

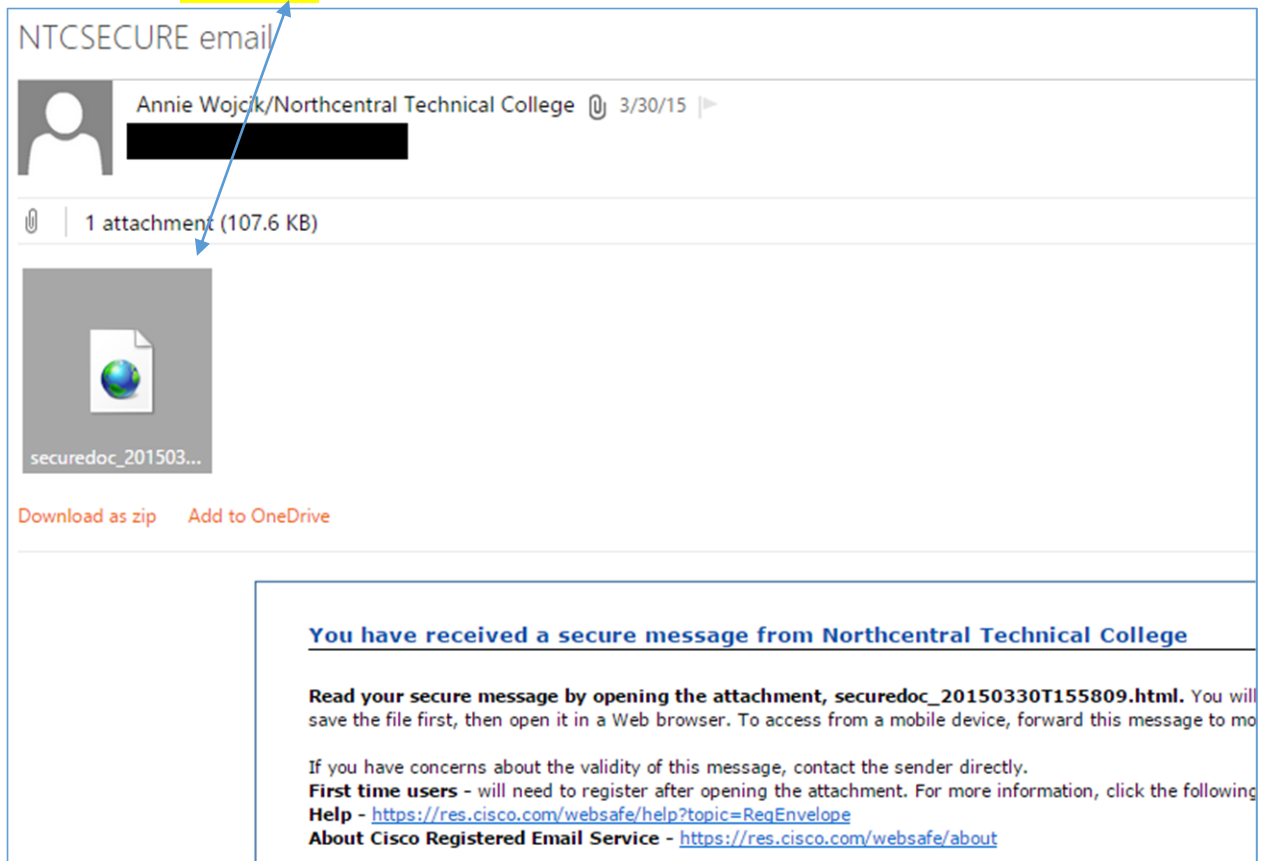
# Recipient directions

The first time you receive a secure email from a NTC employee please follow these steps:

