# Steps to Opening Your First Password-Protected Envelope

This section provides step-by-step instructions for opening a password-protected Registered Envelope for the first time. The steps demonstrate a typical scenario for a first-time recipient. Some of the steps may vary, depending on the particular circumstances.

Note	

These steps apply to first-time recipients opening a password-protected message only. After you enroll 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 One: 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\_date\_time.html* where *date* and *time* represent the time stamp appended at the time the mail is sent) and save it to your hard drive before opening it, as shown here.



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The dialog box for saving an attachment may look different, depending on your email program, or if you use a web mail site, such as Yahoo! Mail, gmail, or Hotmail.

For more information about the notification message, see the "Registered Envelope Notification Message" section on page 1-2.

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#### Step Two: Open the Attached File in a Web Browser

Open the attached file (*securedoc\_date\_time.html* where *date* and *time* represent the time stamp appended at the time the mail is sent) file in a web browser, such as Microsoft Internet Explorer or Mozilla Firefox.

...... CISCO Message Security: High 7 Help From: sender@example.org To: recipient@example.org FWD: Confidential - Earnings Report Subject: To open this message, first click the button REGISTER to register. After registering, come back to continue opening the message. Select a different address սիսիս **Cisco Registered Envelope Service** cisco Copyright © 2000-2010 Cisco Systems, Inc. All rights reserved.

The Registered Envelope is displayed.

### Step Three: Click the Register Button to Enroll with the Service

Click the **Register** button on the Registered Envelope to enroll with Cisco Registered Envelope Service.

Note

Your company may have configured single-sign-on (SAML) authentication for you to use with the Cisco Registered Envelope Service. In this case, the new user registration is a shortened registration and only requests that you enter portal Language, First Name, and Last Name. Personal security phrases are not required for SAML authentication. See Figure 1-3 on page 1-7.

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The New User Registration page is displayed.



cisco					Help
	NEW USER To assure futur "DoNotReply@r	REGISTRATION e messages from this se es.cisco.com" to your Ac I Information	vice are not accidentally filtered out of your Iress Book or Safe Sender List.	email, please add * = required field	
	Language First Name* Last Name*	English	The language setting will be stored f notifications.	or future login and email	

**Cisco Registered Envelope Service** 

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NEW USER REGIST	RATION	
To assure future messages	from this service are n	ot accidentally filtered out of your email, please add
"aonotrepiy@res.cisco.	com to your Address E	* = required fie
Enter Personal Informat	ion	
Email Address	recipient@example.c	rg
Language	English 💌	The language setting will be stored for future login and email notifications.
First Name*		
Last Name*		
Create a Password		
Password*		Enter a minimum of 6 characters or numbers. Passwords are case-sensitive. Your password must contain both letters and numbers.
Confirm Password*		
Personal Security Phrase*	Eashle my Bergen	Enter a short phrase that only you will know. This phrase will appear on message envelopes when you log in. When you see your phrase, you know you are logging in to our secure site. <u>More info</u>
Select 3 Security Question You will be asked these que	ons estions in the future if y	u forget your password.
Question 1*	Select a question	<b>~</b>
Answer 1*		
Confirm Answer 1*		
Question 2*	Select a question	×
Answer 2*		
Answer 2* Confirm Answer 2*		
Answer 2* Confirm Answer 2* Question 3*	Select a question	~
Answer 2* Confirm Answer 2* Question 3* Answer 3*	Select a question	×

Figure 1-4 New User Registration with CRES Authentication

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 Image: Cisco

 FINAL STEP: ACCOUNT ACTIVATION

 Your Cisco Registered Envelope Service account was successfully created.

 Instructions to activate your account have been emailed to regine example.org

 Please check your inbox. If you do not see an account activation email, check your junk email folder.

 Cisco Registered Envelope Service

 Mass check your inbox. If you do not see an account activation email, check your junk email folder.

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



You may need to set up more than one user account if you receive Registered Envelopes at multiple email addresses. You need a separate user account for each address.

# **Step Four: 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.

🞽 Please activate with CRES - Message (HTML)	_ 🗆 ×
Eile Edit View Insert Format Tools Actions Help	
🗄 🚑 Reply   🖓 Reply to All   🚑 Forward   🎒 🐚   😼   🔻   🍅   🎦 🗙   🔺 🔹 🔹 🖓 🗛 🖓	
From:  Do Not Reply [DoNotReply@res.cisco.com] Sent: Thu 8/21/2008 12:12 P To: Recipient Cc: Subject Bloace activate with CREC	M
	4
Activation	
Dear Recipient,	
Thank you for registering with Cisco Registered Envelope Service. To complete your registration, you must confirm your intent to register and your acceptance of the <u>Terms of Service</u> by activating your account.	
Click here to activate this account.	
You can also activate this account by going to <https: activate="" res.cisco.com="" websafe=""> and entering this confirmation number: 000000000000000000000000000000000000</https:>	
To stop the registration process you can cancel this account.	
Click here to cancel this account.	
You can also cancel this account by going to <https: cancelactivation="" res.cisco.com="" websafe=""> and entering this cancellation number: 0000000000000XXXXXXXXXXXXXXXXXXXXXXXX</https:>	
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 <u>https://res.cisco.com/websafe/about</u> Terms of Service: <u>https://res.cisco.com/websafe/termsOfService</u> Privacy Policy: <u>http://www.icroport.com/orivacy/</u>	
	<b>_</b>

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

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The following confirmation page is displayed.



#### Step Five: 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.