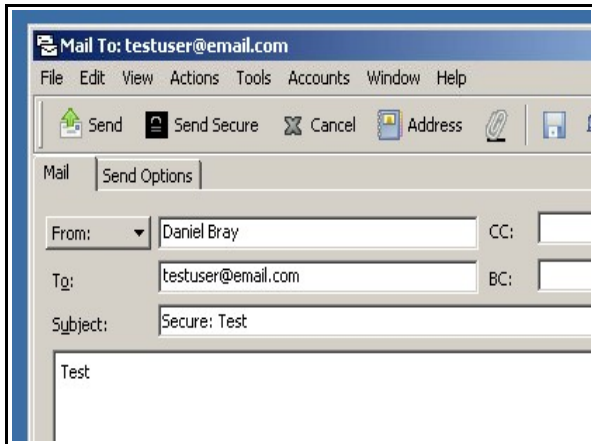
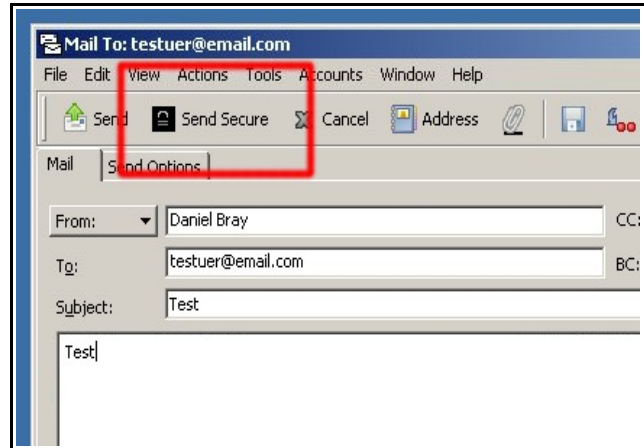


1.) Generate a normal message in GroupWise. You have two options, either manually put **Secure:** in the subject or click the **Send Secure** button instead of the regular Send button.

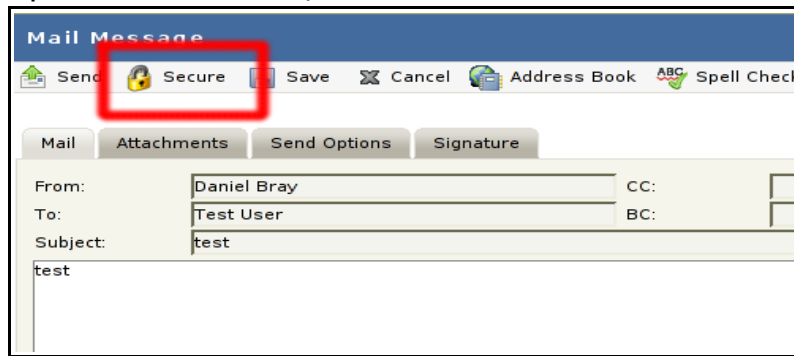


OR

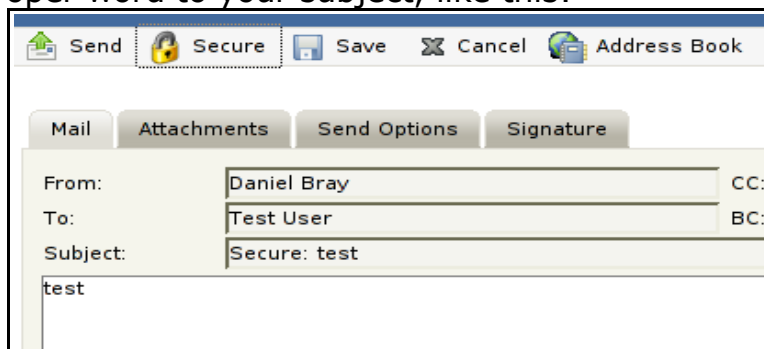


The **Send Secure** button, simply puts the proper **Secure:** phrase into the subject for you.

