

STEP BY STEP GUIDE TO OPENING FIRST ENCRYPTED ENVELOPE

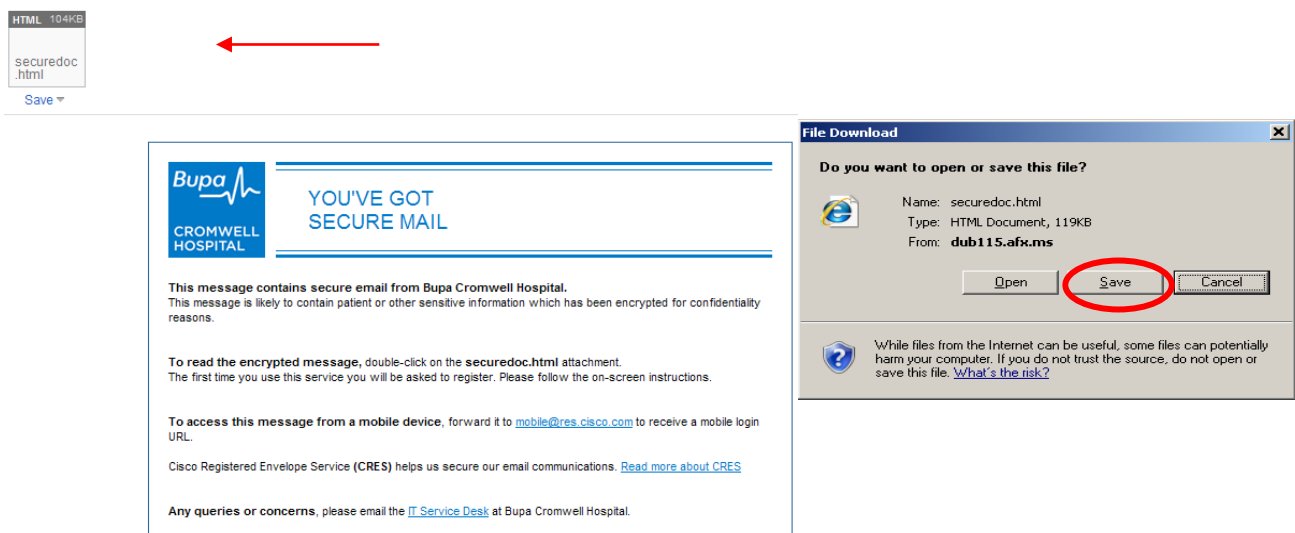


Note: These steps apply to first-time recipients opening a password-protected message only. After you enrol with Cisco Registered Envelope Service, you can use your password to open envelopes from any sender. If you receive a Registered Envelope that isn't password-protected, you don't need to register to open the message.

Step 1

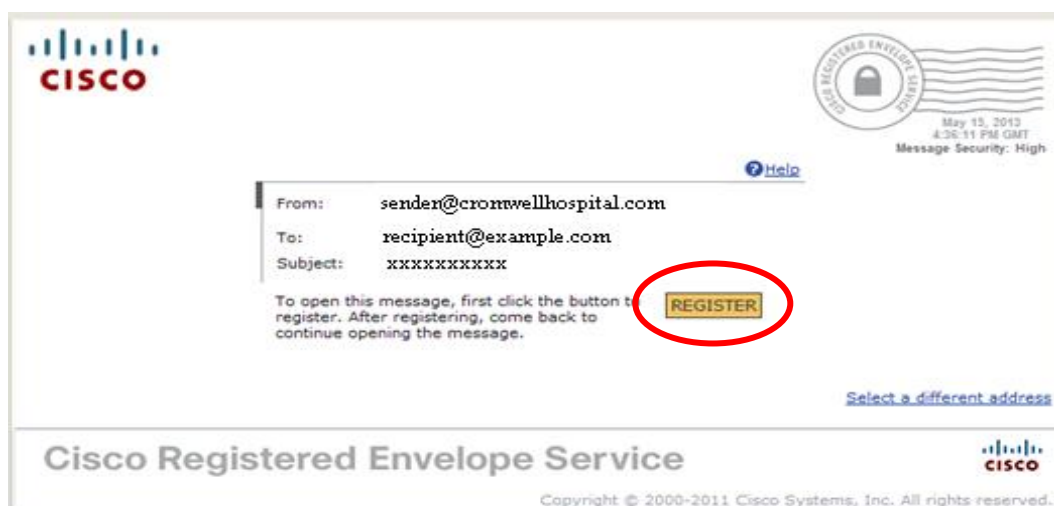
Save the Encrypted Message File Attachment to Your Hard Drive.

