



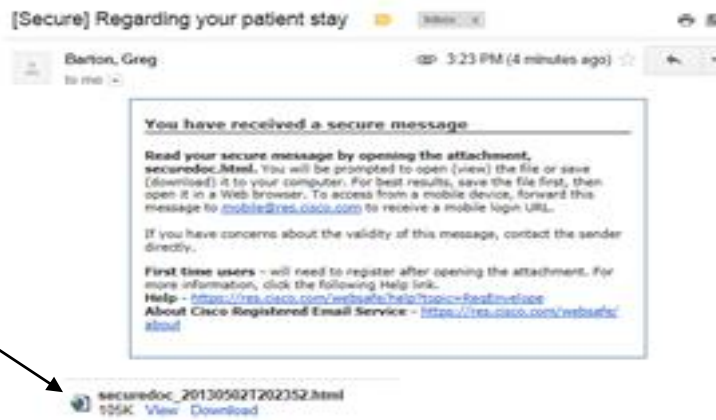
## Receiving an Encrypted E-mail message

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.

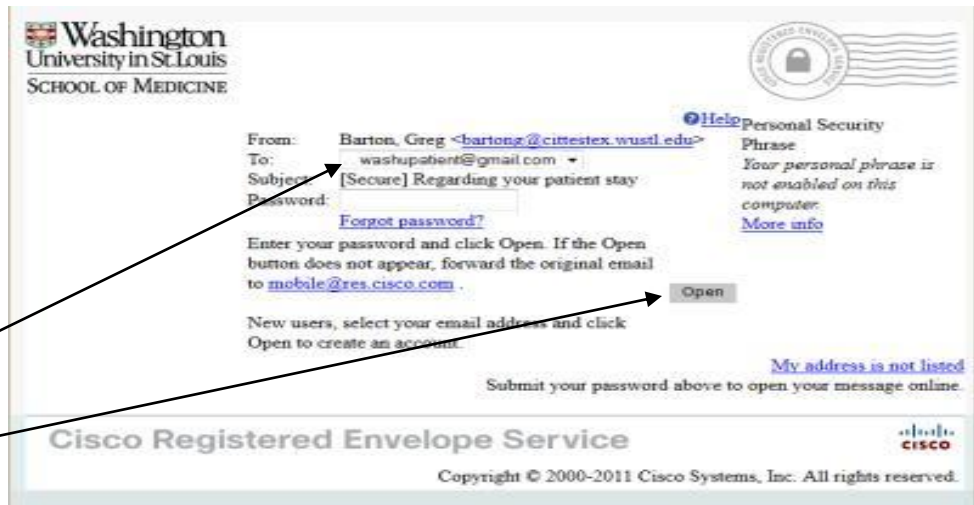
**Registered user** – you will only need to enter your previous password to view the message



If opening an encrypted message for the first time you will be asked to register with the service to open the encrypted message.

If you have not previously registered select your e-mail address and then click on Open to create an account.

If you have already registered, enter your registered password in the password field.



## 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

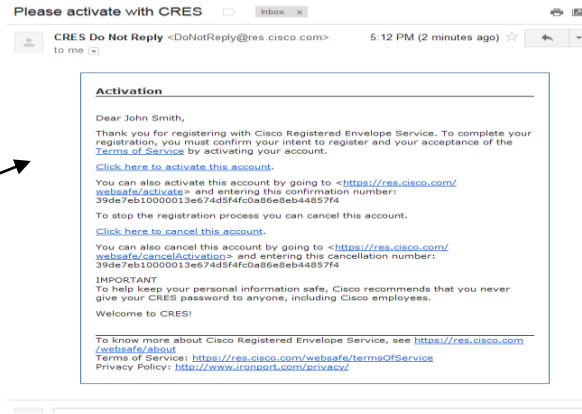
The screenshot shows the Cisco New User Registration page. At the top left is the Cisco logo, and at the top right is the word "ENROLL". Below the logo is the heading "NEW USER REGISTRATION". A note states: "To assure future messages from this service are not accidentally filtered out of your email, please add 'DoNotReply@res.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 (washupatient@gmail.com), Language (English), First Name (John), and Last Name (Smith); "Create a Password" with Password and Confirm Password fields; "Personal Security Phrase" with a text field containing "My passphrase" and a checkbox for "Enable my Personal Security Phrase"; and "Select 3 Security Questions" with three dropdown menus and corresponding answer fields. 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). At the bottom, there is a "Register" button and a URL: "https://res.cisco.com/websafe/".

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

The screenshot shows the Cisco account activation confirmation page. At the top is the browser address bar with the URL "https://res.cisco.com/websafe/custom.action?cmd=enrollstatus" and the Cisco logo. Below the logo is the heading "FINAL STEP: ACCOUNT ACTIVATION". The text reads: "Your Cisco Registered Envelope Service account was successfully created." followed by "Instructions to activate your account have been emailed to washupatient@gmail.com." and "Please check your inbox. If you do not see an account activation email, check your junk email folder." A language dropdown menu is visible in the top right corner, set to "English".

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.



Keep [Secure] in the subject line of the message and the reply will be encrypted.



If you forget your password – click on forgot password on the envelope and it will walk you through the process of resetting your password.