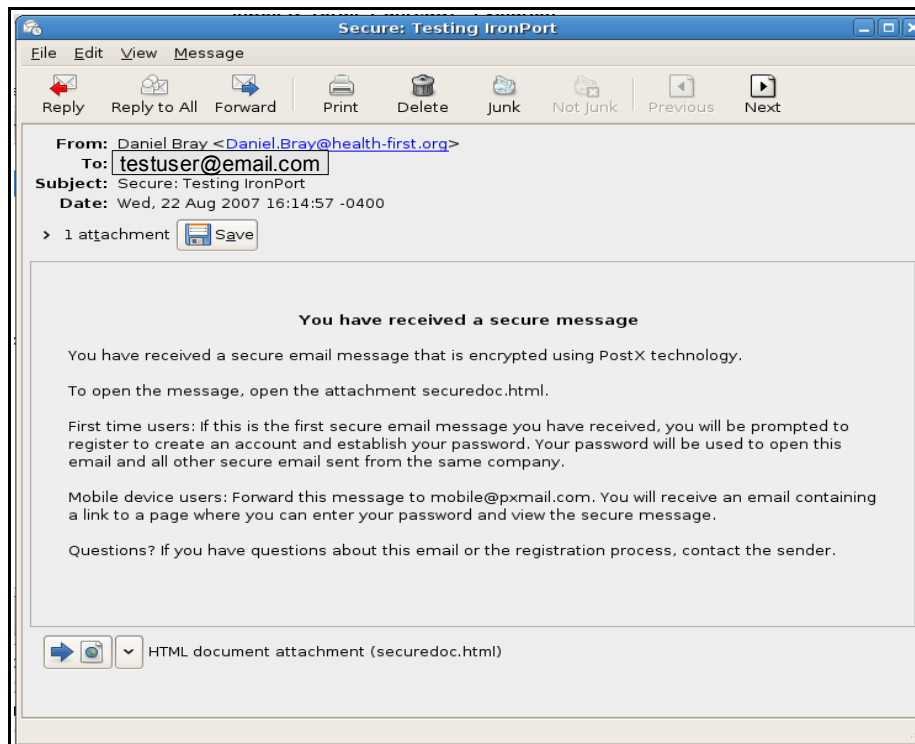
From within GroupWise Webaccess, there is a similar feature. It will look like this:



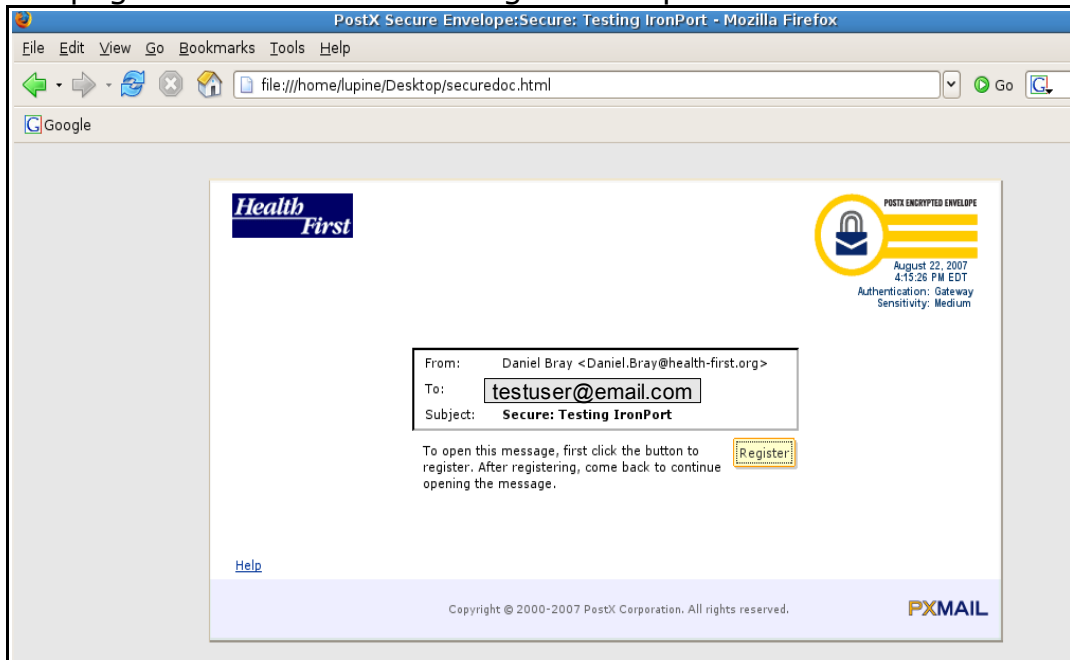
However, unlike the desktop client, this button will ONLY add the proper word to the subject. You'll still need to hit the **Send** button to process your message. But it should add the proper word to your subject, like this:



