**Instructions for Receiving Secure Email from SWAN Prime Contractor**

1. This applies to messages sent from the SWAN Prime Contractor to an external (non dialon-swan.org) email address. Message appears in Inbox.
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2. Open message then click **View Message.**

1. Message opens in a new browser tab.
2. Use Reply or Reply All to respond to message as displayed below. DO NOT use email site’s reply function to respond.

1. The message will expire 30 days after it has been received. If you will need this information for more than 30 days, please save the message/attachments to an external location.