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Information Technology

# Encrypted Email

*Opening and Replying to a Secure Message*



## Encrypted Email --- Opening and Replying to a Secure Message

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### First Time User Registration

**Step 1: Receive Secure Encrypted Email**

**Step 2: Open (view) or save (download) the attachment: "securedoc\_2... .html".**

**It will open a site with instructions for opening the secure message.**

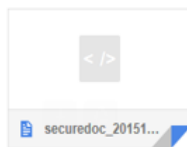
From: **Sender will be from a Johns Hopkins address**

**You have received a secure message**

Read your secure message by opening the attachment, **securedoc.html**. You will be prompted to open (view) the file or save (download) it to your computer. For best results, save the file first, then open it in a Web browser. To access from a mobile device, forward this message to [mobile@res.cisco.com](mailto:mobile@res.cisco.com) to receive a mobile login URL.

If you have concerns about the validity of this message, contact the sender directly.

**First time users** - will need to register after opening the attachment. For more information, click the following Help link.  
Help - <https://res.cisco.com/websafe/help?topic=RegEnvelope> ← **Link to Help**  
About Cisco Registered Email Service - <https://res.cisco.com/websafe/about>



← **Open (view) or save (download) the attachment (Ex. securedoc\_20151115T082912.html)**

**Step 3:**

**INFORMATION TECHNOLOGY**  
**JOHNS HOPKINS**  
I N S T I T U T I O N S

Mail from Johns Hopkins will always have the Johns Hopkins logo

From: jhcrs  
To: recipient@outlook.com  
Subject: Test [secure]

To open this message, first click the button to register. After registering, come back to continue opening the message.

**REGISTER** ← Click on "REGISTER" to create your account

English (US)


Select a different address

Cisco Registered Envelope Service

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## Encrypted Email --- Opening and Replying to a Secure Message

### Step 4: Complete Registration Form



NEW USER REGISTRATION

\* = required field

**Enter Personal Information**

Email Address: recipient@outlook.com

First Name\*:

Last Name\*:

**Create a Password**

Password\*:

Confirm Password\*:

*Enter a minimum of 8 characters or numbers.  
Passwords are case-sensitive. Your password must contain both letters and numbers.*


[Advanced Settings](#) [Register](#) [?](#)

By registering, you agree to CRES's [Terms of Service](#)

## Cisco Registered Envelope Service

[About](#) [Terms of Service](#) [Privacy Policy](#) Copyright © 2011-2016 Cisco Systems, Inc.

### Step 5: You will receive Registration Confirmation of Account Activation



English (US) ▼

**FINAL STEP: ACCOUNT ACTIVATION**

Your Cisco Registered Envelope Service account was successfully created.

**Instructions to activate your account have been emailed to recipient@outlook.com.**

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

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**Cisco Registered Envelope Service**

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## Encrypted Email - *Opening and Replying to a Secure Message*

### Step 6: Click Link to Activate the Account

#### Activation

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Dear Daniel Recipient,

Thank you for registering with Cisco Registered Envelope Service.

[Click here to activate this account.](#)

← Click on link to activate account

To stop the registration process you can cancel this account.

[Click here to 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 CRES!

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To know more about Cisco Registered Envelope Service, see <https://res.cisco.com/websafe/about>

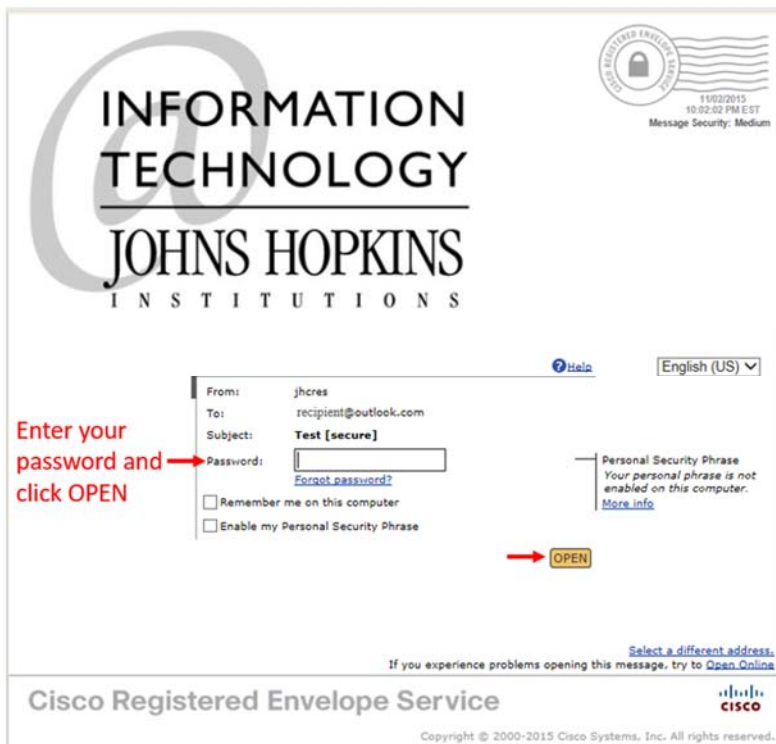
Terms of Service: <https://res.cisco.com/websafe/termsOfService>

Privacy Policy: <http://www.cisco.com/web/siteassets/legal/privacy.html>

## Encrypted Email --- Opening and Replying to a Secure Message

### Opening Encrypted Messages

**Step 1:** You Receive a Secure Encrypted Email



**Step 2:** Open (view) or save (download) the attachment "securedoc\_2... .html"

**Step 3:** Log in to read the Secure Message

**Step 4:** The decrypted message will be displayed in the browser window

### Replying to an Encrypted Message

1. After opening a Registered Envelope, you can click Reply to send a Secure Reply message or click ReplyAll to send a Secure Reply to All message.
2. When you send a Secure Reply or Secure Reply to All message, the recipient(s) receives a Registered Envelope containing the encrypted message.

**Note:** Subject lines cannot be encrypted. **DO NOT** include sensitive information on the subject line of a secure email.



## Encrypted Email --- *Opening and Replying to a Secure Message*

### Where to go for Help

- **Forgot your password?**
  - Go to Cisco's website - <https://res.cisco.com/websafe> and enter your email address. Click Login and choose the Forgot password? link. Follow the instructions provided.  
Note: Johns Hopkins cannot access your account to change your password.
- **Cisco Registered Envelope Online Help/FAQ:**
  - Go to Cisco's website - <https://res.cisco.com/websafe/help>