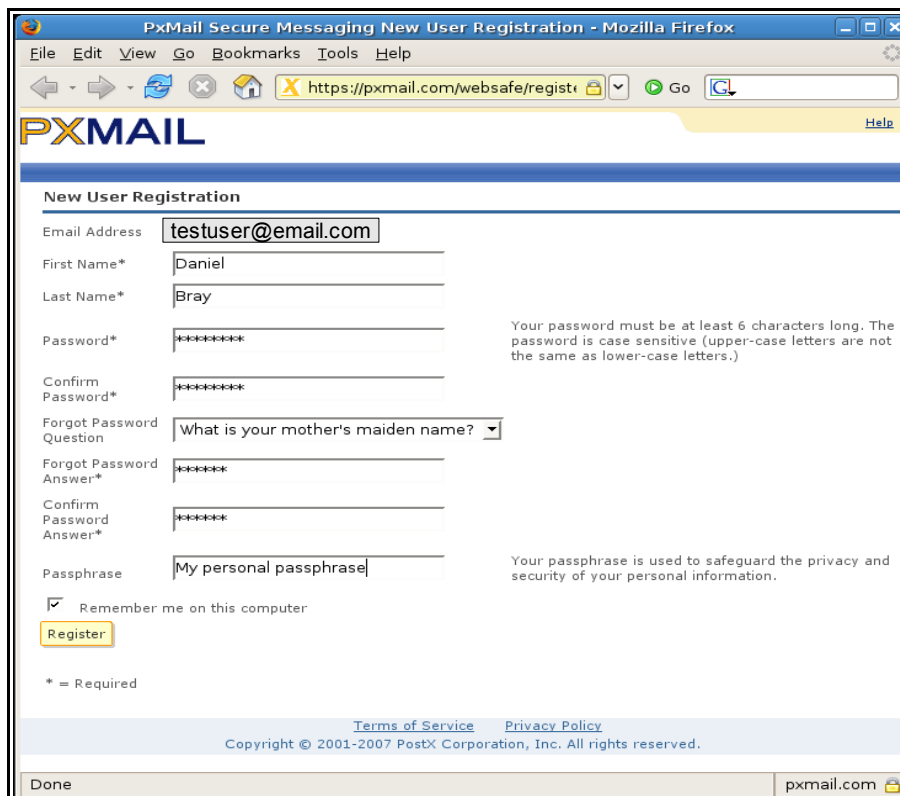
2.) When the message is sent, the Recipient should get an email from you stating they have received a secure message



