



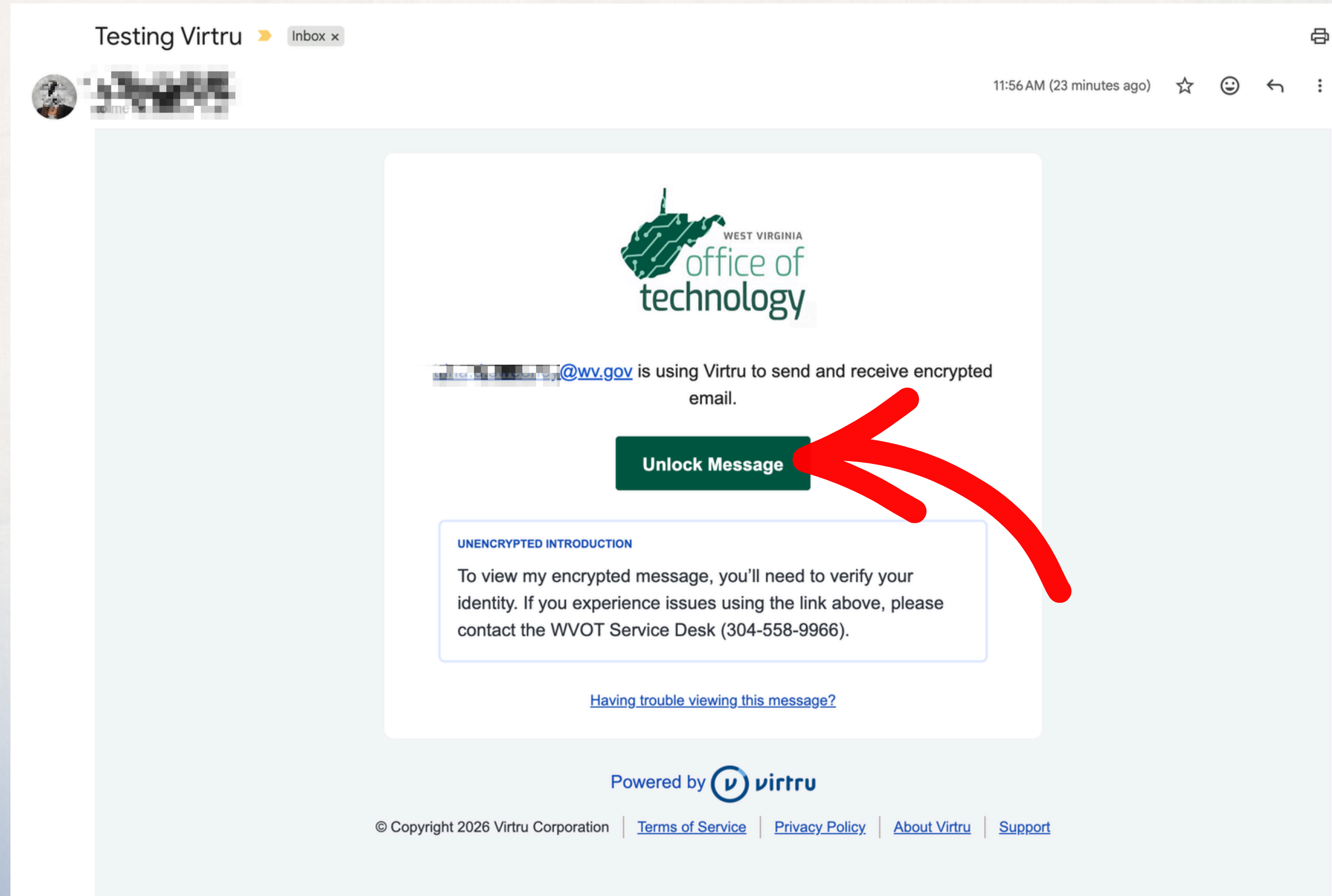
PEIA TUTORIAL ON



ENCRYPTION THAT ALLOWS SAFE SHARING FOR SENSITIVE EMAILS AND FILES

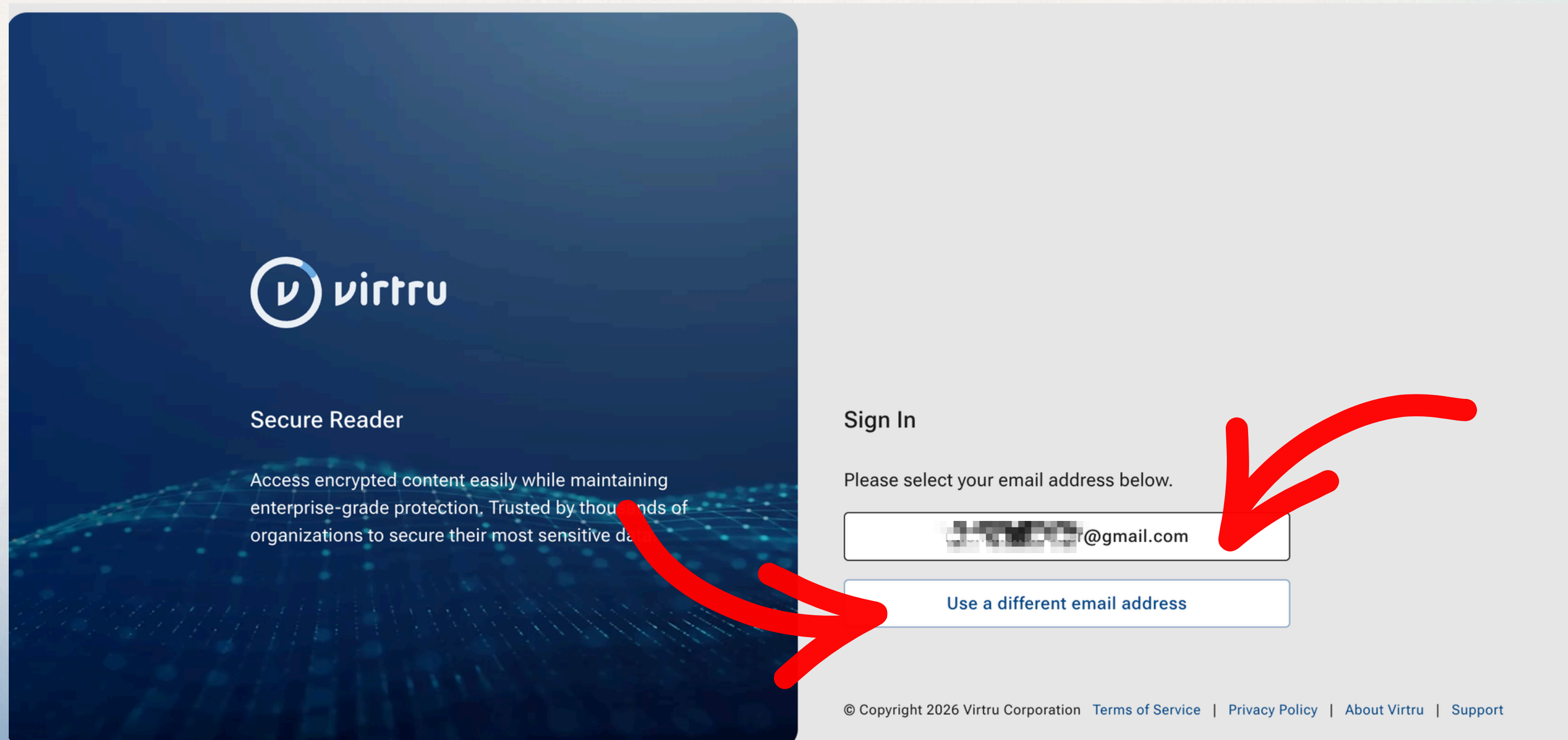
OPENING SECURE VIRTRU MESSAGES

Communicate securely with PEIA through Virtru, a platform that allows you to safely share sensitive emails and files. Once receiving an email from PEIA, click the green [Unlock Message](#) button.



