# 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.
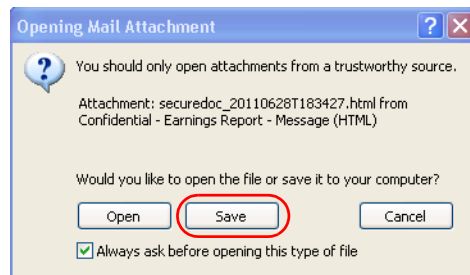

Note   The dialog box for saving an attachment may look different, depending on your email program, or if you use a web mail site, such as Yahoo! Mail, gmail, or Hotmail.

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

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.

The Registered Envelope is displayed.
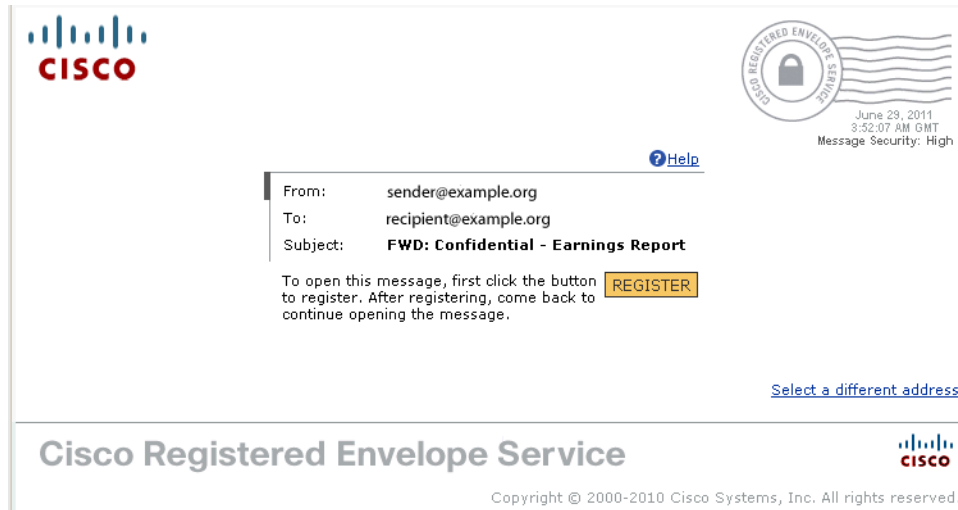
Step Three: Click the Register Button to Enroll with the Service

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.

The New User Registration page is displayed.

Figure 1-3   New User Registration with SAML Authentication

Figure 1-4   New User Registration with CRES Authentication

After you complete the form and click **Register**, the following confirmation page is displayed.
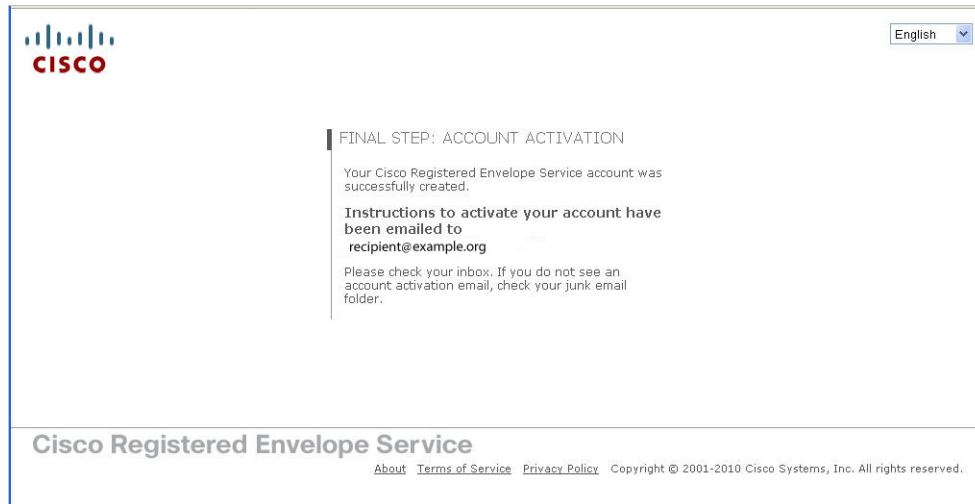
Note   You may need to set up more than one user account if you receive Registered Envelopes at multiple email addresses. You need a separate user account for each address.

