

How to use Cisco's Registered Envelope Service to send Secure Encrypted Email

UTEP's anti-spam systems (Cisco's IronPort) have an encrypted email feature that allows you to send encrypted emails to anyone. If this is the first time you are sending an encrypted email to someone, they will have to setup an account with Cisco Registered Envelope Service (CRES) before they can open the encrypted email. Once the recipient has created an account, they will be able to simply authenticate to CRES and view any future messages.

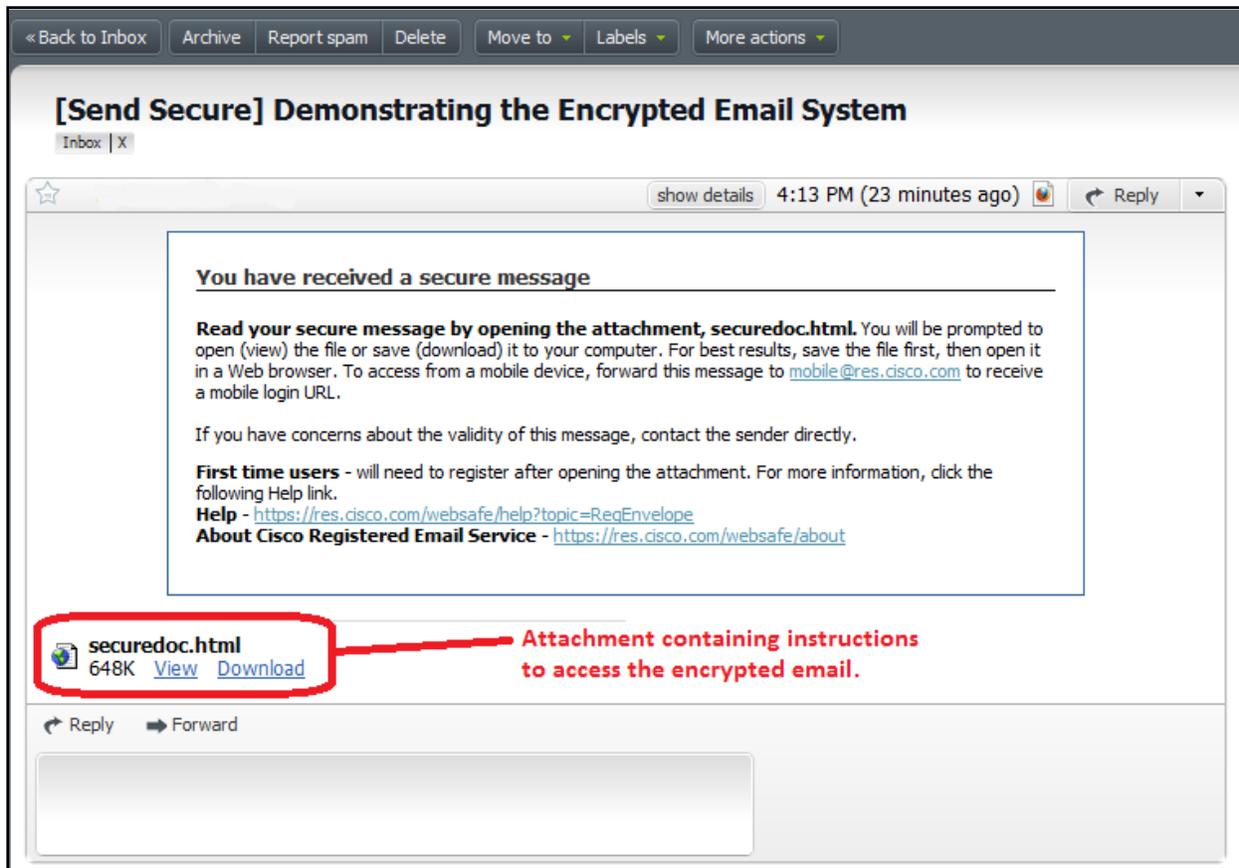
To encrypt an email, simply add **[Send Secure]** to the beginning of your subject line in your email. By putting that phrase at the beginning of your subject you send a signal to the anti-spam system that this message should be encrypted and it holds on to it and sends a placeholder message to the recipient.