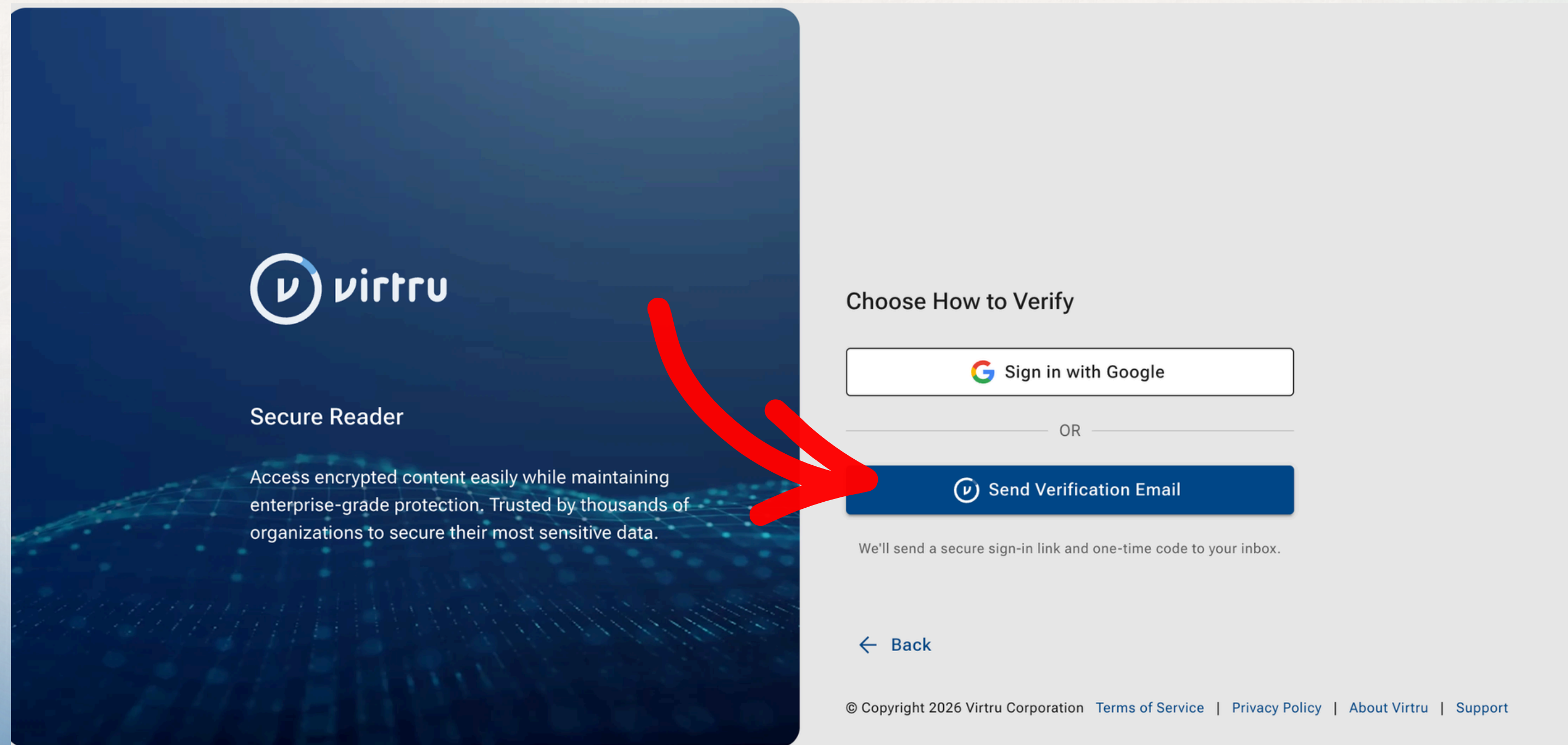
LOG IN TO VIRTRU

The link you take you to the Virtru login page. Click either the [your email address](#) or select [Use a different email address](#) button.



LOG IN TO VIRTRU

You may log into Virtru by using Google or you may ask for a Verification Email to be sent to you.
If you choose verification follow these next steps.



