

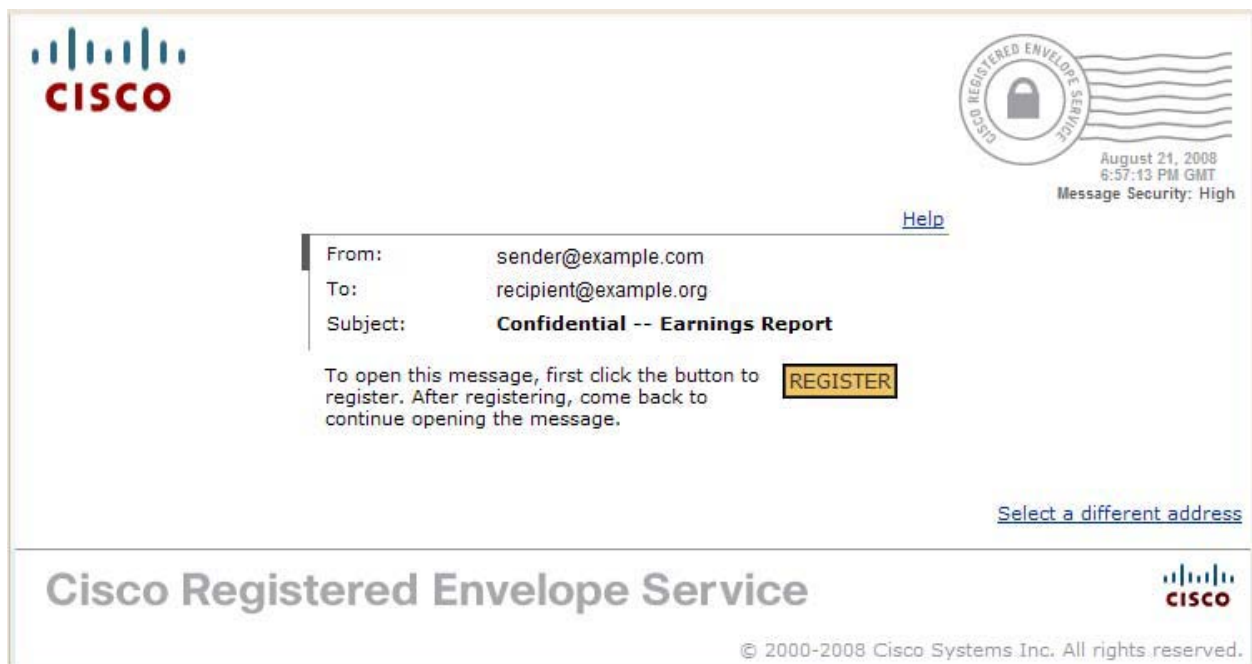
Step-by-Step Guide to Opening Your First Envelope

Step One: open the securedoc.html File Attachment

When you receive a Registered Envelope notification message, you need to open the securedoc.html file attachment to view the Registered Envelope. For best results, double-click the securedoc.html file and open it..

Step Two: Open the securedoc.html File in a Web Browser

Open the securedoc.html file in a web browser, such as Microsoft Internet Explorer or Mozilla Firefox.



The screenshot shows an email interface for the Cisco Registered Envelope Service. In the top left corner is the Cisco logo. In the top right corner is a circular seal with a padlock icon and the text "CISCO REGISTERED ENVELOPE SERVICE". To the right of the seal is a postage stamp graphic with the date and time "August 21, 2008 6:57:13 PM GMT" and the text "Message Security: High". Below the seal is a "Help" link. The main body of the email contains the following header information:

From: sender@example.com
To: recipient@example.org
Subject: **Confidential -- Earnings Report**

Below the header, there is a text block: "To open this message, first click the button to register. After registering, come back to continue opening the message." To the right of this text is a yellow "REGISTER" button. At the bottom right of the main content area is a link: "Select a different address". The footer of the email contains the text "Cisco Registered Envelope Service" on the left, the Cisco logo on the right, and the copyright notice "© 2000-2008 Cisco Systems Inc. All rights reserved." centered at the bottom.

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.

The New User Registration page is displayed.



[Help](#)

NEW USER REGISTRATION

* = required field

Enter Personal Information

Email Address recipient@example.org

Language

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

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.

