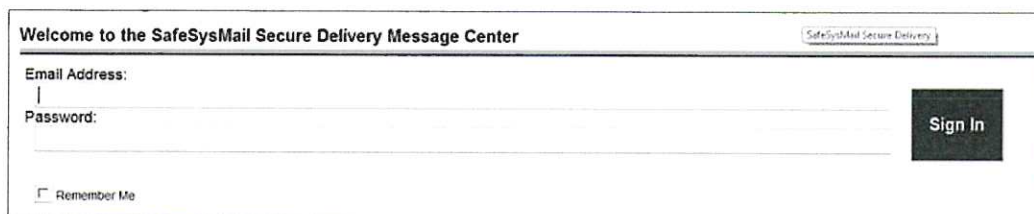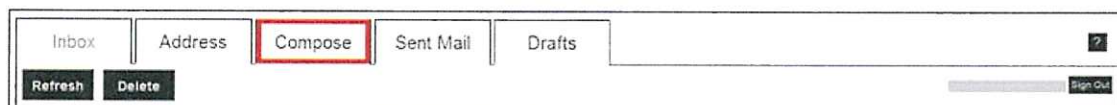Safe Systems™

Composing New Messages from ZixPort Customized Portal (additional service/fee)

Anyone including business customers, partners and people you send email to can access your ZixPort site and compose encrypted messages to anyone at your institution. This is a very safe and convenient way for people to send sensitive information and documents to your institution. **Attachments are limited to 20MB.**

1. The sender needs to access your internet ZixPort address (provided by your Network Administrator or via a link on your business' web site if available). This is the same location people visit to access the encrypted messages you send as previously described:

Welcome to the SafeSysMail Secure Delivery Message Center

SafeSysMail Secure Delivery

Email Address:

Password:

Sign In

☐ Remember Me

2. The visitor will need to Sign In or Register as previously described. Once signed in the user can choose the Compose tab and create a new message to anyone in your institution:

| Inbox | Address | Compose | Sent Mail | Drafts | ? |

Refresh   Delete   Sign Out

3. Compose will produce the familiar interface for sending a new email message:

| Inbox | Address | Compose | Sent Mail | Drafts | ? |

Send   Save Draft   Attach File   Sign Out

To:
Cc:
Subject:
Attachments: – None –

B I U Font Size

4. The user has to enter the full email addresses separated by semi-colons. Only email addresses valid for your institution are allowed. Others will fail to deliver.

5. Clicking Attach File allows the user to attach a file to the email.

6. The user may Save a Draft of the file before Sending it as well. The message will be sent to your institution securely (encrypted), so this is a great way for external people to email sensitive information.

7. The user may also create a list of contacts (again, only people at your institution) using the Address tab at the top of the screen.