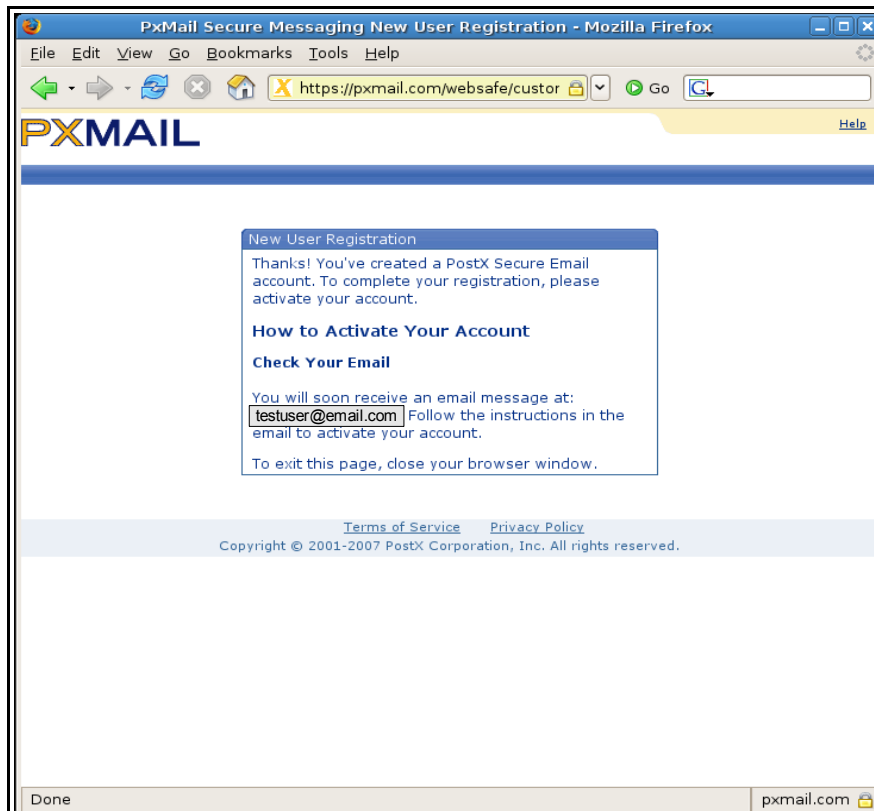
3.) The attachment is the actual encrypted message. When the user tries to open the attachment (which should use the web browser), they will be presented with a registration page. This is a one time registration process.



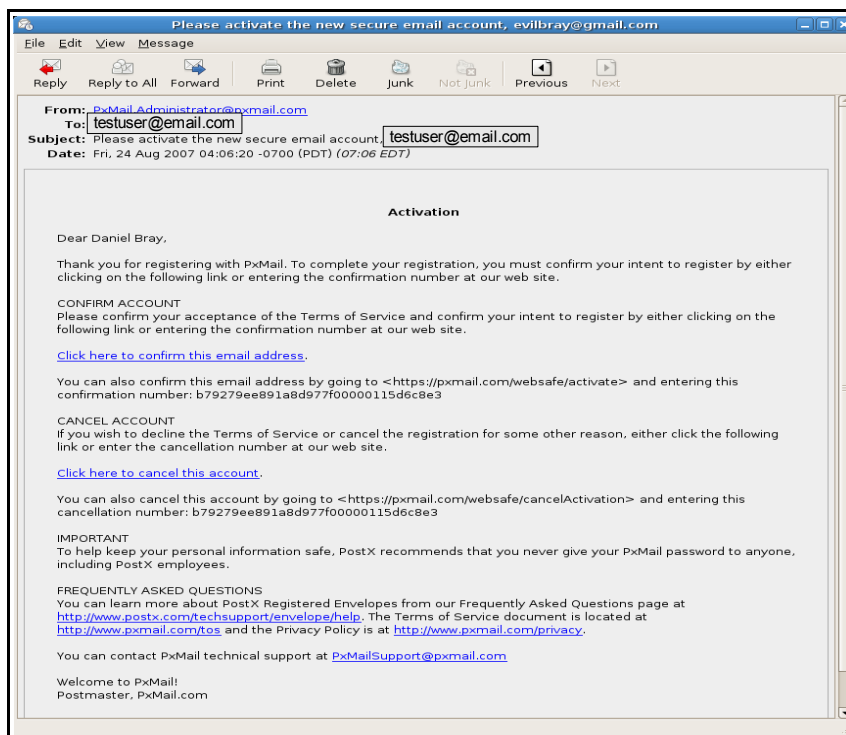
4.) When the Recipient clicks on the **Register** button, the process begins. If the user has already registered they will simply login. The registration page will look like this