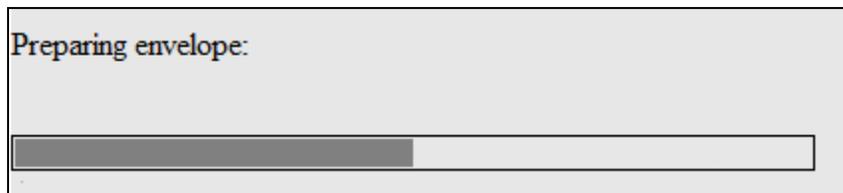
Here is what the recipient will see:



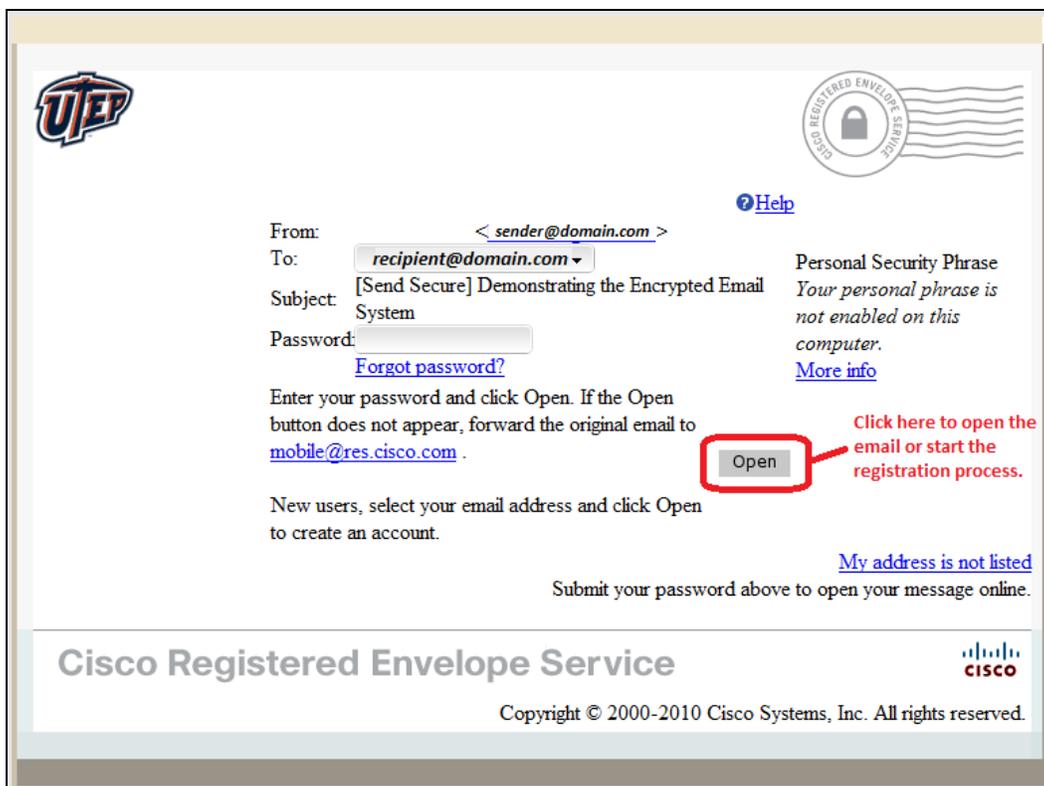
When the recipient opens the email they will receive the following message with an attachment. It explains that they have received a secure encrypted email and to access it they will need to follow the instructions in the attachment to view the encrypted email. To view the instructions, the recipient will need to either **view** or **download and open** this attachment, depending on the mail client (Hotmail, Gmail, Yahoo!, etc.) that they are using.