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.
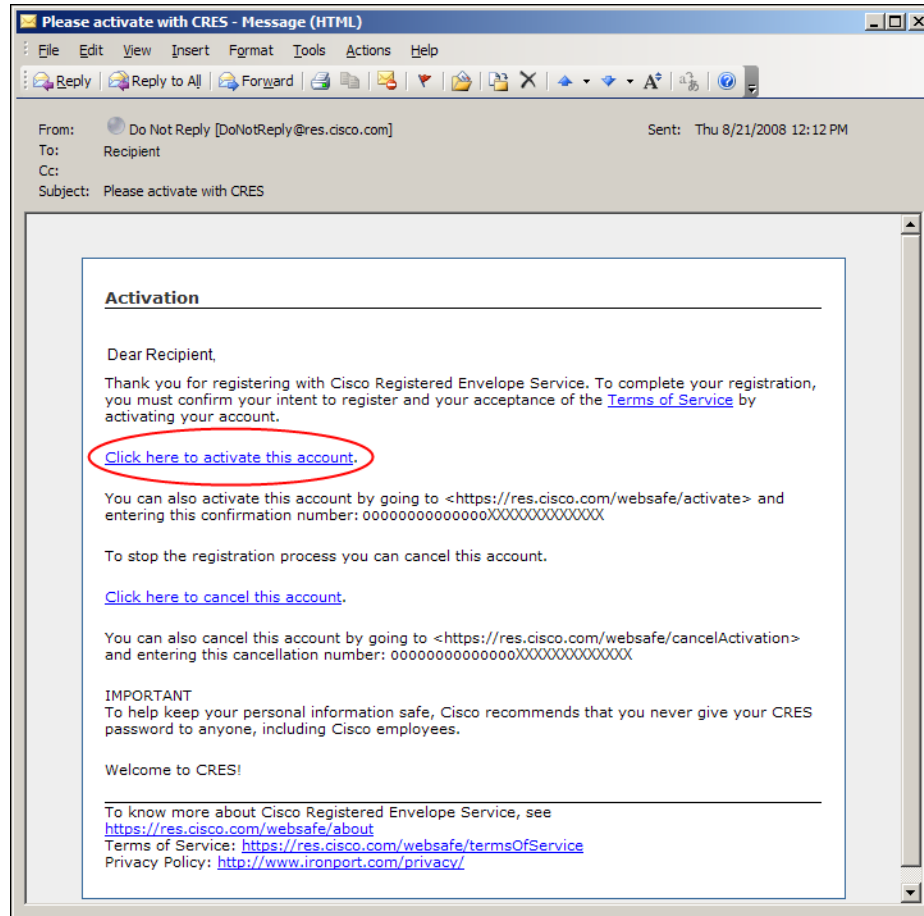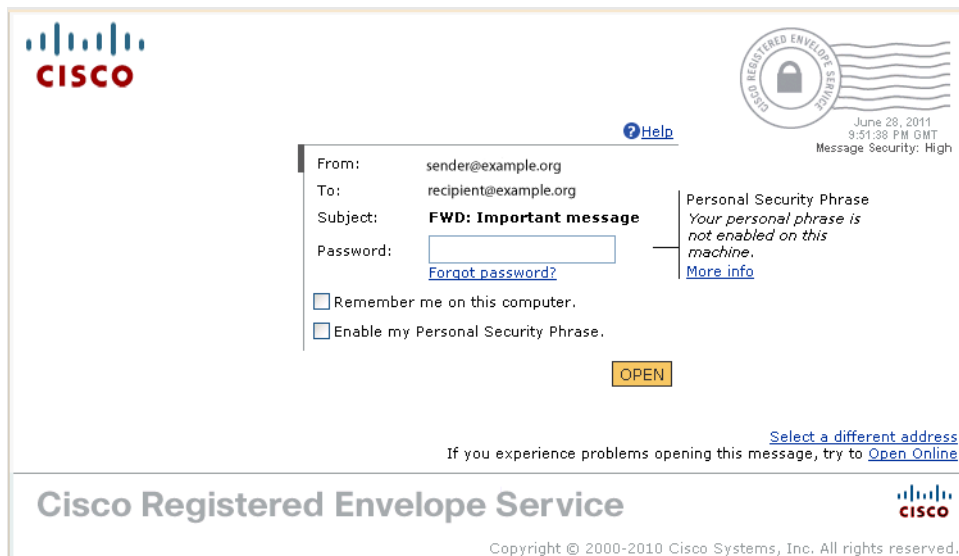

In the activation email message, click the link to activate your user account.

The following confirmation page is displayed.
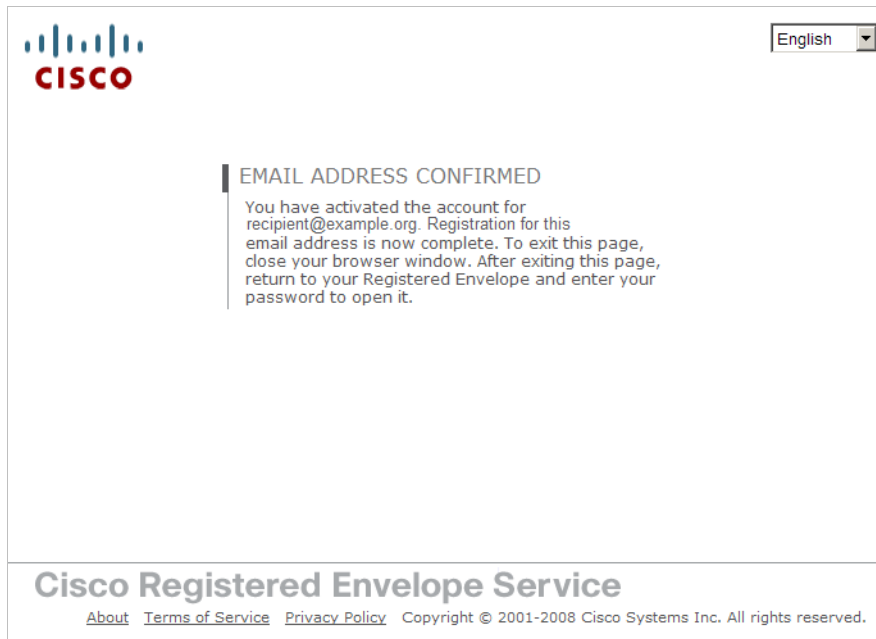
Step Five: View the Registered Envelope Again and Enter Your Password

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**.