The image shows the Virtru login interface. On the left is a dark blue sidebar with the Virtru logo and the text 'Secure Reader' followed by a description of the service. On the right is a light gray main area titled 'Choose How to Verify'. It contains two buttons: 'Sign in with Google' and 'Send Verification Email'. A red arrow points from the sidebar towards the 'Send Verification Email' button. Below the buttons is a 'Back' link and a footer with copyright and policy links.



Secure Reader

Access encrypted content easily while maintaining enterprise-grade protection. Trusted by thousands of organizations to secure their most sensitive data.

Choose How to Verify

Sign in with Google

OR

Send Verification Email

We'll send a secure sign-in link and one-time code to your inbox.

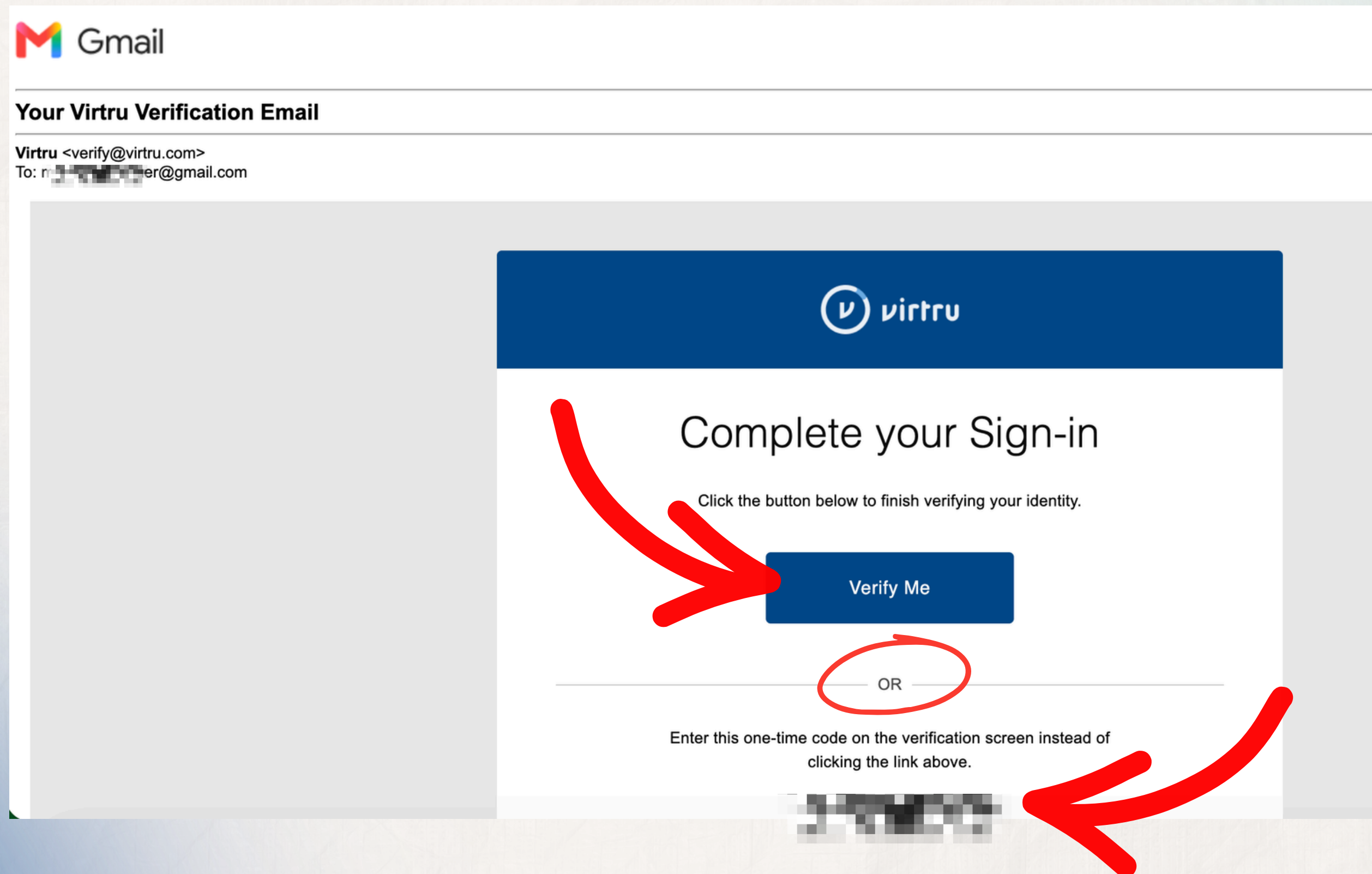
[← Back](#)