Select 3 Security Questions

You will be asked these questions in the future if you forget your password.

Question 1*

Answer 1*

Confirm Answer 1*

Question 2*

Answer 2*

Confirm Answer 2*

Question 3*

Answer 3*

Confirm Answer 3*

Remember me on this computer

Complete the online registration form and click the **Register** button at the bottom of the page to create a user account. There is no charge to enroll with and use the service. After you complete the form and click **Register**, the following confirmation page is displayed.



English ▼

NEW USER REGISTRATION

Thanks! You've created a Cisco Registered Envelope Service account. To complete your registration, please activate your account.

How to Activate Your Account

Check Your Email

You will soon receive an email message at: recipient@example.org. Follow the instructions in the email to activate your account.

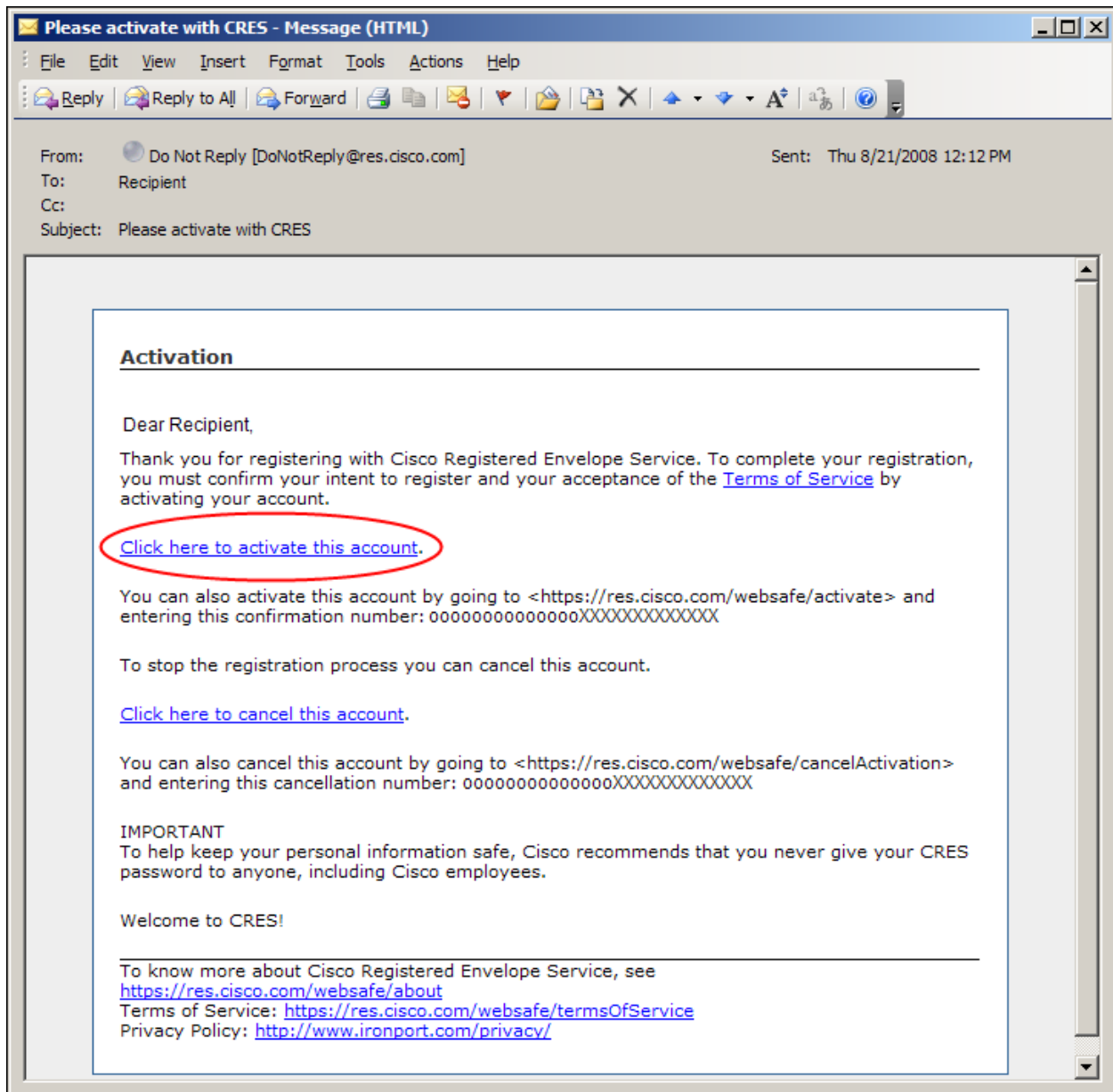
To exit this page, close your browser window.

