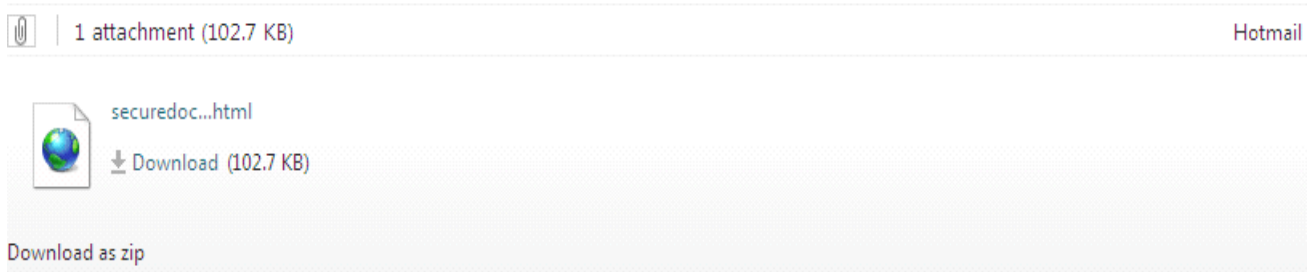


Receiving an Encrypted Email

- Only email sent outside of TTUHSC.EDU will be encrypted. Internal email will not be encrypted.
 - The ONLY copy of encrypted email, outside of the TTUHSC, is on the recipient's email server or client.
1. SecureMail comes with an attachment, generally named 'securedoc.html'. To open the encrypted part of the message, either double-click on the attachment, or download it on the local machine by right-clicking and then clicking Save As.



You have received a secure message

Read your secure message by opening the attachment, securedoc.html. You will be prompted to open (view) the file or save (download) it to your computer. For best results, save the file first, then open it in a Web browser. To access from a mobile device, forward this message to mobile@res.cisco.com to receive a mobile login URL.

If you have concerns about the validity of this message, contact the sender directly.

First time users - will need to register after opening the attachment. For more information, click the following Help link.

Help - <https://res.cisco.com/websafe/help?topic=RegEnvelope>

About Cisco Registered Email Service - <https://res.cisco.com/websafe/about>

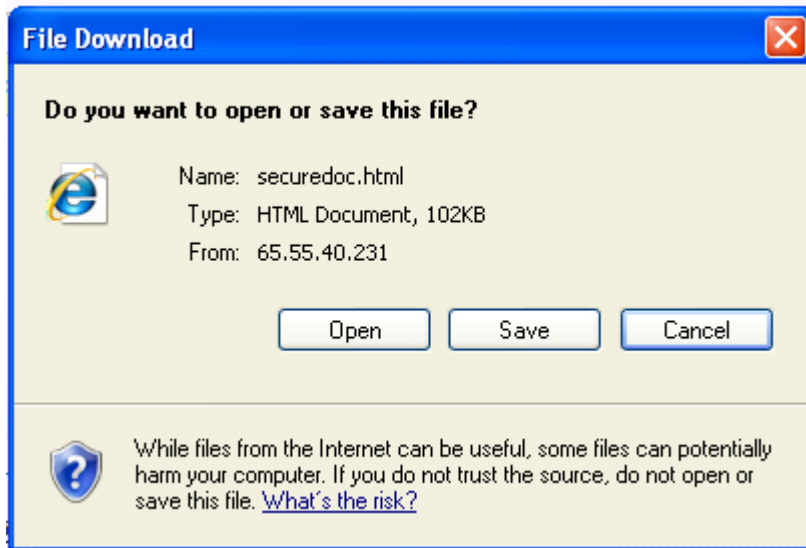
--Forwarded Message Attachment--

Reasons you may be seeing this text:

