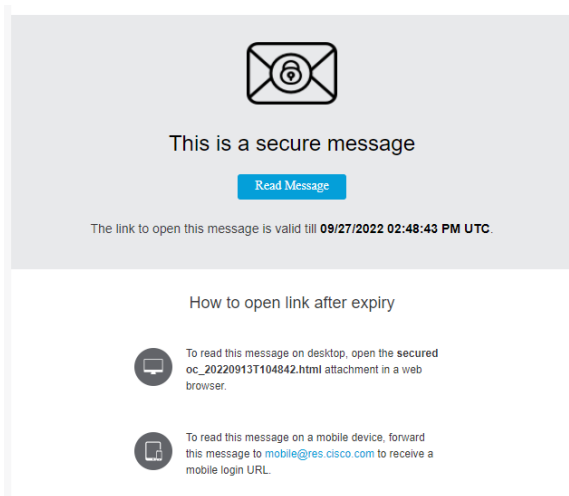


Accessing a secure message

Section 1: If this is your first secure message from CAU, please read below:

- 1) When you first receive a secure message you'll get an image that looks like the one below. Click the Read Message button.



- 2) You'll be taken to the login page for the email. It should have your email address already filled into the username. Click Log In.

Secure Email Encryption Service

Username*

[Forgot password?](#)

[Go Back](#)

If you see the window below, please go to Section 2 if not continue to step 3:

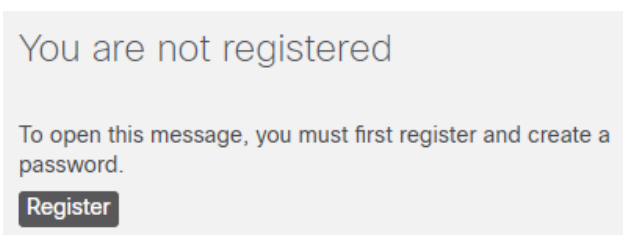
Secure Email Encryption Service

Username*

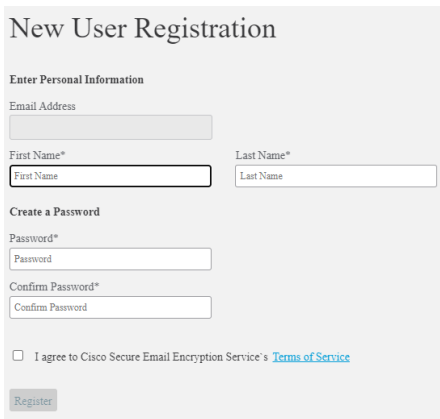
Password

[Forgot password?](#)

- 3) A password for this email address does not exist. Click Register.



4) Up will come the new user registration page. Fill in your first and last name.



New User Registration

Enter Personal Information

Email Address

First Name*

Last Name*

Create a Password

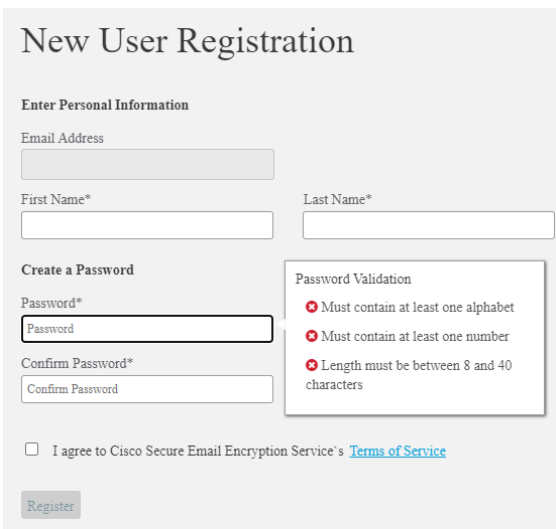
Password*

Confirm Password*

☐ I agree to Cisco Secure Email Encryption Service's [Terms of Service](#)

Register

5) When you click on the password it will explain the requirements the password needs to meet.



New User Registration

Enter Personal Information

Email Address

First Name*

Last Name*

Create a Password

Password*

Confirm Password*

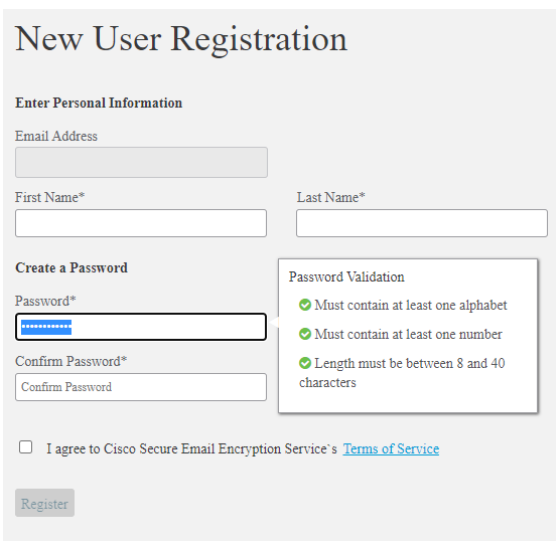
☐ I agree to Cisco Secure Email Encryption Service's [Terms of Service](#)

Register

Password Validation

- ✖ Must contain at least one alphabet
- ✖ Must contain at least one number
- ✖ Length must be between 8 and 40 characters

6) Type in a password, and as you are doing so, you'll see the checkmarks appear. Make sure ALL checkmarks go from red circle white "X" to green circle white check. Don't forget to click the box next to: I agree to Cisco Secure Email Encryption Service's Terms of Service. Finally, click Register.



