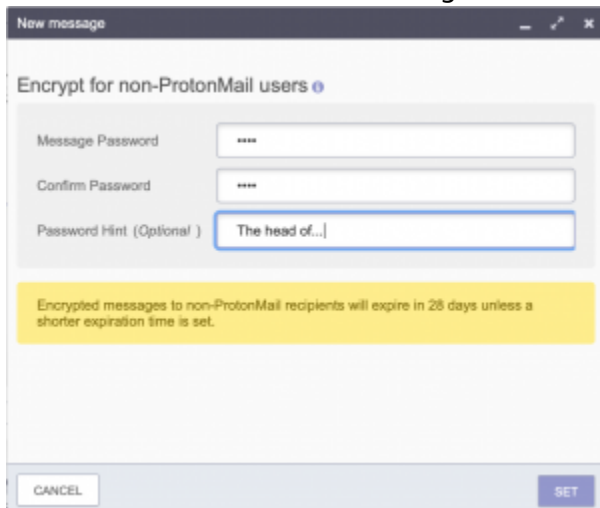
This interface is quite simple if bland. However what's important about Protonmail is the fact that our

information is encrypted and therefore fully private.



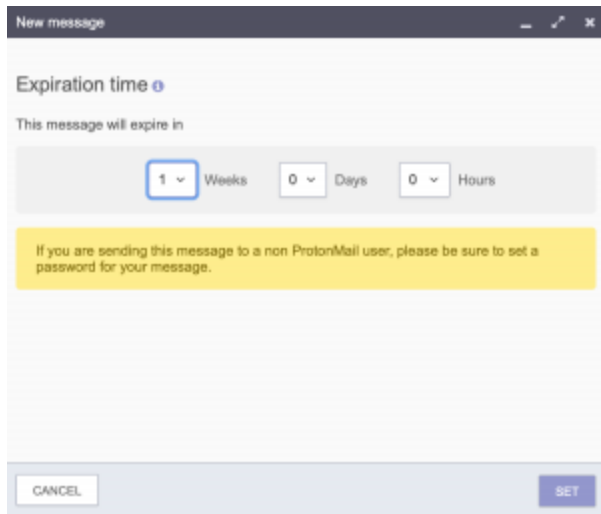
The screenshot shows the 'New message' window in ProtonMail. At the top, there's a header bar with a minus, maximize, and close icon. Below it, the 'From' field is populated with 'digitaltraveler1@protonmail.com'. The 'To' and 'Subject' fields are empty. A rich text editor toolbar is visible with buttons for bold (B), italic (I), underline (U), bulleted list, numbered list, text color (A), link, insert image, and unlink. The main body of the email contains the text 'Sent with ProtonMail Secure Email.' At the bottom, there's a status bar with icons for attachments, a timer (hourglass), a lock (padlock), and a 'SEND' button. A message 'Saved at 10:57 AM' is displayed next to the timer icon.

Clicking on 'Compose' in the top left of the interface will bring you to the panel above. The only things out of the ordinary are two icons on the bottom left: an hourglass and a padlock. We will now send a mail to a friend who is not using ProtonMail. Click on the padlock and type a password.



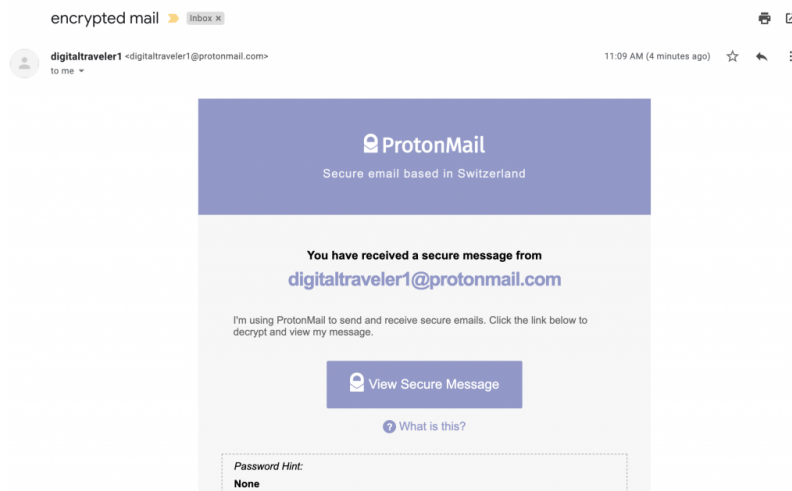
The screenshot shows a dialog box titled 'New message' with the subtitle 'Encrypt for non-ProtonMail users'. It contains three input fields: 'Message Password' with four asterisks, 'Confirm Password' with four asterisks, and 'Password Hint (Optional)' with the text 'The head of...'. Below these fields is a yellow warning box that reads: 'Encrypted messages to non-ProtonMail recipients will expire in 28 days unless a shorter expiration time is set.' At the bottom of the dialog are 'CANCEL' and 'SET' buttons.

