



Encrypting an E-mail Message

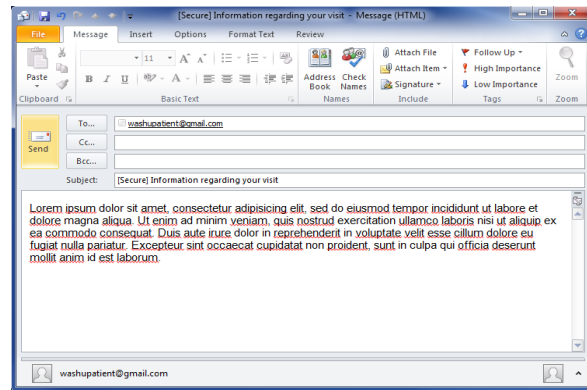
Use with Outlook, Outlook Web Access (OWA) and mobile devices.

To encrypt a message – type [SECURE] [secure] or [Secure] (enter it as shown).

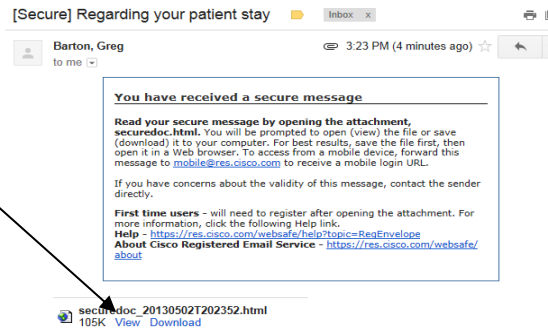
Type the message.

Send the message with or without attachments.

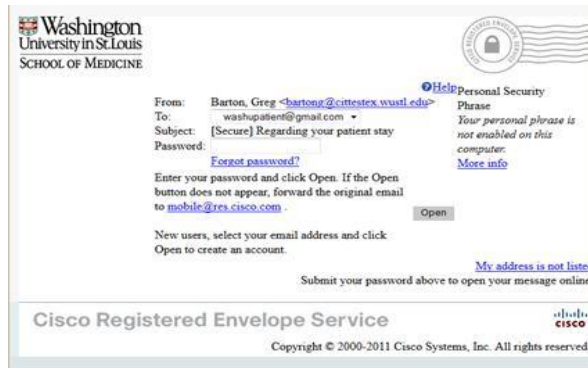
This applies to all recipients in the TO, CC and/or BCC line.



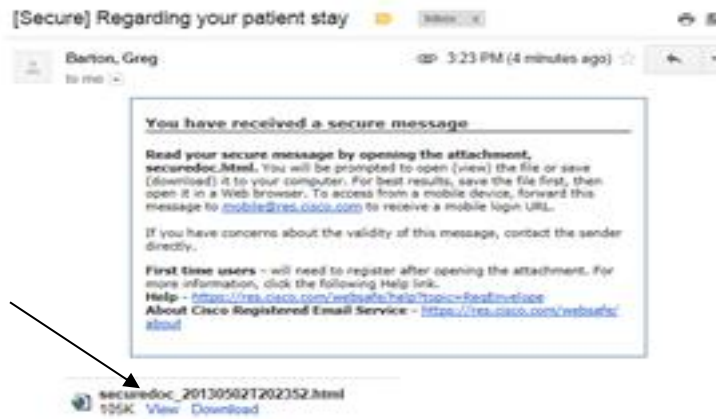
The recipient will receive an e-mail with a message and an attachment. Click on View and user will see a screen resembling an envelope.



If this is the first time the recipient has received a secure message, they will need to register by creating a username/password to view the message.



When receiving an Encrypted e-mail message from within WUSM you will see this notification.



Click on View to open the message or download to save it to your computer.

First time user – you will need to register after opening the attachment.

Registered user – you will only need to enter your previous password to view the message

New User Registration

Enter your person information.

Enter a password, requirements are minimum of 6 characters or numbers

Enter a short phrase that only you will know. This phrase will appear on message envelopes when you login. When you see this message you will know you have logged into our secure site.

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

Click Register

An e-mail will be sent to the address provided to activate the account.

Open the e-mail and you will have a message from CRES. Open the message and click on the link

"Click Here to Activate this Account"

After Registering and activating your account, return to the envelope to enter the password to open the message.

The screenshot shows the Cisco New User Registration form. At the top left is the Cisco logo, and at the top right is the text "1/1/10". Below the logo is the heading "NEW USER REGISTRATION". A note states: "To assure future messages from this service are not accidentally filtered out of your email, please add 'DoNotReply@cres.cisco.com' to your Address Book or Safe Sender List." A small asterisk indicates required fields. The form is divided into several sections: "Enter Personal Information" with fields for Email Address (washington@gmail.com), Language (English), First Name (John), and Last Name (Smith); "Create a Password" with Password and Confirm Password fields (both masked with asterisks) and a Personal Security Phrase field (My passphrase); and "Select 3 Security Questions" with three questions and their corresponding answers. The questions are: "What is your father's middle name?" (Answer: Joe), "What is your maternal grandmother's first name?" (Answer: Sarah), and "What street did you live on when you turned 10?" (Answer: Main). There is a checkbox for "Enable my Personal Security Phrase" which is checked. At the bottom left is the URL "https://res.cisco.com/web/secure" and at the bottom right is a yellow "Register" button.