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LOG IN TO VIRTRU

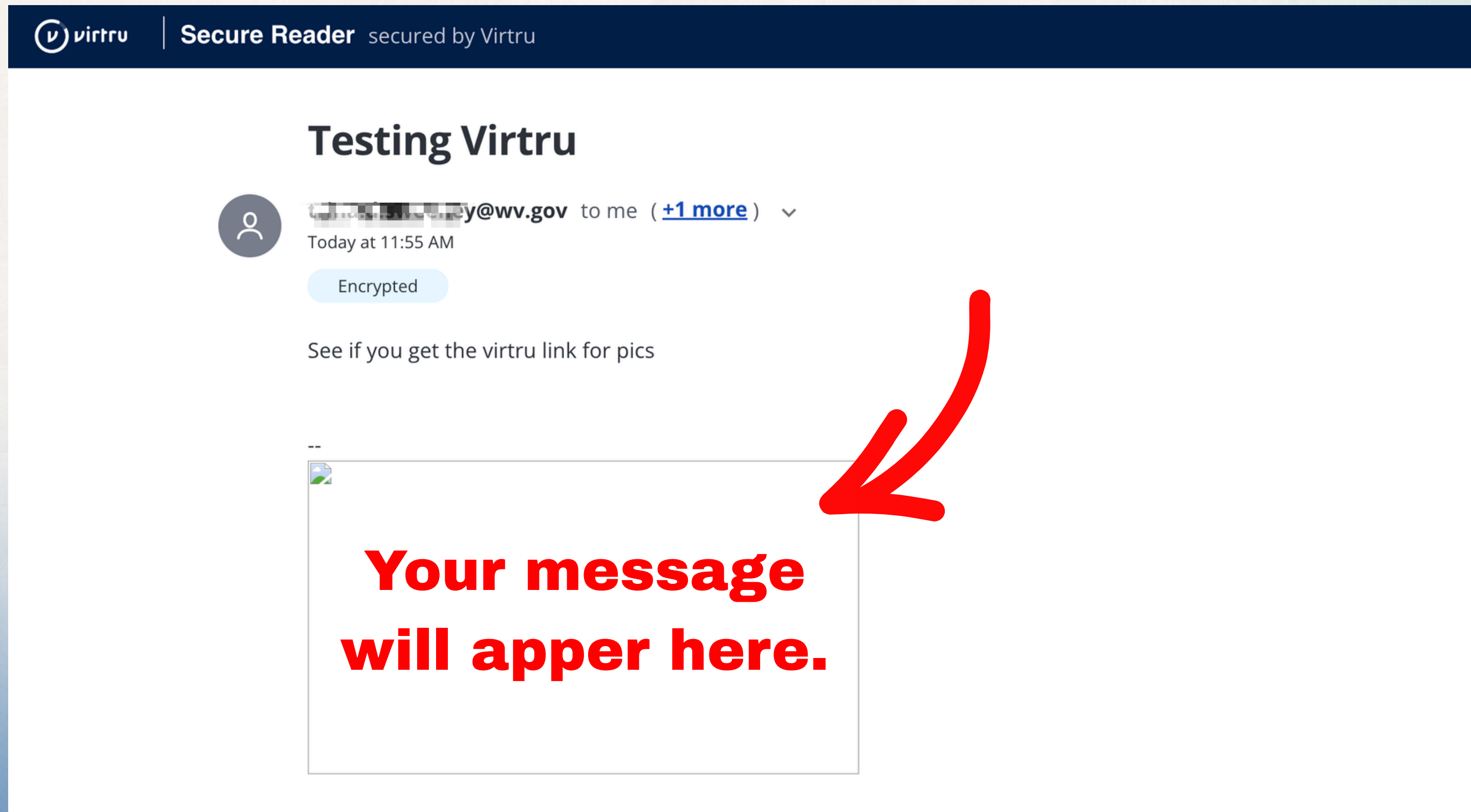
Return to your email to retrieve the security code from Virtru.