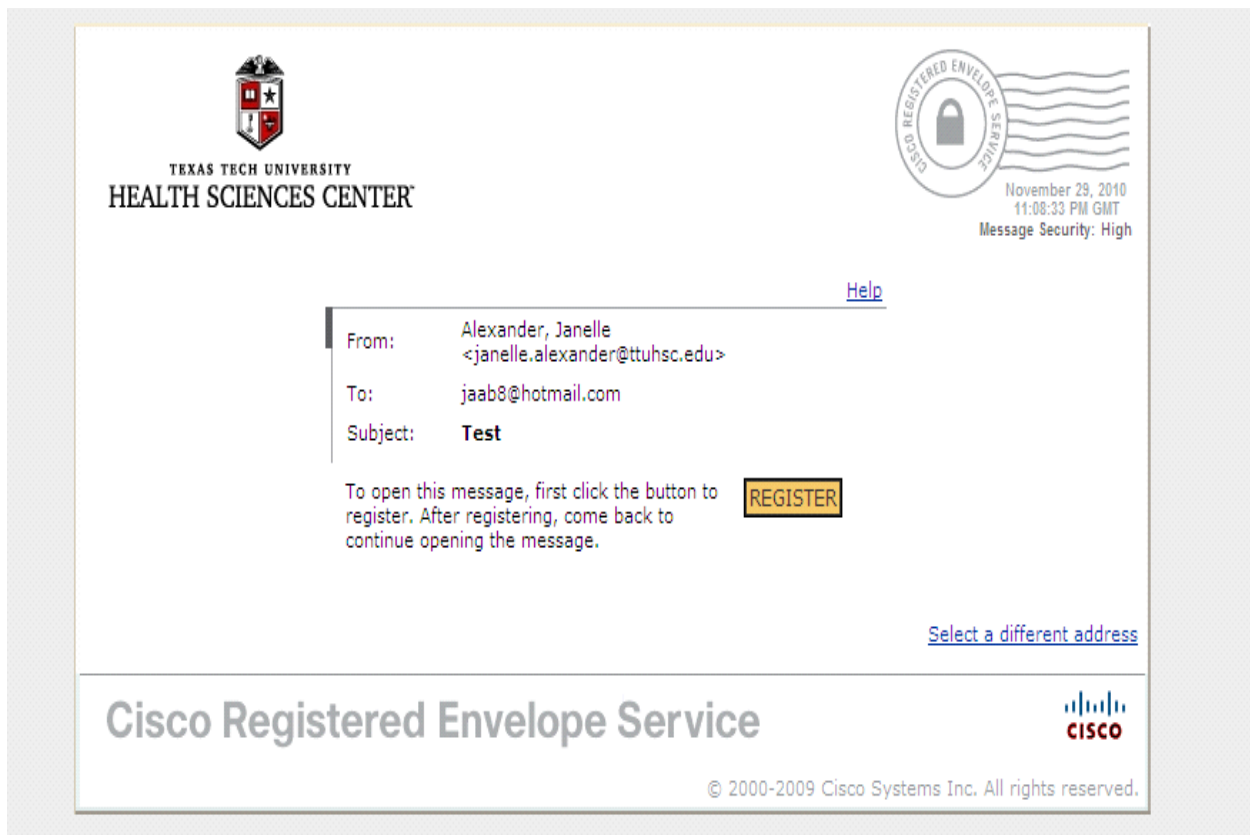
1. You are seeing this text in your preview pane. Please open the attachment to read your secure message.
2. You have opened the attachment and
 - a. you do not yet have an account. Please select your email address and click the Open button to create an account.
 - b. you have an account. Once the Open button appears, enter your password and click Open.

If the Open button does not appear, please forward the original email to: mobile@res.cisco.com

2. A file download box will appear. Click open to be directed to the SecureMail envelope page.



- SecureMail requires a password for first-time users. A 'Register' button will appear on the face of the envelope that can be clicked to go to the registration page.



The screenshot displays an email interface for a Cisco Registered Envelope Service. In the top left corner, the Texas Tech University Health Sciences Center logo is shown. In the top right corner, there is a circular seal with a padlock icon and the text 'CISCO REGISTERED ENVELOPE SERVICE', along with the date and time 'November 29, 2010 11:08:33 PM GMT' and the message security level 'Message Security: High'. The email header includes a 'Help' link and the following information: 'From: Alexander, Janelle <janelle.alexander@ttuhsc.edu>', 'To: jaab8@hotmail.com', and 'Subject: Test'. Below the header, a message states: 'To open this message, first click the button to register. After registering, come back to continue opening the message.' A yellow 'REGISTER' button is positioned to the right of this text. At the bottom right, there is a link that says 'Select a different address'. The footer of the interface features the 'Cisco Registered Envelope Service' text and the Cisco logo, with a copyright notice: '© 2000-2009 Cisco Systems Inc. All rights reserved.'

4. The registration page asks for information to create new user accounts.

NEW USER REGISTRATION

To assure future messages from this service are not accidentally filtered out of your email, please add "DoNotReply@res.cisco.com" to your Address Book or Safe Sender List.