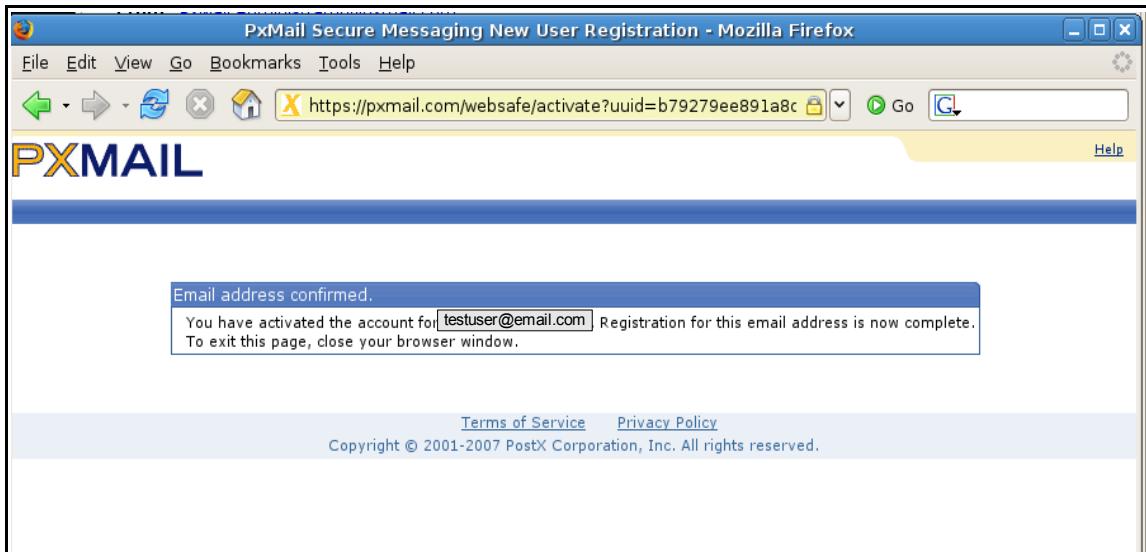
5.) Once the registration form is completed and submitted, the Recipient will be prompted to return to their email and look for the **Activation Email**



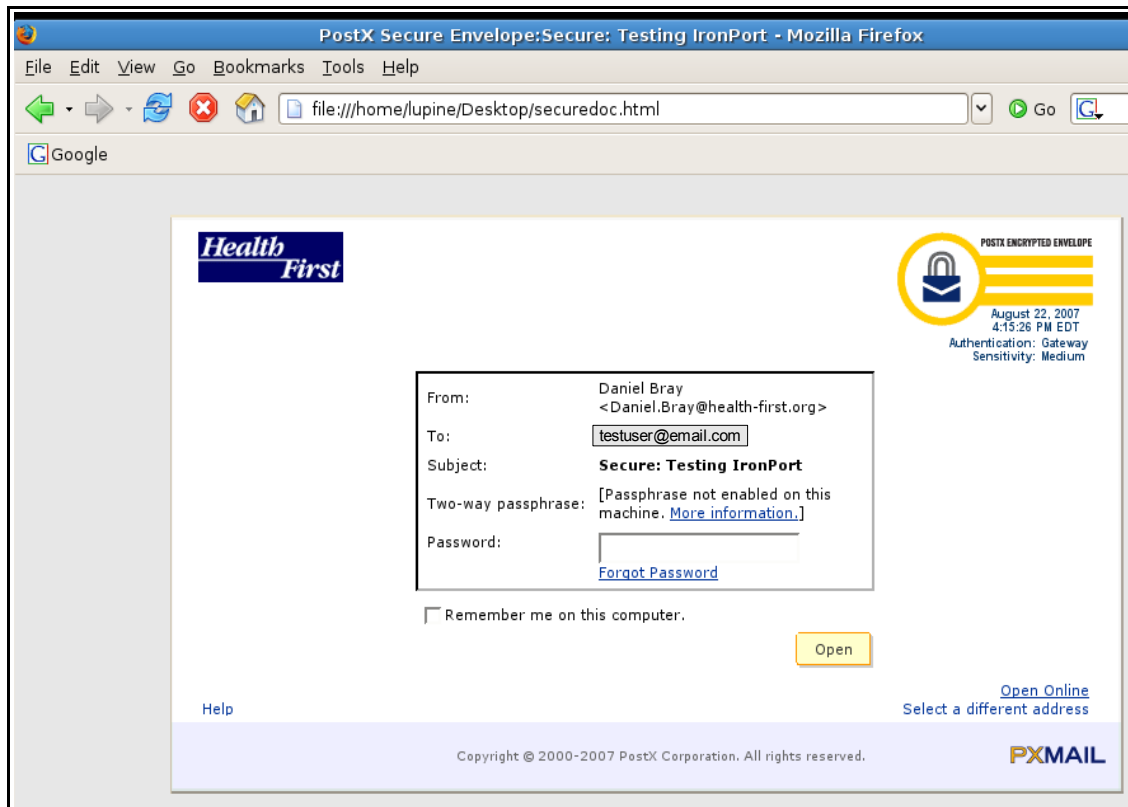
6.) The **Activation Email** contains a confirmation URL labeled: [Click here to confirm this email address](#) The Recipient must click this URL.