When you receive a Registered Envelope notification message, you need to open the file attachment to view the Registered Envelope. For best results, double-click the file attachment (**securedoc.html**) and save it to your hard drive before opening it as displayed below.



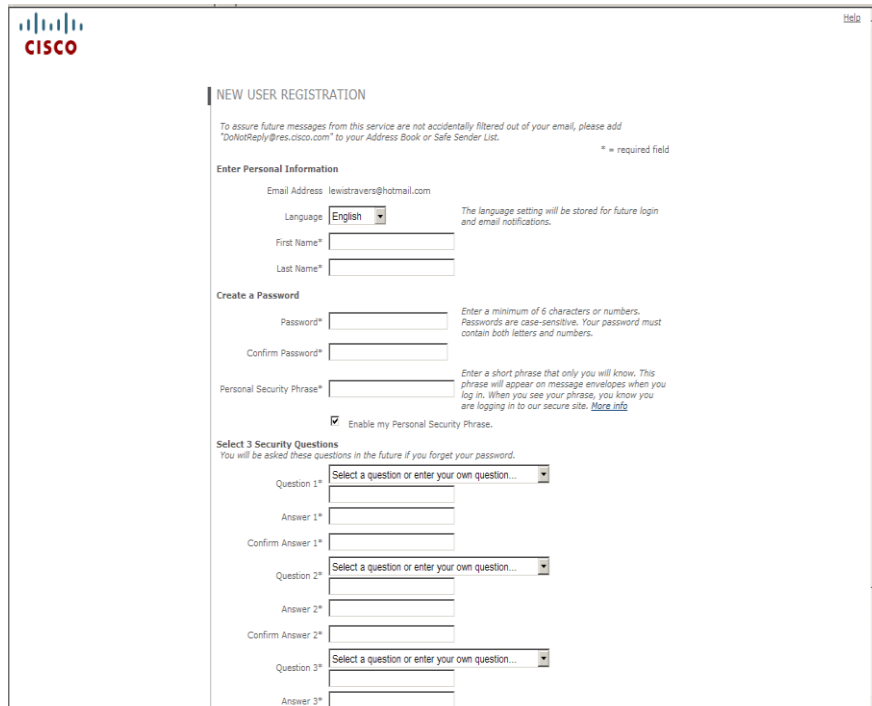
Step 2

Open the Attached File in a Web Browser & Click the **Register** button on the Registered Envelope to enrol with Cisco Registered Envelope Service as displayed below.



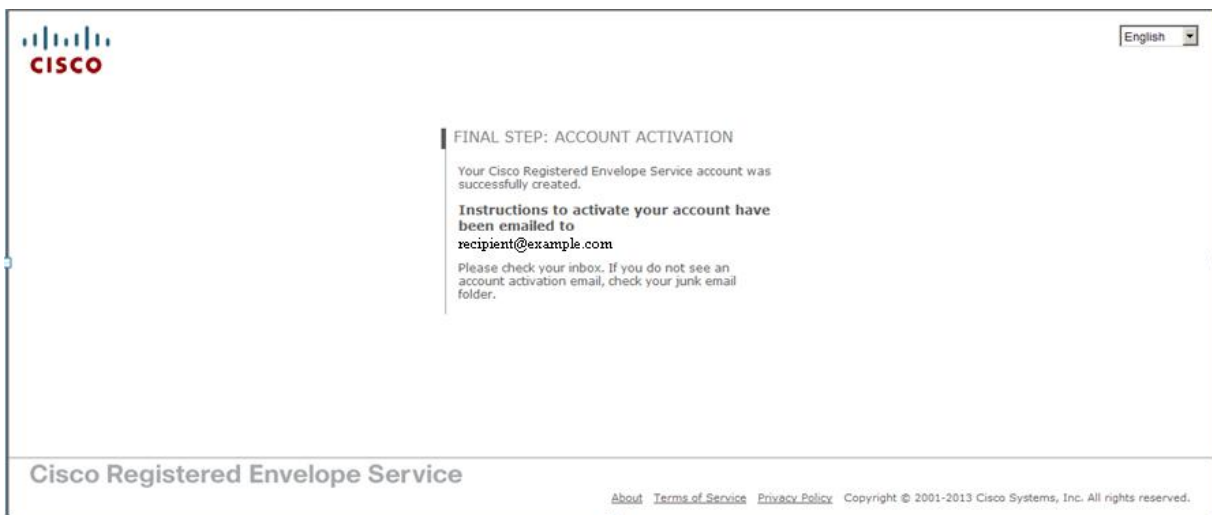
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Fill in the form for registration as displayed below.



