

Using Secure Email & Document Portal – User Guide.

This guide will cover how to use the secure document and email portal to securely transfer messages containing confidential data and files.

This guide will cover the following;

- Setting up an account and logging into the portal.
- Sending an email with attachments.
- Managing contacts.
- Viewing email history.
- Changing account settings (including password)

Setting up an account and logging in.

Follow the link on your welcome email from Cobia to the account activation page; from here enter a secure password, your name and a security question. Then activate account.

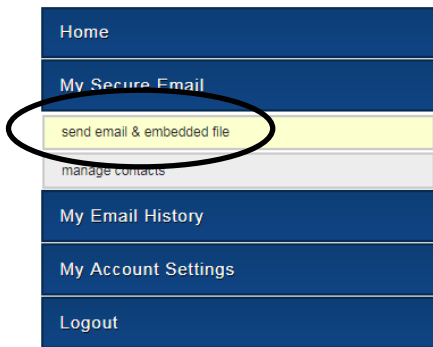


Activating will take you straight to the log in page; your account is now set up and ready to use. (<https://secure.sslpost.com/app/login/domain/cobiasft/>)



FORGOTTEN PASSWORD?

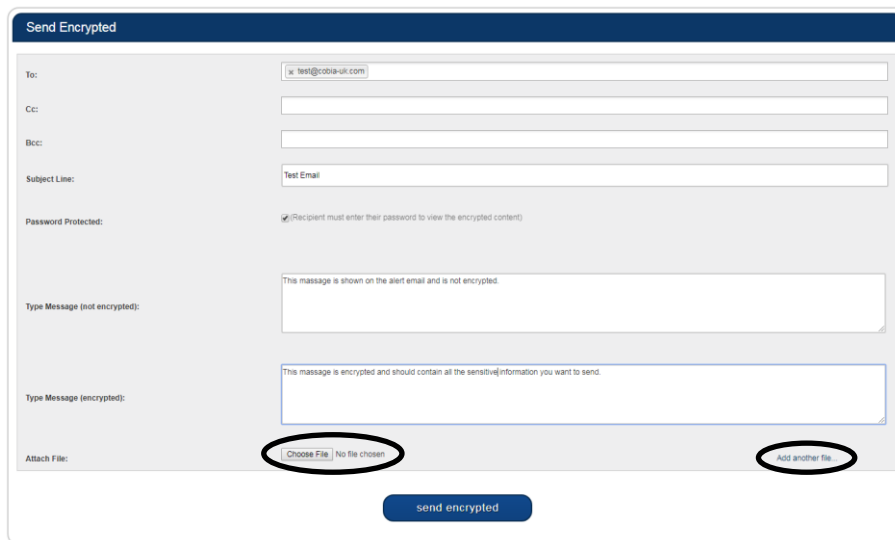
Sending an email with attachments.



When you log in the home screen will be the send email & embedded file page.

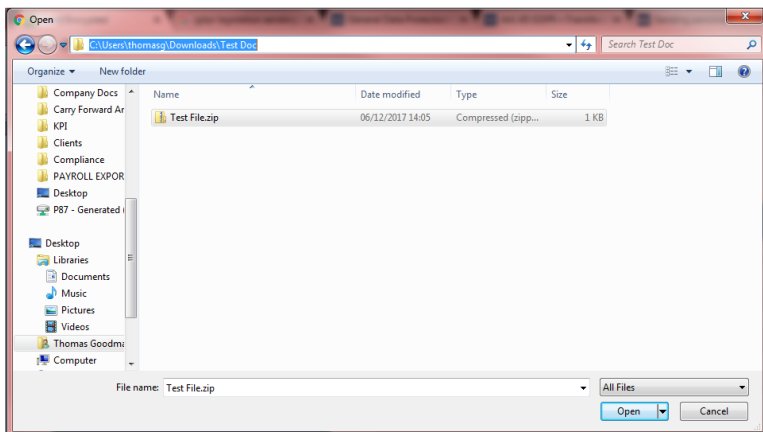
The secure email lay out is very similar to regular email, main difference being there are two sections to type a message in, a un-encrypted section and an encrypted section.

The first section will show up in the alert email the recipient receives and should only contain non sensitive data.



All sensitive data should be in the encrypted message; this will require the recipient to log in to read the message and download any attachments.

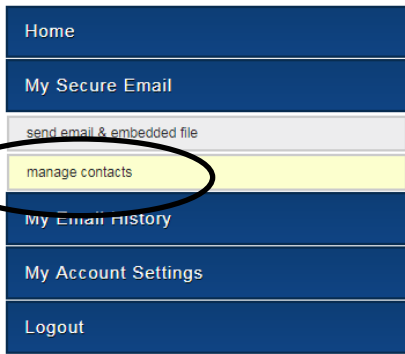
To attach a file simply click 'choose file', navigate to the file you wish to send then 'open'. Multiple files can be added using the 'Add another file button'.