Cisco Registered Envelope Service

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Step Four: Activate Your Cisco Registered Envelope Service Account

Check your email inbox for an activation message from the service. 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.



English ▼

EMAIL ADDRESS CONFIRMED

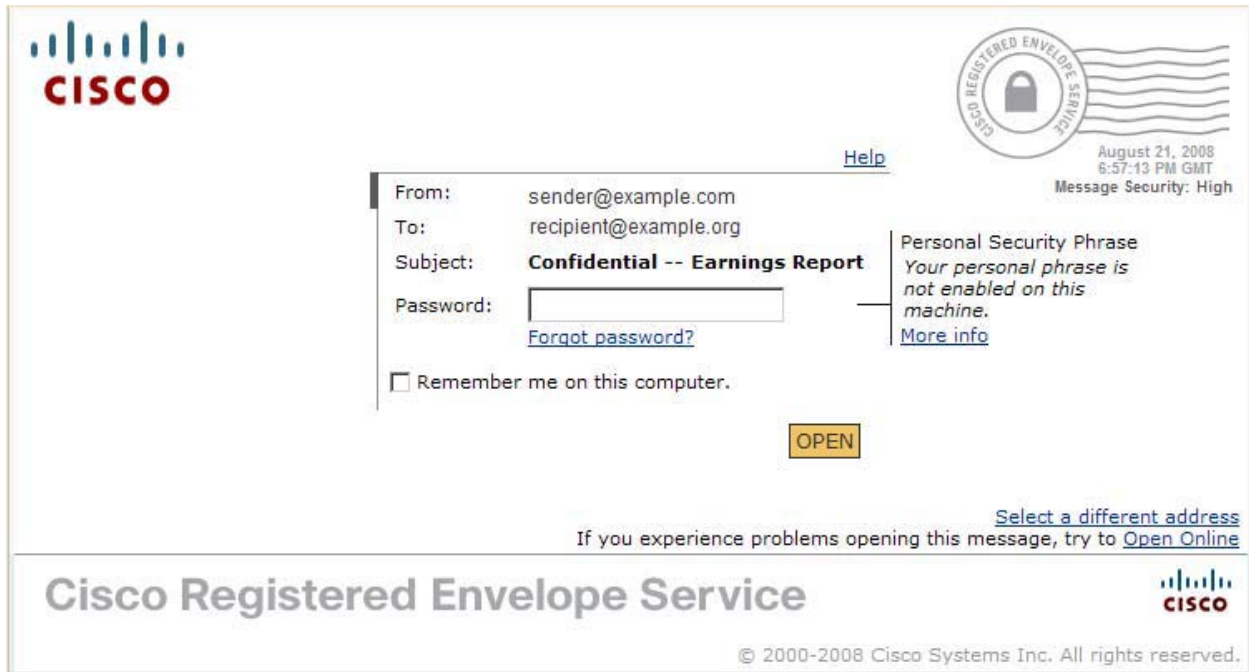
You have activated the account for recipient@example.org. Registration for this email address is now complete. To exit this page, close your browser window. After exiting this page, return to your Registered Envelope and enter your password to open it.

Cisco Registered Envelope Service

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Step Five: View the Registered Envelope Again and Enter Your Password

View 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. You can also select 'Remember me on this computer' to avoid the password prompt.

The decrypted message is displayed in the browser window.



After you open a Registered Envelope, you can click **Reply** to send a Secure Reply message or click **Forward** to send a Secure Forward message. When you send a Secure Reply or Secure Forward message, the recipient receives a Registered Envelope containing the encrypted message. Once setup with the Cisco Registered Envelope Service, you will only need to type your password to decrypt an email.