

Email Encryption

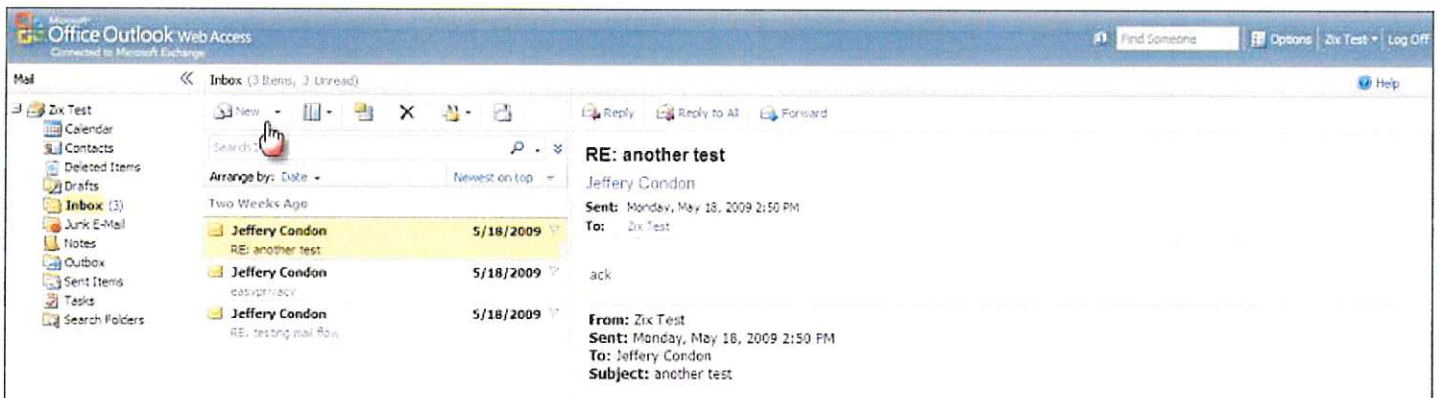
Introduction

With SafeSysMail and Escan some of the email messages you send may be automatically encrypted. When you send email, our system will encrypt messages that contain sensitive, private information.¹ Common examples are messages that contain words related to personal finance or personal health such as account numbers and social security numbers. **The automatic encryption cannot be circumvented.** It is required to ensure your institution is protecting private information transmitted within email messages.

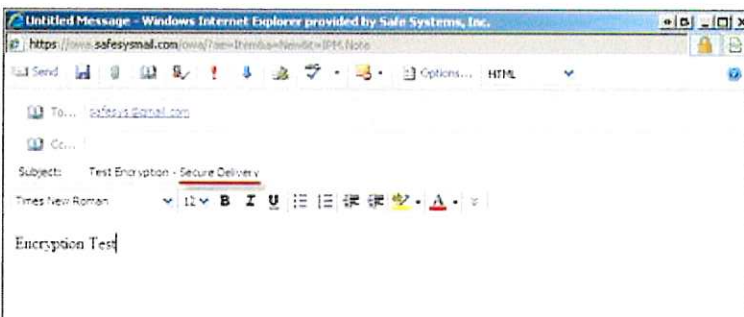
- You may also force encrypt messages you send by adding “secure delivery” (quotes are unnecessary) to the subject of any message you send. **We recommend you use this method for all sensitive messages** to ensure they are encrypted. An example of using secure delivery in a message subject might be: “Here is your account information – secure delivery” (*quotes unnecessary*).

Encrypting E-mail

1. Create a new email message from Outlook (or from Outlook Web Access as shown in this example):



2. Append “Secure Delivery” to the subject of your message.



3. Fill in the message body and add any attachments. Send with confidence knowing the message and its attachment(s) are protected.



Accessing an Encrypted Message (ZixPort)

Most encrypted email you send will NOT arrive directly to the recipients Inbox whether they are auto encrypted or force encrypted using "secure delivery". Instead, the email recipient will receive a separate message from you notifying him/her that a secure message is available.

Important: If the recipient has issues receiving the mail, they may need to whitelist anything from zixmessagecenter.com in the SPAM filter.

1. The recipient merely needs to click the "Open Message" box to access the web portal (<https://securemail.Escan /w ZixPort.com>) and view the encrypted message (or copy the code at the bottom to a web browser address bar as indicated).