Either click the [Verify Me](#) button to return to Virtu or copy the [security code](#) in the email and return to the Virtru page manually.



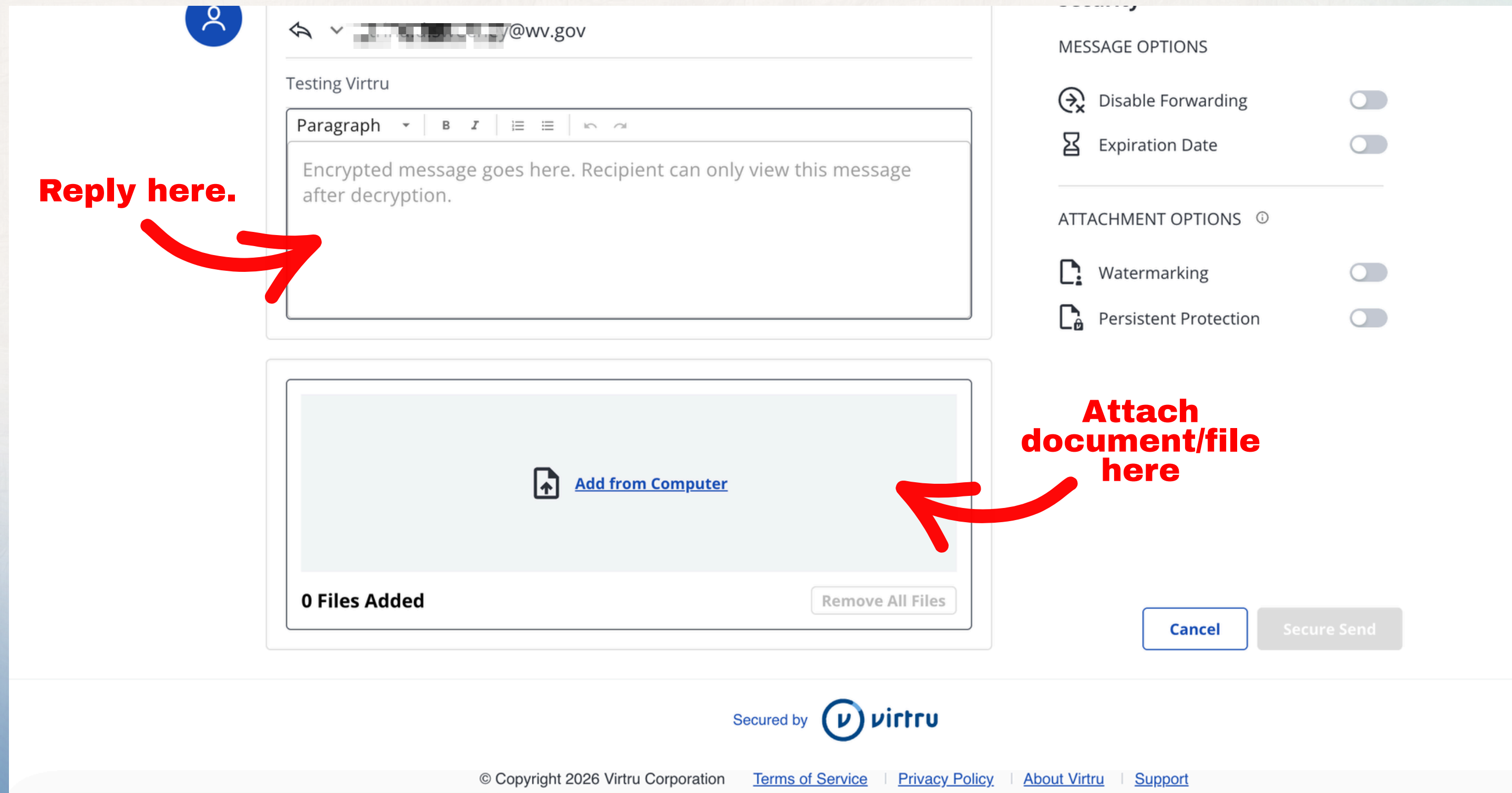
VIRTRU MESSAGES

Once you've concluded the verification process, your message will appear in the Virtu.



