



## Children's Email Encryption Registration Instructions

First-time recipients of an encrypted email must register their email account and choose a password, which will be used to decrypt and open all encrypted emails received from Children's Medical Center. Following are step-by-step instructions to help you through this one-time registration process:

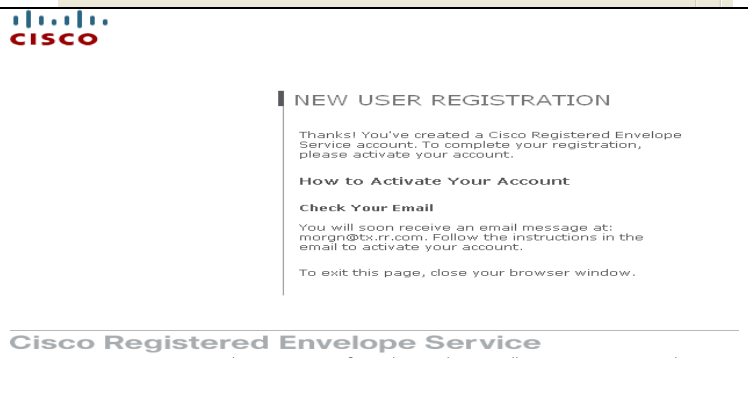
- In the email you receive, double-click on the attachment [Securedoc.html](#) and open the file
- You will then see the encryption "envelope" (see image to the right)
- Click on the yellow "REGISTER" button
- NOTE: if you do not see your email address automatically populate in the "To:" field, simply type it in or click on the drop-down arrow and select it from the list



The New User Registration Screen will look like the image to the right.

- Input your first and last name
- Choose a password. The password is case-sensitive, must be 6 characters long, and contain at least one number. You are not required to change your password after a certain length of time
- Confirm your password by re-entering the same password
- The personal security phrase is optional. Should you choose a personal security phrase, it will appear on message envelopes to provide assurance that you are logging into the secure email encryption site
- Select and answer three security questions that will be used to reset your password in the event it is forgotten. Make sure that you can remember the answers you provide

- You may check the "Remember me on this computer" box. This will remember your password so that you do not have to enter it each time you open an encrypted email
- Click on the yellow Register button. You will receive a confirmation message similar to the one on the right
- You will receive an activation email from [DoNotReply@res.cisco.com](mailto:DoNotReply@res.cisco.com) with a subject line of "Please activate with CRES". Once you click on the link within the activation email to activate your account, you have completed the registration process. Merely go back to your original encrypted email and supply your password to open



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