New User Registration

Enter Personal Information

Email Address

First Name*

Last Name*

Create a Password

Password*

Confirm Password*

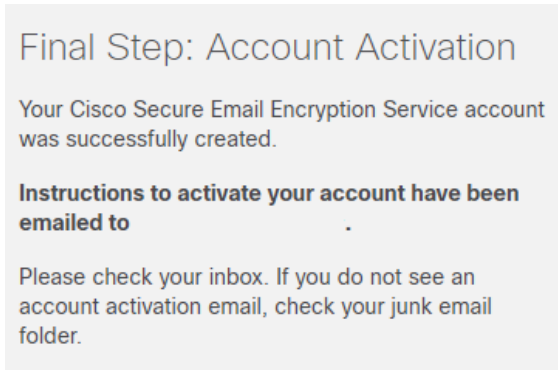
☒ I agree to Cisco Secure Email Encryption Service's [Terms of Service](#)

Register

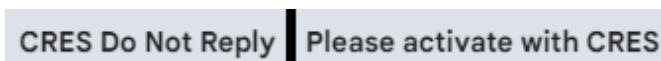
Password Validation

- ✔ Must contain at least one alphabet
- ✔ Must contain at least one number
- ✔ Length must be between 8 and 40 characters

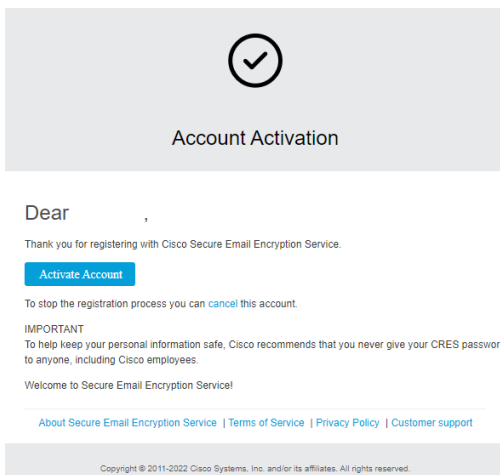
7) After you click register, a page will come up with a notification that you will be receiving an activation email.



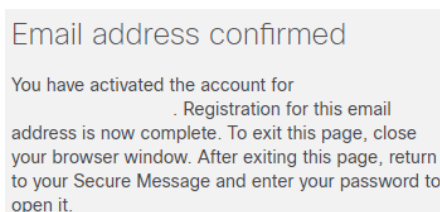
8) In your email you'll see an email from "CRES Do Not Reply" with the subject "Please activate with CRES".



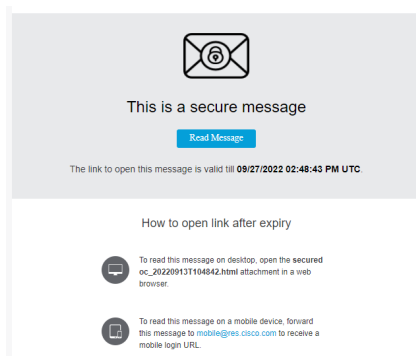
9) The email will look like the image below. Click Activate Account.



10) You'll be taken to a confirmation on a website. Congratulations you can now access a secure email from CAU!



11) Go back to the original message and click "Read Message" again!



12) The username should fill with your email address. If not please type it in! Then type in the password you created above.

Secure Email Encryption Service

Username*


Password

[Forgot password?](#)

13) The secure email will appear and you can view it.




Secure Email Encryption Service 1 ▾


cisco encryption ← →

 09/13/2022 02:48:42 PM GMT GMT
To:

123-45-6789

Helping you achieve independence in your community... that's the **THE CAU ADVANTAGE**
Check us out at: www.cauj.org

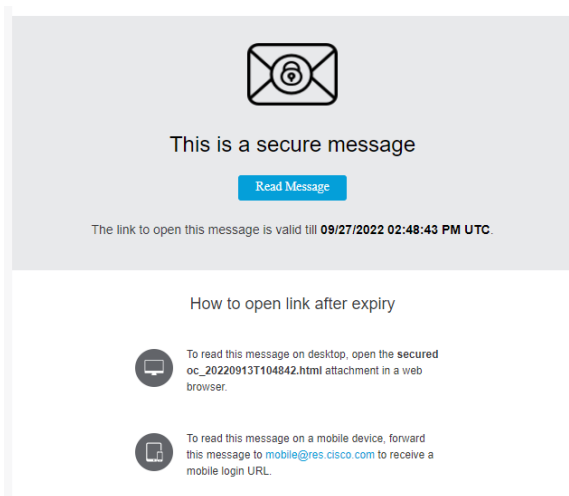
  

 Please consider the environment before printing this email

All done!

Section 2: If you already setup a password for secure email with CAU, follow these instructions:

- 1) When you first receive a secure message you'll get an image that looks like the one below. Click the Read Message button.



- 2) You'll be taken to the login page for the email. It should have your email address already filled into the username. Click Log In.

Secure Email Encryption Service

Username*

[Forgot password?](#)

[Go Back](#)

Type in the password and click Log in. You are done!

- 3) If you don't remember that password, click Forgot Password? And follow the on screen instructions. After resetting the password open the original email again and try to read the message. You are done!

Secure Email Encryption Service

Username*

Password

[Forgot password?](#)