The screenshot shows the Cisco New User Registration form. It includes fields for Email Address (lewistravers@hotmail.com), Language (English), First Name, Last Name, Password, Confirm Password, and Personal Security Phrase. There are also three security questions to be selected and answered. The form is titled "NEW USER REGISTRATION" and includes a note about email filtering and a "Help" link.

After you complete the form and click **Register**, the following confirmation page is displayed.



The screenshot shows the Cisco Final Step: Account Activation confirmation page. It states that the Cisco Registered Envelope Service account was successfully created and that instructions to activate the account have been emailed to recipient@example.com. The page includes the Cisco logo, a language dropdown menu (English), and a footer with links for About, Terms of Service, Privacy Policy, and Copyright information.

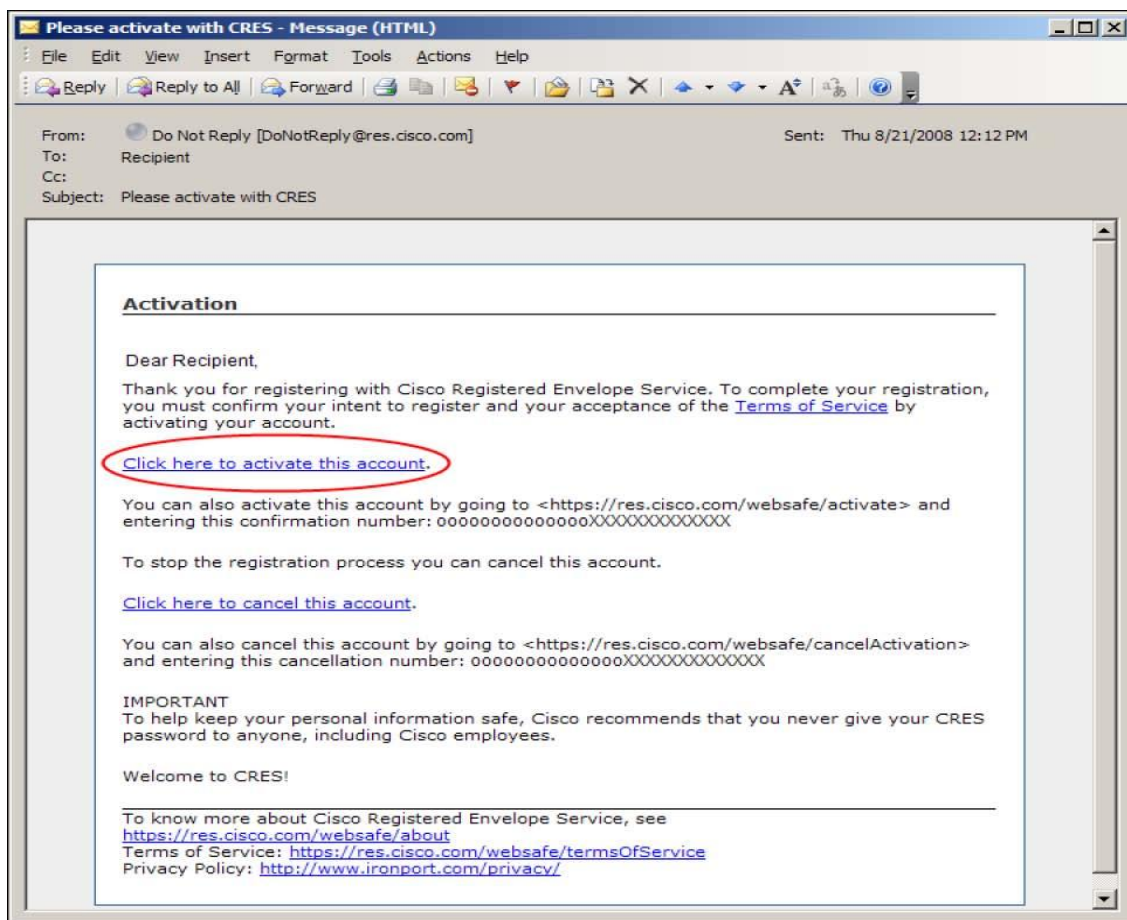
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Step 3

Activate Your Cisco Registered Envelope Service Account.