* = required field

Enter Personal Information

Email Address jaab8@hotmail.com

Language

The language setting will be stored for future login and email notifications.

First Name*

Last Name*

Create a Password

Password*

Enter a minimum of 6 characters or numbers. Passwords are case-sensitive. Your password must contain both letters and numbers.

Confirm Password*

Personal Security Phrase*

Enter a short phrase that only you will know. This phrase will appear on message envelopes when you log in. When you see your phrase, you know you are logging in to our secure site. [More info](#)

Enable my Personal Security Phrase.

Select 3 Security Questions

You will be asked these questions in the future if you forget your password.

Question 1*

Answer 1*

Confirm Answer 1*

Question 2*

Answer 2*

Confirm Answer 2*

Question 3*

Answer 3*

Confirm Answer 3*

5. You will get a confirmation page once your account has been successfully created.



FINAL STEP: ACCOUNT ACTIVATION

Your Cisco Registered Envelope Service account was successfully created.

Instructions to activate your account have been emailed to

Please check your inbox. If you do not see an account activation email, check your junk email folder.

6. New user accounts will need to be activated. Users are notified via email for any new account activation.

Activation

Dear Janelle Alexander,

Thank you for registering with Cisco Registered Envelope Service. To complete your registration, you must confirm your intent to register and your acceptance of the [Terms of Service](#) by activating your account.

[Click here to activate this account.](#)

You can also activate this account by going to <<https://res.cisco.com/websafe/activate>> and entering this confirmation number: 4868df070000012ca2569fd9c0a86e8e99b15397

To stop the registration process you can cancel this account.

[Click here to cancel this account.](#)

You can also cancel this account by going to <<https://res.cisco.com/websafe/cancelActivation>> and entering this cancellation number: 4868df070000012ca2569fd9c0a86e8e99b15397

IMPORTANT

To help keep your personal information safe, Cisco recommends that you never give your CRES password to anyone, including Cisco employees.

Welcome to CRES!

To know more about Cisco Registered Envelope Service, see <https://res.cisco.com/websafe/about>

Terms of Service: <https://res.cisco.com/websafe/termsOfService>

Privacy Policy: <http://www.ironport.com/privacy/>

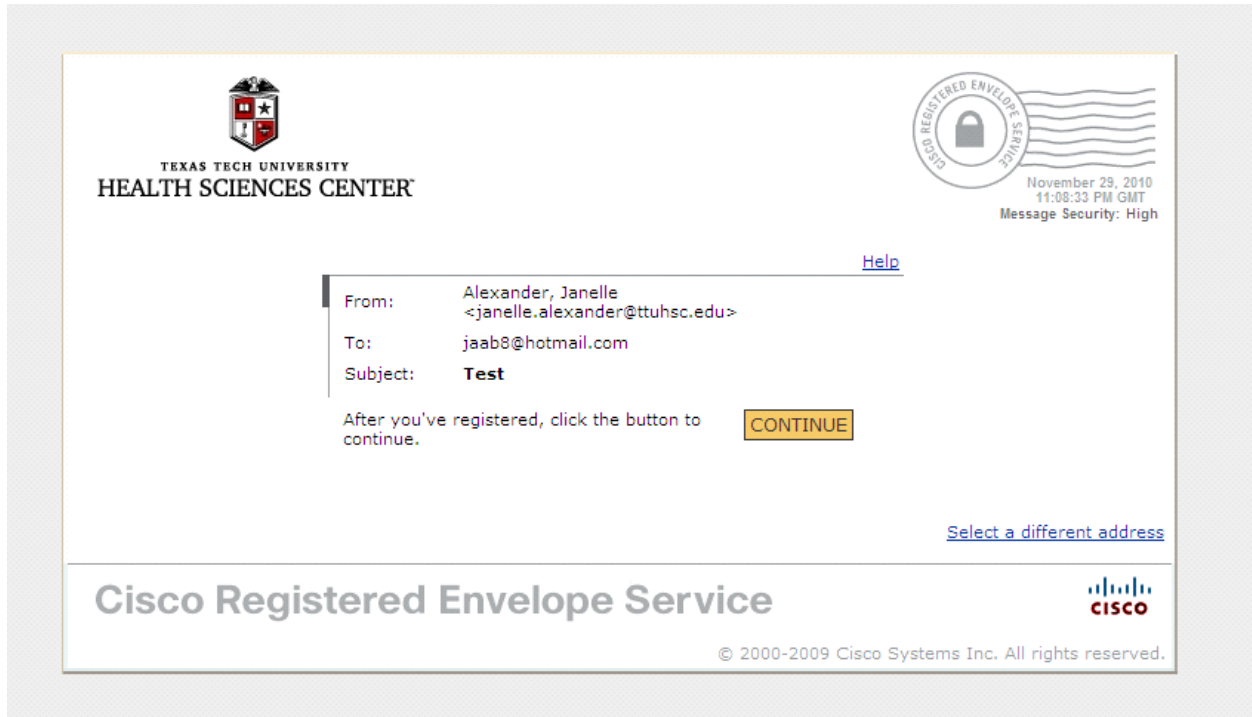
7. Once your account has been successfully activated you will receive a confirmation page.