New ZixCorp secure email message from SafeSysMail Secure Delivery

Open Message

To view the secure message, click Open Message.

The secure message expires on Dec 31, 2011 @ 05:48 PM (GMT).

Do not reply to this notification message, this message was auto-generated by the sender's security system. To reply to the sender, click Open Message.

If clicking Open Message does not work, copy and paste the link below into your Internet browser address bar.
<https://securemail.safesysmail.com/s/e?m...>

2. The first time a person receives an encrypted message from you in this manner, he/she will need to click **Register** an account as shown:

Welcome to the SafeSysMail Secure Delivery Message Center

Email Address:

Password:

Sign In

Remember Me

[Forgot your password?](#) **Reset**
 [New to secure email?](#) **Register**
 [Need more assistance?](#) **Help**

Want to receive your secure messages directly in your inbox? [Learn more](#)

3. The person must enter his/her email address, create a password by entering it twice into the fields provided, and click **Register**.

Register Account

Register below for your mailbox to send and receive secure messages.

Email Address:

Password:


Re-enter Password:

Register

Password Rules

Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as ~!@#\$%^&



Want to receive your secure messages directly in your inbox? [Learn more](#)

Note the specific Password Rules. The new password must meet these requirements to complete the registration process.



4. Once the account has been successfully created, the recipient will be redirected back to the original portal screen (shown below) where he/she can use the account credentials to sign in and access the message.

Welcome to the SafeSysMail Secure Delivery Message Center

Email Address:

Password:

Remember Me

Sign In

[Forgot your password?](#) [New to secure email?](#) [Need more assistance?](#)

Reset **Register** **Help**

Want to receive your secure messages directly in your inbox? [Learn more](#)

5. After successfully signing in, the recipient will see a screen similar to the following by clicking Inbox. He/she can then simply click the subject link to open and read the message.

Inbox | Address | Compose | Sent Mail | Drafts

Refresh **Delete** **Sign Out**

You have no new messages.

Select	From	Subject	Date
<input type="checkbox"/>	@safesystems.com	testing - secure delivery	Dec 1, 2011 12:48 PM

11395 Old Roswell Road, Alpharetta, GA 30009 | phone: 770.752.0550 | fax: 770.752.1902 | info@safesystems.com

6. Opening the message produces a screen similar to the following. From here, the recipient can **Read**, **Delete** or **Reply** to your message in order to return an encrypted message back to you. The recipient may also use **Forward** and **Reply to All** to users within your institution only (not included in all plans).

Inbox | Address | Compose | Sent Mail | Drafts

Reply **Reply All** **Forward** **Delete** **Sign Out**

Received: Dec 1, 2011 12:48 PM
 Expires: Dec 31, 2011 12:48 PM
 From: @safesystems.com
 To:
 Cc:
 Subject: testing - secure delivery
Attachments: image001.jpg

Thanks.



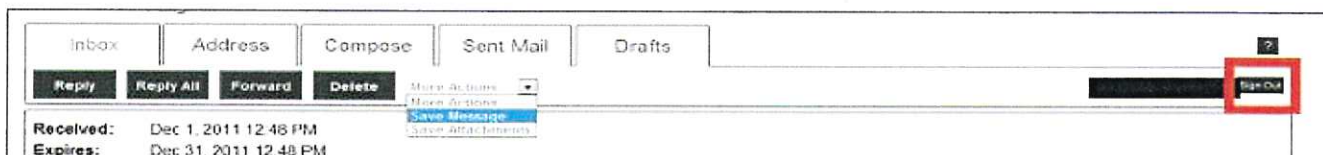
7. The recipient may download (save) or open the attachment by clicking on the link next to Attachments as shown above. Clicking the attachment will prompt the user to open or save:



8. Using the More Actions drop down menu with the Go button, the recipient may also choose from **saving the message** or **save the attachment**. As with downloading the attachment, the user may use one of these methods to download to his/her personal computer. Note the message at the top of the screen. Some browsers require you click to confirm before downloading.



9. After completing their actions, the recipient should use the Sign Out tab to logout of the system.



10. On subsequent visits, the recipient need only sign in with his/her email address and password to access encrypted messages you send.