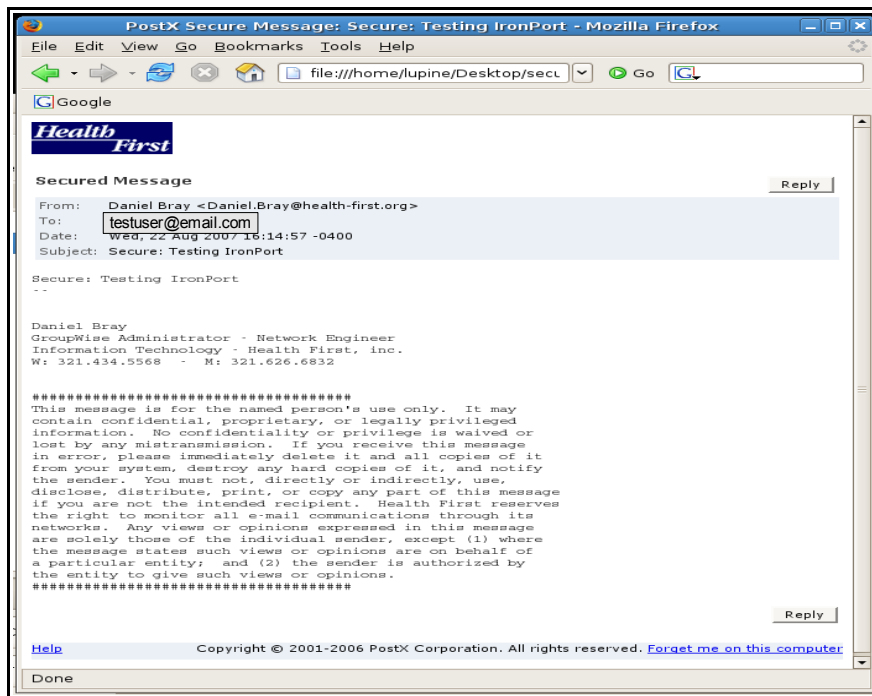
7.) Once clicked the account is created and activated