EMAIL ADDRESS CONFIRMED


You have activated the account for [this email address](#). Registration for this email address is now complete. To exit this page, close your browser window. After exiting this page, return to your Registered Envelope and enter your password to open it.


8. After activation, users can go back to the SecureMail page where they will click continue in order to go to the password page.



The screenshot shows an email interface for Cisco Registered Envelope Service. At the top left is the Texas Tech University Health Sciences Center logo. At the top right is a circular seal with a padlock and the text "CISCO REGISTERED ENVELOPE SERVICE", with wavy lines to its right. Below the seal is the date and time "November 29, 2010 11:08:33 PM GMT" and "Message Security: High". In the center, there is a "Help" link. Below that is the email header: "From: Alexander, Janelle <janelle.alexander@ttuhsc.edu>", "To: jaab8@hotmail.com", and "Subject: Test". Below the header is the instruction "After you've registered, click the button to continue." followed by a yellow "CONTINUE" button. At the bottom right is a link "Select a different address". At the bottom left is the text "Cisco Registered Envelope Service" and at the bottom right is the Cisco logo. At the very bottom center is the copyright notice "© 2000-2009 Cisco Systems Inc. All rights reserved."

9. Enter your password and click open to view your secure message.


TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

 November 29, 2010
11:08:33 PM GMT
Message Security: High

[Help](#)


From: Alexander, Janelle
<janelle.alexander@ttuhsc.edu>
To: jaab8@hotmail.com
Subject: **Test**
Password:
[Forgot password?](#)

Remember me on this computer.
 Enable my Personal Security Phrase.

OPEN

Personal Security Phrase
Click on the Password field. Do not continue unless you see your personal phrase.
[More info](#)

[Select a different address](#)
If you experience problems opening this message, try to Open Online.

Cisco Registered Envelope Service 

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10. After opening a SecureMail the contents of the original message appears. The SecureMail usually contains a 'Reply' button that can be clicked to Reply to an encrypted message.

[Help](#) | [Forget me on this computer](#)



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

Secured Message

Reply

From: Alexander, Janelle <janelle.alexander@ttuhsc.edu>
To: "jaab8@hotmail.com" <jaab8@hotmail.com>
Date: November 29, 2010 5:08:31 PM CST
Subject: Test

This is a test of the secure mail.


Janelle Alexander

Student Assistant
Health, Edu/IT Solutions Center
Texas Tech University Health Sciences Center

Reply

11. After clicking reply, it opens a page/form over HTTPS connection to the CISCO SecureMail server.



Welcome jaab8@hotmail.com
English 
[Help](#)

REPLY TO SENDER

[Send](#) [Reset](#) [Cancel](#)

From: "jaab8@hotmail.com" <jaab8@hotmail.com>
To: "Alexander, Janelle" <janelle.alexander@ttuhsc.edu>
Subject: RE: Test

[Attachments](#) (none)

Message:

-----Original Message:

FROM: "Alexander, Janelle" <janelle.alexander@ttuhsc.edu>
TO: "jaab8@hotmail.com" <jaab8@hotmail.com>

- Automatically BCC me on this email.
- Send me a read receipt when a recipient has opened this email.