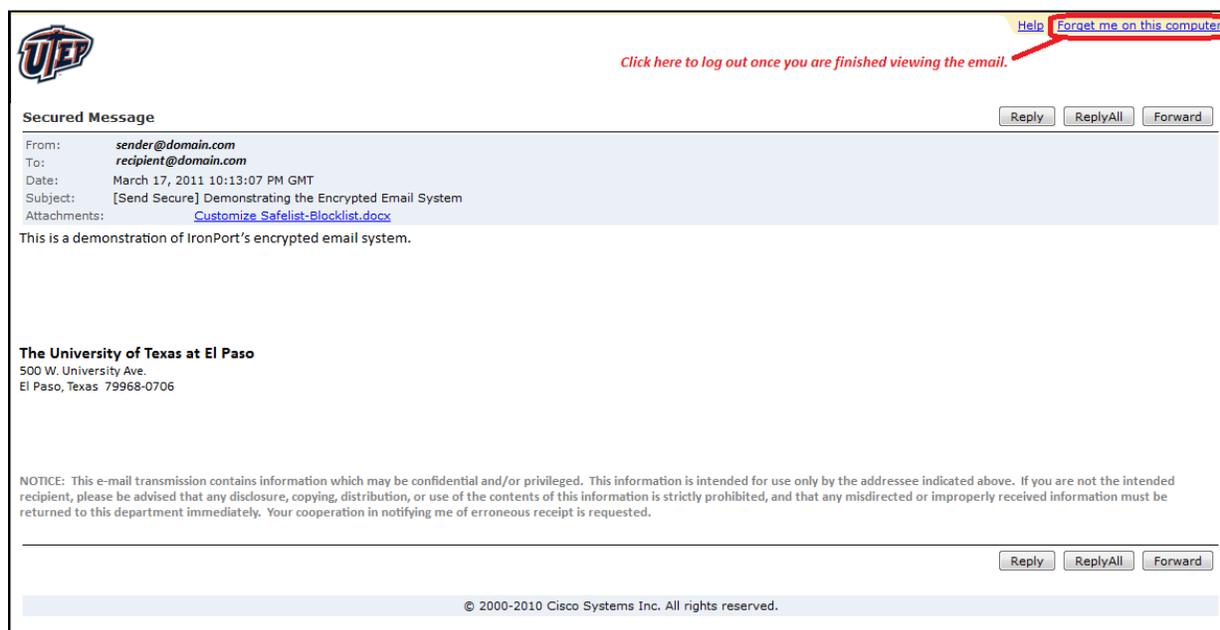
When the recipient views or opens the attachment they will get the following message:



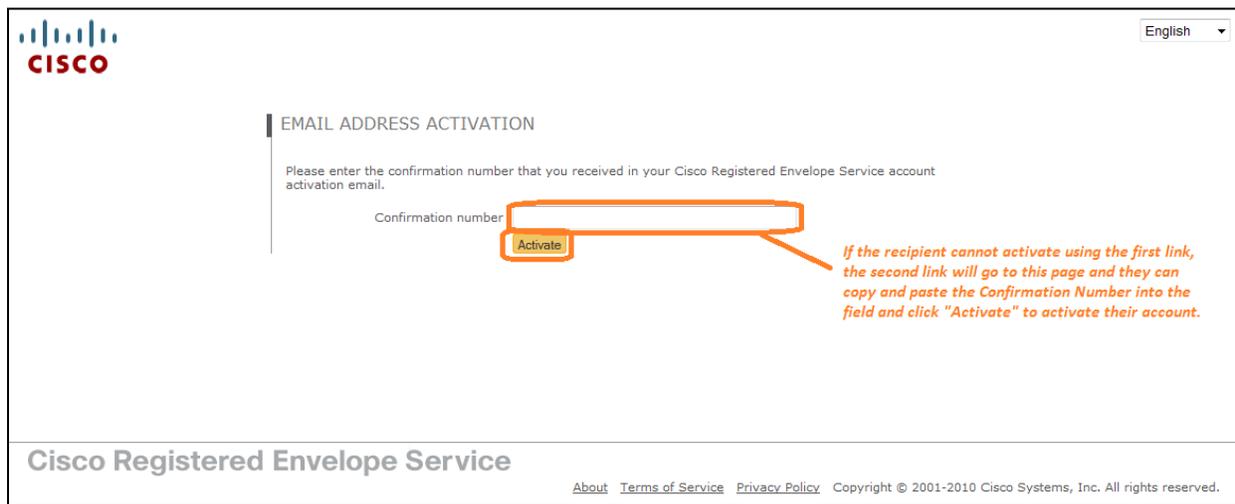
They will then see the image below. If the recipient of the message is already registered with CRES, they simply need to choose their email address from the menu in the "To:" field, enter their password, and click the "Open" button to view the message.



Once the recipient has entered their password and clicked “Open”, the email will be displayed. From this screen the recipient can view the email, open or download any attachments, and reply to or forward the message. When the recipient is finished, they can click the “Forget me on this computer” link in the top right corner to log out.



This will open another web page where the user can copy and paste the confirmation number from the CRES activation email and click “Activate” to activate their account.



CISCO

English ▾

EMAIL ADDRESS ACTIVATION

Please enter the confirmation number that you received in your Cisco Registered Envelope Service account activation email.

Confirmation number

[Activate](#)

If the recipient cannot activate using the first link, the second link will go to this page and they can copy and paste the Confirmation Number into the field and click "Activate" to activate their account.

Cisco Registered Envelope Service

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