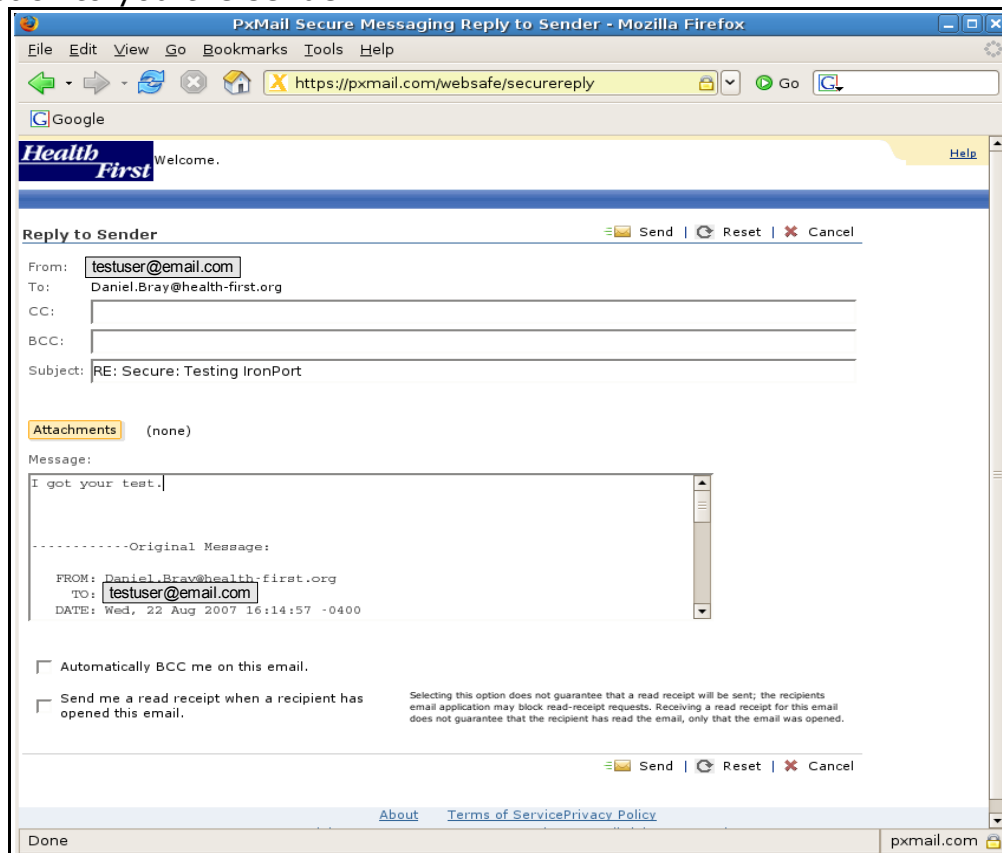
8.) When the Recipient returns to the original **Secured Email**, the attachment will now prompt for a password. Once the registration process is completed, the Recipient will not have to do it again, but should always see this login form when reading Health First secure mail



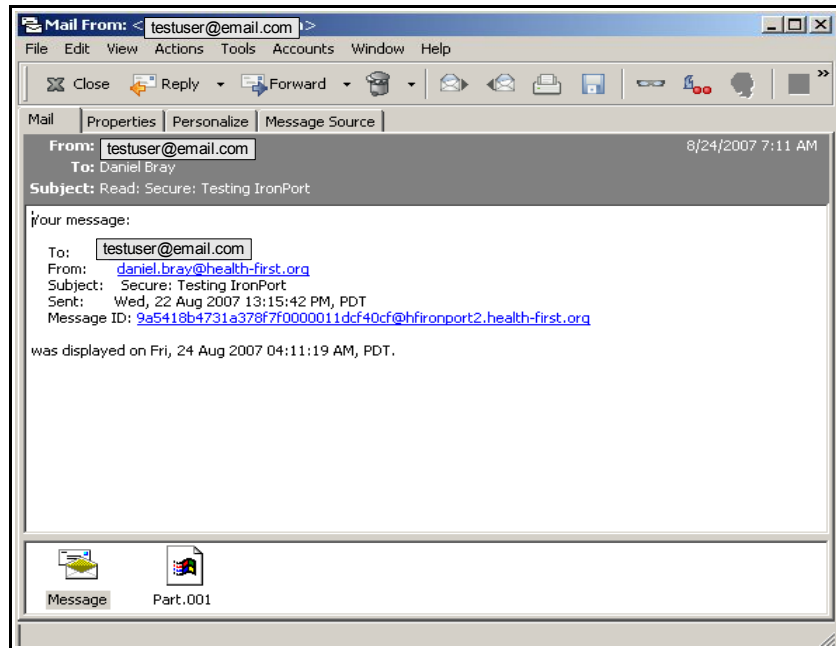
9.) Upon successful authentication, the Recipient will be able to view the encrypted message



10.) From within this secure message, the Recipient also has the ability to **Reply** securely back to you the sender



11.) When the Recipient opens your secure message, you will get a notification sent back of when it was opened



12.) If the Recipient replies to your message, you will get the same style secured message that was original sent out, and the similar process documented above will happen for you the original sender (if you have already registered, same rules apply)

