



JCH HealthCare Information Technology

# Encrypted Email

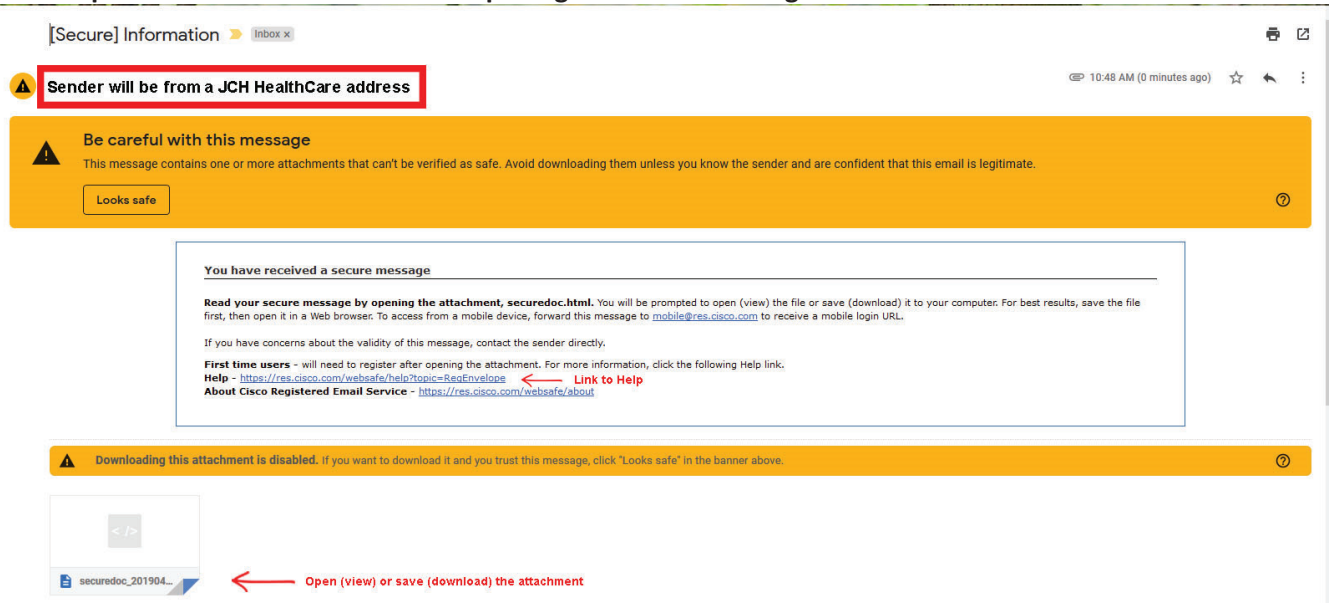
*Opening and Replying to a Secure Message*

## Encrypted Email --- *Opening and Replying to a Secure Message* First Time User Registration

Step 1: Receive Secure Encrypted Email

Step 2: Open (view) or save (download) the attachment: "securedoc\_2... .html".

It will open a site with instructions for opening the secure message.



Step 3:



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Step 4: Complete Registration Form



NEW USER REGISTRATION

\* = required field

Enter Personal Information

Email Address: recipient@outlook.com

First Name\*:

Last Name\*:

Create a Password

Password\*:

Confirm Password\*:

Advanced Settings Register ?

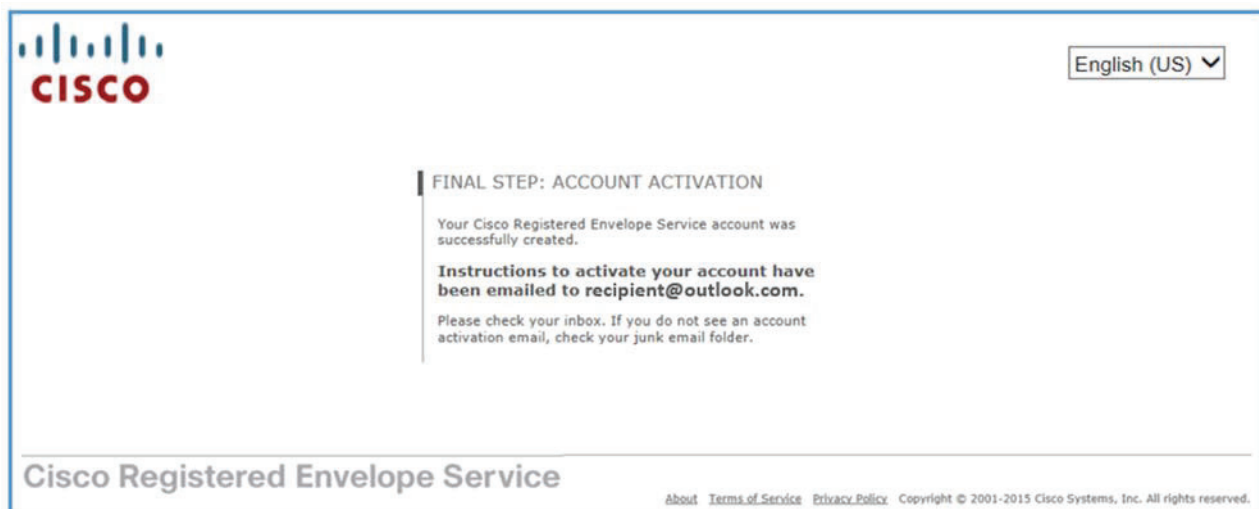
By registering, you agree to CRES's [Terms of Service](#)

Enter a minimum of 8 characters or numbers. Passwords are case-sensitive. Your password must contain both letters and numbers.

Cisco Registered Envelope Service

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## Step 5: You will receive Registration Confirmation of Account Activation



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### Step 6: Click Link to Activate the Account

#### Activation

Dear Daniel Recipient,

Thank you for registering with Cisco Registered Envelope Service.

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

← Click on link to activate account

To stop the registration process you can cancel this account.

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

#### 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.cisco.com/web/siteassets/legal/privacy.html>

## Encrypted Email --- *Opening and Replying to a Secure Message*

### Opening Encrypted Messages

**Step 1:** You Receive a Secure Encrypted Email

**Step 2:** Open (view) or save (download) the attachment “securedoc\_2... .html”

**Step 3:** Log in to read the Secure Message

**Step 4:** The decrypted message will be displayed in the browser window

### Replying to an Encrypted Message

1. After opening a Registered Envelope, you can click Reply to send a Secure Reply message or click ReplyAll to send a Secure Reply to All message.
2. When you send a Secure Reply or Secure Reply to All message, the recipient(s) receives a Registered Envelope containing the encrypted message.

**Note:** Subject lines cannot be encrypted.

**DO NOT** include sensitive information on the subject line of a secure email.

## Encrypted Email --- *Opening and Replying to a Secure Message*

### Where to go for Help

- **Forgot your password?**
  - Go to Cisco’s website - <https://res.cisco.com/websafe> and enter your email address. Click Login and choose the Forgot password? link. Follow the instructions provided.  
Note: JCH HealthCare cannot access your account to change your password.
- **Cisco Registered Envelope Online Help/FAQ:**
  - Go to Cisco’s website - <https://res.cisco.com/websafe/help>