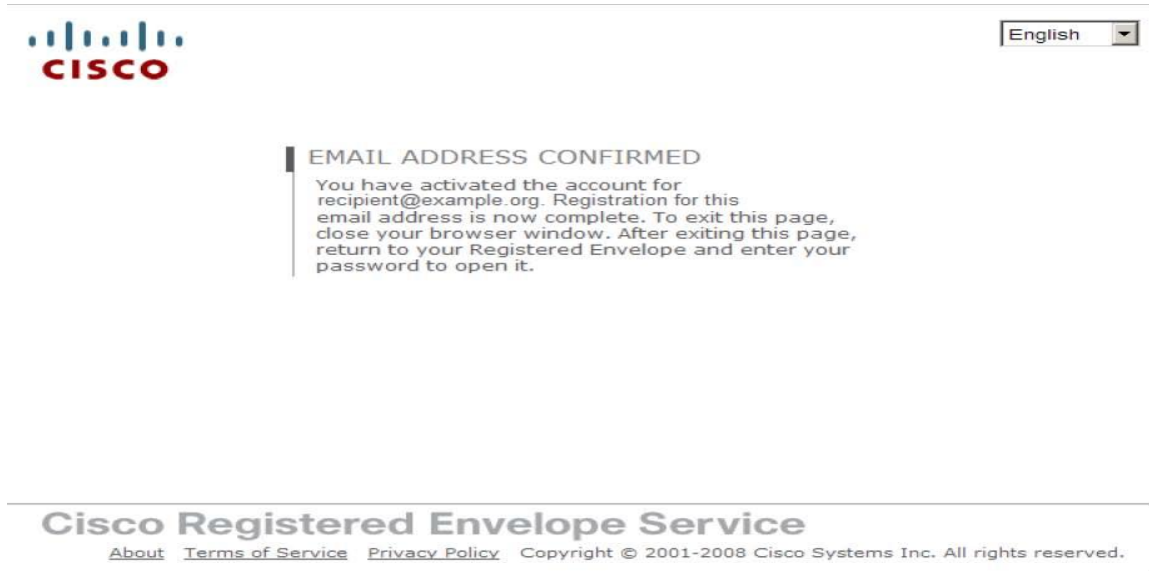
Check your email inbox for an activation message from the service. If the email is not in your inbox, check the spam or junk email folder in case the activation message was filtered. The following example shows a typical activation message.

In the activation email message, click the link to activate your user account as displayed below.



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The following confirmation page is displayed.

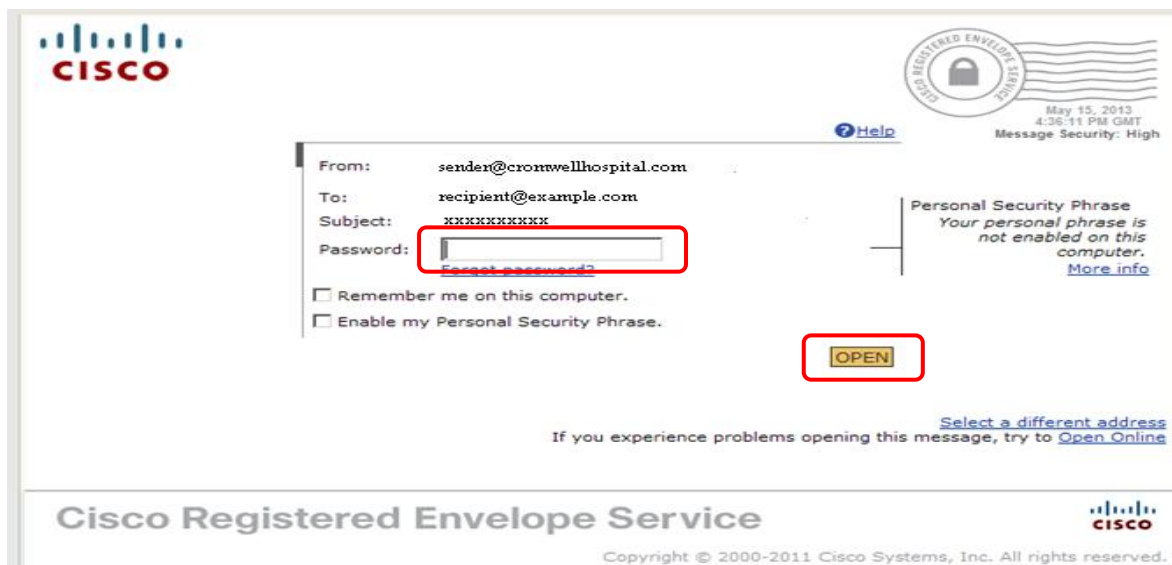


Step 4

View the Registered Envelope Again and Enter Your Password.

Return to the Registered Envelope. The Register button is no longer displayed on the envelope. An Open button appears in its place, as shown here.

Enter the password for your Cisco Registered Envelope Service user account, and click **Open** as displayed below.



Useful Tip: If you have a problem viewing the Registered Envelope, forward the envelope to mobile@res.cisco.com. Cisco Registered Envelope Service will send you a message with a link that you can click to view the encrypted message.