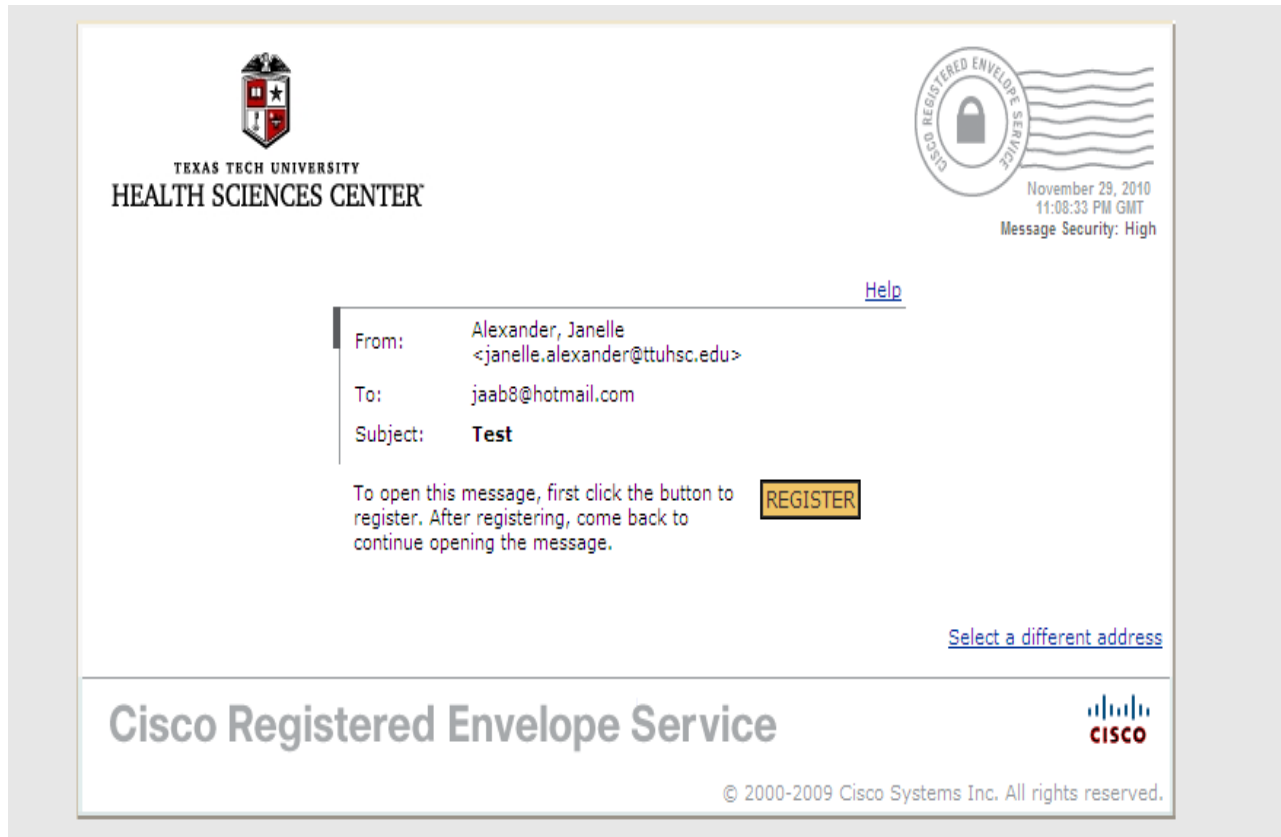
This option does not guarantee a receipt will be sent; recipient email applications can sometimes block read receipt requests.

[Send](#) [Reset](#) [Cancel](#)

Cisco Registered Envelope Service

[About](#) [Terms of Service](#) [Privacy Policy](#) Copyright © 2001-2010 Cisco Systems, Inc. All rights reserved.

12. If a user experiences issues registering or opening an encrypted email, they can click the Help button or the envelope icon to open an assistance website.



The screenshot shows an email interface with the following elements:

- Header:** Texas Tech University Health Sciences Center logo on the left. On the right, a circular "Cisco Registered Envelope Service" icon with a padlock, a date stamp "November 29, 2010 11:08:33 PM GMT", and "Message Security: High".
- Body:** A "Help" link. A metadata block showing "From: Alexander, Janelle <janelle.alexander@ttuhsc.edu>", "To: jaab8@hotmail.com", and "Subject: Test". Below this is a message: "To open this message, first click the button to register. After registering, come back to continue opening the message." followed by a yellow "REGISTER" button.
- Footer:** A "Select a different address" link, the "Cisco Registered Envelope Service" text, the Cisco logo, and a copyright notice "© 2000-2009 Cisco Systems Inc. All rights reserved."