VIRTRU MESSAGING

Once you view your message from PEIA, scroll down and you will have the opportunity to reply or attach document/file, if needed.



The screenshot displays the Virtru messaging interface. At the top, a blue circular profile icon is visible. Below it, the email address [REDACTED]@wv.gov is shown. The message body contains the text "Testing Virtru" followed by a rich text editor with a "Paragraph" dropdown and formatting icons (bold, italic, bulleted list, numbered list, undo, redo). The editor contains the placeholder text "Encrypted message goes here. Recipient can only view this message after decryption." A red arrow points to this text area with the label "Reply here." Below the editor is a large light blue rectangular area for attachments, featuring a document icon and the text "Add from Computer". A red arrow points to this area with the label "Attach document/file here". At the bottom of the attachment area, it says "0 Files Added" and "Remove All Files". To the right of the main content area, there are two sections: "MESSAGE OPTIONS" with "Disable Forwarding" and "Expiration Date" (both with toggle switches), and "ATTACHMENT OPTIONS" with "Watermarking" and "Persistent Protection" (both with toggle switches). At the bottom right, there are "Cancel" and "Secure Send" buttons. The footer includes the Virtru logo and the text "Secured by virtru", followed by a copyright notice and links to "Terms of Service", "Privacy Policy", "About Virtru", and "Support".

Reply here.

Attach document/file here

Testing Virtru

Paragraph B I [List Icons] [Undo] [Redo]

Encrypted message goes here. Recipient can only view this message after decryption.

Add from Computer

0 Files Added Remove All Files

Cancel Secure Send

Secured by virtru

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VIRTRU MESSAGING

Once you have entered your reply and/or attached your document/file, click the blue button **Secure Send**.



  @wv.gov

Testing Virtru

Paragraph ▾

B

I

☰

☷

↶

↷

test

 [Add from Computer](#)

0 Files Added

Remove All Files

Security

MESSAGE OPTIONS

 Disable Forwarding

 Expiration Date

ATTACHMENT OPTIONS ⓘ

 Watermarking

 Persistent Protection

Cancel

Secure Send

Secured by  virtru

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VIRTRU MESSAGING

You will receive a message letting you know your message and/or documents have been sent to PEIA.

 **Secure Reader** secured by Virtru



Your secure reply was sent
Your message was encrypted and sent.

Message Information

 Recipients

@wv.gov @gmail.com

 Subject

Testing Virtru

[BACK TO MESSAGE](#)



Protect 100% of your emails with military grade encryption.

[GET STARTED](#)

Secured by 

SECURE VIRTRU MESSAGES

After replying you will be sent an email confirmation.

You may go back to the Virtru message by clicking the blue [Unlock Message](#) button.

Testing Virtru

Inbox x



Sweeney, Trina
trina.d.sweeney@wv.gov is using Virtru to send and receive encrypted email. To view my encrypted message, you'll need to verify your identity. If you experience

11:56 AM (39 minutes ago)

☆



<secure-reply@virtru.com>
to trina.d.sweeney, me

12:26 PM (9 minutes ago)

☆

😊

↩

⋮



[michelle.a.bauer@gmail.com](#) is using Virtru to send and receive encrypted email.

UNENCRYPTED INTRODUCTION

I've sent you a secure message using Virtru. Please contact me if you have problems opening this, or have any other questions.

UNLOCK MESSAGE

[Having trouble viewing this message?](#)

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QUESTIONS?

If you have any questions or need further assistance, please email PEIA.Help@wv.gov.

