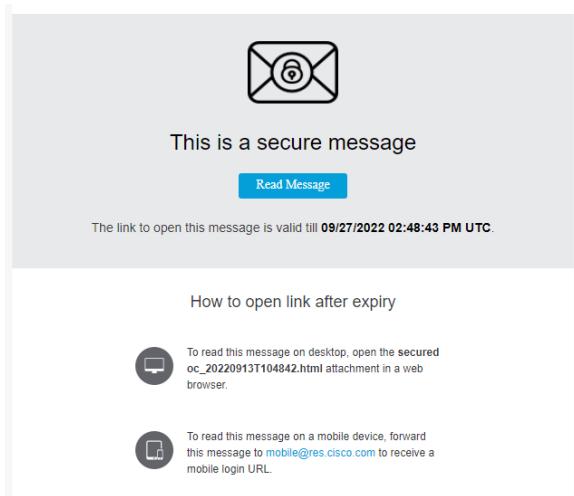


## Accessing a secure message

### **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?](#)

**Log In**

[Go Back](#)

If you see the window below, please go to [Section 2](#) if not continue to step 3:

## Secure Email Encryption Service

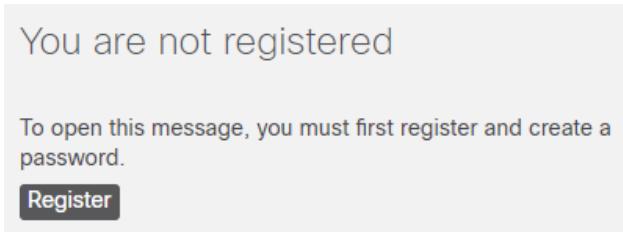
Username\*

Password

[Forgot password?](#)

**Log In**

- 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\*  Password

Confirm Password\*  Confirm Password

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

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\*  Password

Confirm Password\*  Confirm Password

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

>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\*  Password

Confirm Password\*  Confirm Password

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

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.

Final Step: Account Activation

Your Cisco Secure Email Encryption Service account was successfully created.

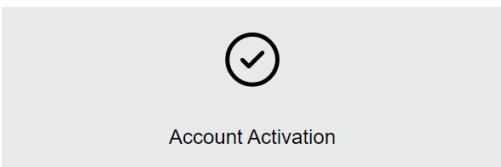
**Instructions to activate your account have been emailed to**

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

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

**CRES Do Not Reply** | Please activate with CRES

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



Dear ,

Thank you for registering with Cisco Secure Email Encryption Service.

[Activate Account](#)

To stop the registration process you can [cancel](#) this account.

**IMPORTANT**  
To help keep your personal information safe, Cisco recommends that you never give your CRES password to anyone, including Cisco employees.

Welcome to Secure Email Encryption Service!

[About Secure Email Encryption Service](#) | [Terms of Service](#) | [Privacy Policy](#) | [Customer support](#)

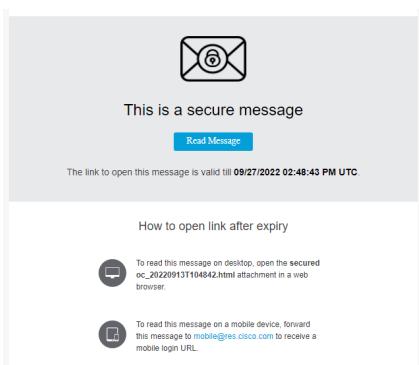
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10) You'll be taken to a confirmation on a website. Congratulations you can now access a secure email from CAU!

Email address confirmed

You have activated the account for . Registration for this email address is now complete. To exit this page, close your browser window. After exiting this page, return to your Secure Message and enter your password to open it.

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 ? ▼

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cisco encryption ↶ ↷

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 09/13/2022 02:48:42 PM GMT GMT  
To:  
123-45-6789

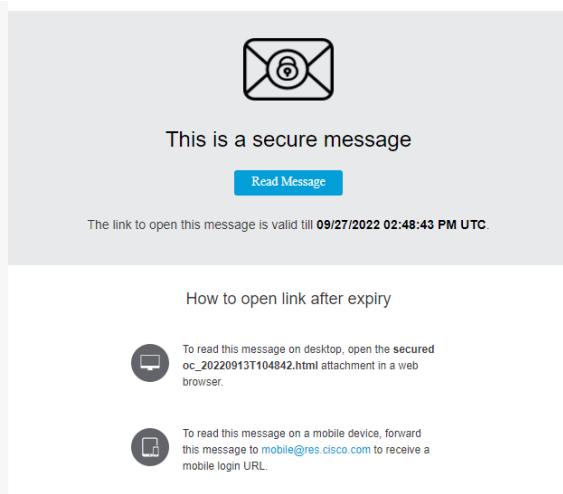
Helping you achieve independence in your community... that's the **THE CAU ADVANTAGE**  
Check us out at: [www.caunj.org](http://www.caunj.org)

    
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?](#)

**Log In**

[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?](#)

**Log In**