

Encrypted Email Instructions



What are registered envelopes and why use them?

A **Registered Envelope** is a type of encrypted email message. Messages are encrypted to prevent important or confidential information being sent to the wrong recipient. Before you can open Registered Envelopes, you need to set up a free user account with Cisco Registered Envelope Service. After you enroll with the service, you can use your account password to open all Registered Envelopes that you receive.

After you receive a Registered Envelope Notification Message, please follow the steps below:

- Step 1:** Save the file attachment within the registered envelope, “**securedoc.html**”, copy the document onto your hard drive, such as into My Documents.
- Step 2:** Open the “**securedoc.html**” file in your web browser (e.g., Internet Explorer, Mozilla Firefox, etc).
- Step 3:** Click the **Register Button** to enroll with the envelope service. A New User Registration page will display.
- Step 4:** Complete the form and click “Register.”
- Step 5:** Check your email inbox for a message with a hyperlink to activate your account.
- Step 6:** View the registered envelope and enter your password again. Click Open.
- Step 7:** The decrypted message is displayed in the browser window. Open the registered envelope. Click “**Reply**” or “**Secure Forward**” WITHIN the message box.