Next, click on the hourglass and choose an expiration time after which your mail will be destroyed.

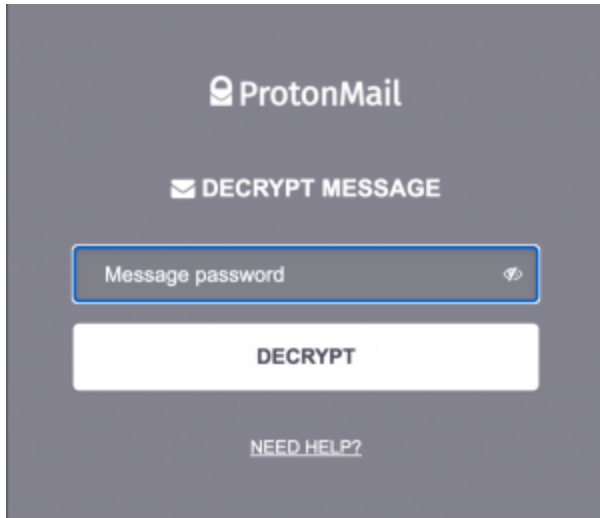


The screenshot shows the 'New message' window in ProtonMail. At the top, it says 'Expiration time' with a help icon. Below that, it states 'This message will expire in'. There are three dropdown menus: '1' for Weeks, '0' for Days, and '0' for Hours. A yellow warning box below the dropdowns says: 'If you are sending this message to a non ProtonMail user, please be sure to set a password for your message.' At the bottom, there are 'CANCEL' and 'SET' buttons.

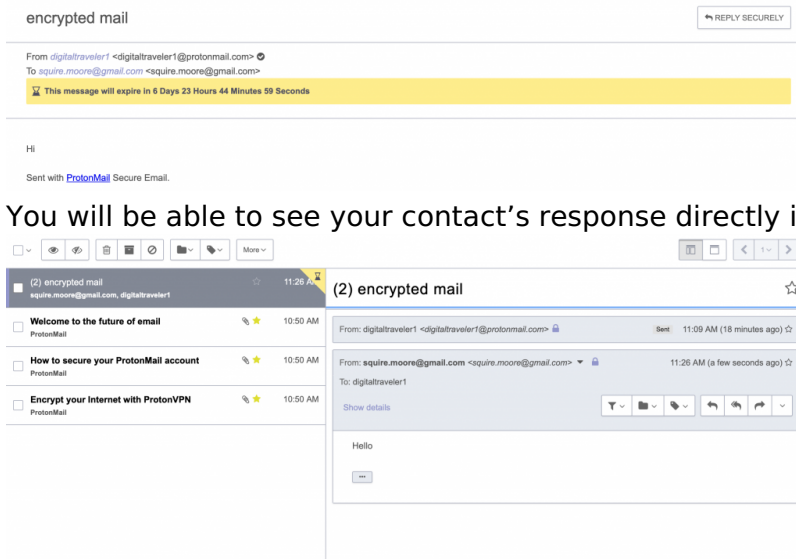
Here is what your friend will see once they see your mail:



Your recipient does not receive a 'mail' in the traditional sense but a message indicating they have received a secure mail. To read it, they will have to click 'View Secure Message'. This link will open a secure link to ProtonMail. This means that nothing leaves the service, which is perfect from the point in terms of security and privacy. The following will appear once your recipient arrives on protonmail:



Once the password is entered, your recipient will be able to decrypt and read the mail. They will be able to reply with a decrypted mail with the option 'Reply Securely'. They can even add an attachment.



If your contact clicks on the mail after the expiration time has elapsed, they will see this message:



3

Conclusion

We have now created an email account with a service provider who does not monetise user data. Remember however that **if you forget your password, you will lose access to your inbox permanently!**

We have just seen that when we communicate with someone who is not on ProtonMail, the service will send them a mail which will redirect them to ProtonMail via an encrypted link. This means that you and your contact can send mails back and forth safely and privately! And if your recipient is also on ProtonMail, the situation is even easier as your mails will be encrypted by default and presented transparently for you. All you have to do now is convince your friends to sign up!