Archdiocese of Seattle Secure Web Mail

In order to protect the personal and financial information of Archdiocesan employees, volunteers, students, and others who do business with us, we have implemented encryption requirements on email messages leaving our mail server. If a message is sent which contains privileged or confidential information, the message must be transmitted in an encrypted form.

If you have not previously created a Secure Web Mail account, the first message you receive will be a welcome notice. Depending on how you view your email (on your phone, via a web browser, in Outlook, in Thunderbird, etc.), the message may be slightly different in appearance, but will look similar to the below, and will contain the same information.

Click on the Click Here link to be taken to the secure portal. You may also open the message attachment.

*If you are using Windows 7, please make sure that all service packs and security updates from Microsoft have been installed on your computer. You may check this by going to the Control Panel, then Windows Update, and clicking Check for Updates. Alternatively, you may use a different web browser, such as Firefox or Chrome.*
A web browser window will open, and will prompt you to enter a password and complete account setup. Please note that passwords must be 7 – 20 characters in length, contain a number, and contain a symbol (@, !, %, etc). Passwords may not contain your username/email address.

After completing this screen, click the Continue button. Registration only needs to be completed once; afterwards, when you open the message attachment, you will be taken to the logon page.
After entering your password, the secure message will open.
If the message contains an attachment, it will be linked directly below the Sent: field. Clicking on the link (circled in red below) will open the attachment.

Depending on what type of file is attached and how your computer is configured, the attachment may open another software program.

To reply to a secure message, click the reply button.

Type your response as desired, clicking the “Send” button when finished. Your response will be sent in an encrypted form. Note that you may only forward messages to seattlearch.org addresses or others within your own domain.

If you have questions or concerns, do not hesitate to contact the Archdiocese of Seattle – Chancery Help Desk at 206.382.4351 or helpdesk@seattlearch.org