Once you have finished your email and uploaded all the files then simply press **send encrypted** to securely send the email.

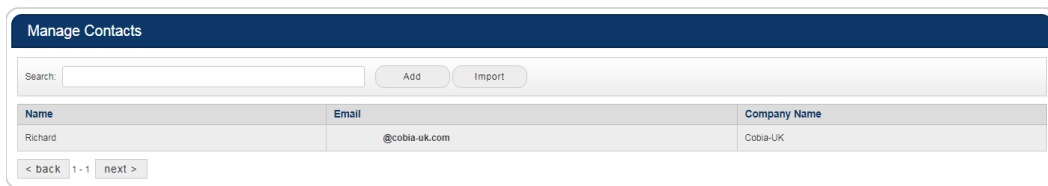
You will see a message sent banner at to top on the page.

Managing Contacts.

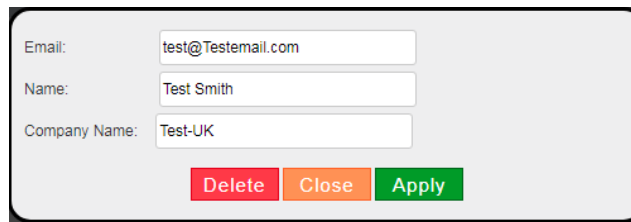


Under the “My Secure Emails” is “manage contacts”.

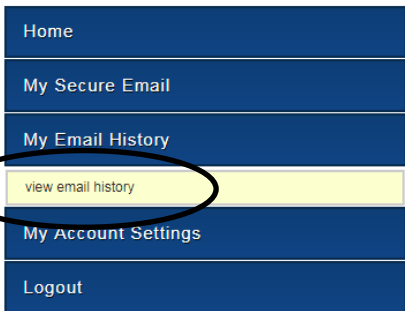
Contacts will be added as you sent messages to people. Using the manager you can view, edit and delete contacts.



To edit contacts simply click on them and the following dialog will appear.

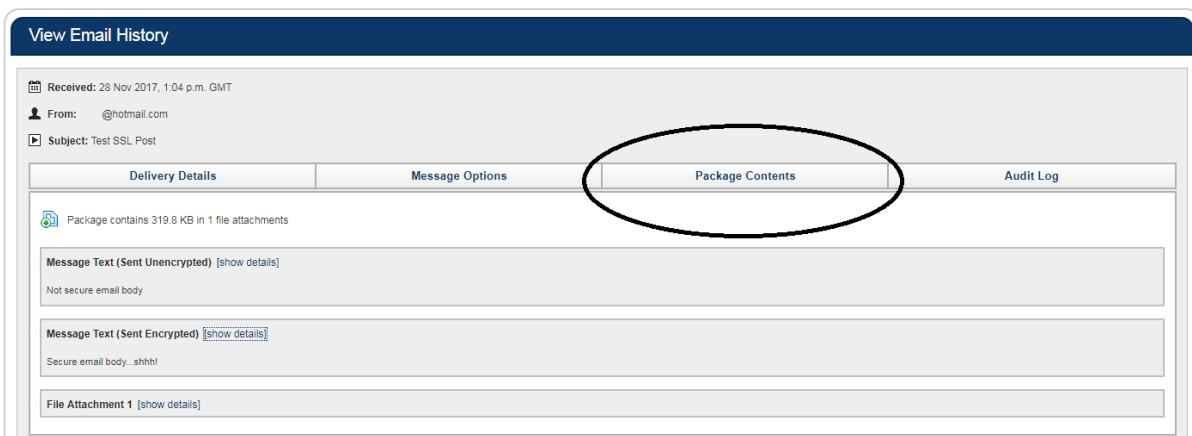


View Email history.

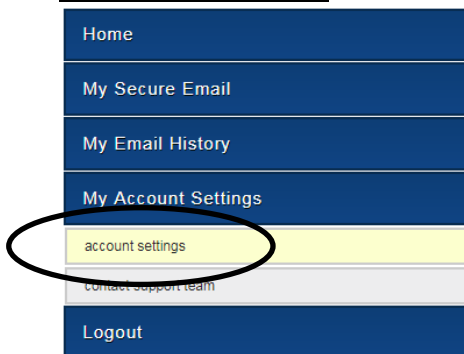


Under the “My Email History” is “view email history” you can view all email history.

To view the email click “Package Content”.



Account Settings.



Under the “My Account Setting” is “account settings” here you can;

View logon history: This is for security purposes to check previous logins; if there are any unrecognised log in please change your password.

Update account settings: Change what name appears on emails you send and set up email alerts.

Change password: If you suspect any security issues then it is important to update your password to ensure the account security.

Change security answers: This can be changed easily using the current password to confirm the change.