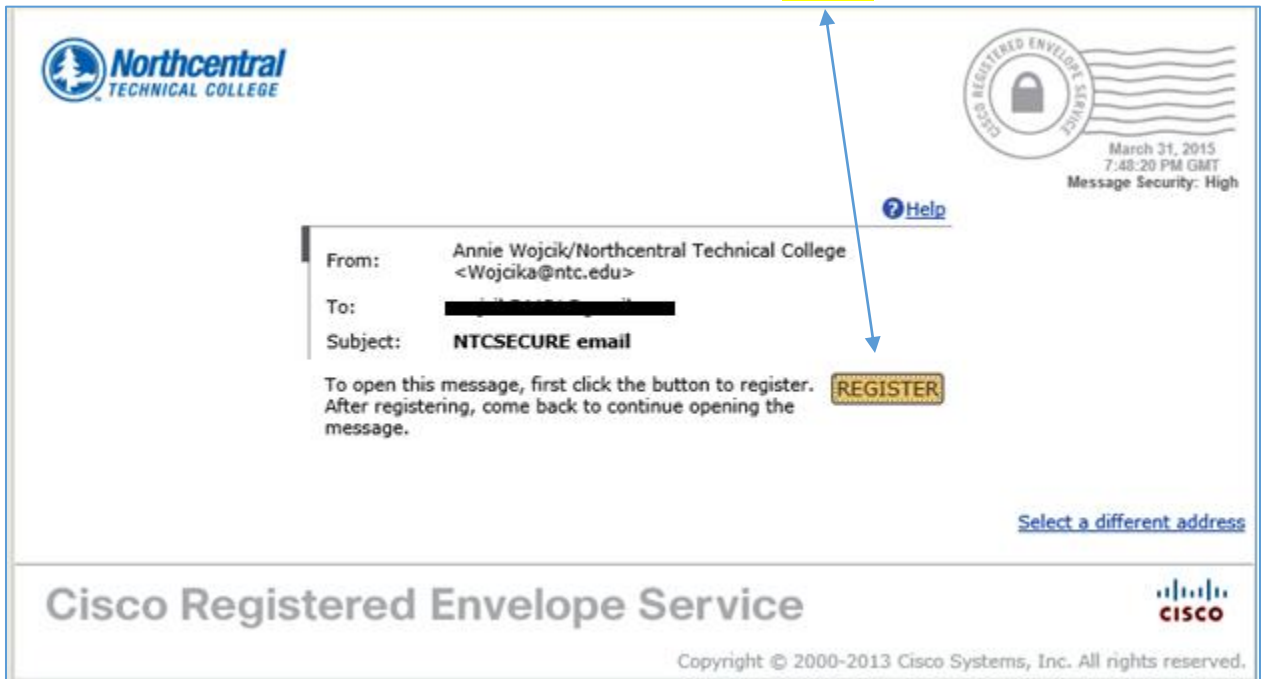
1. Open the email, the **subject** will include NTCSECURE.





2. Download the **attachment** from the email.

A screenshot of an email body. At the top, it says "NTCSECURE email". Below that is a header for "Annie Wojcik/Northcentral Technical College" with a date of "3/30/15" and a play button icon. A redacted area is visible below the name. Underneath, it says "1 attachment (107.6 KB)". There is a document icon with a globe on it, and the filename "securedoc\_201503...". Below the attachment are two links: "Download as zip" and "Add to OneDrive". At the bottom, there is a blue-bordered box with a title "**You have received a secure message from Northcentral Technical College**". The text inside the box reads: "Read your secure message by opening the attachment, **securedoc\_20150330T155809.html**. You will save the file first, then open it in a Web browser. To access from a mobile device, forward this message to mo...". It continues with "If you have concerns about the validity of this message, contact the sender directly." and "First time users - will need to register after opening the attachment. For more information, click the following Help - <https://res.cisco.com/websafe/help?topic=ReqEnvelope> About Cisco Registered Email Service - <https://res.cisco.com/websafe/about>". A blue arrow points from the word "attachment" in the step above to the attachment icon.

3. After opening the attachment you will see the following. Click on **register**.





  
March 31, 2015  
7:48:20 PM GMT  
Message Security: High

[Help](#)


**From:** Annie Wojcik/Northcentral Technical College  
<Wojcika@ntc.edu>  
**To:** [REDACTED]  
**Subject:** NTCSECURE email

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

[REGISTER](#)

[Select a different address](#)

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**Cisco Registered Envelope Service** 

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4. Fill in the information and click **register**.

**Enter Personal Information**

Email Address

Language  The language setting will be stored for future login and email notifications.

First Name\*

Last Name\*

**Create a Password**

Password\*  Enter a minimum of 6 characters or numbers. Passwords are case-sensitive. Your password must contain both letters and numbers.

Confirm Password\*

Personal Security Phrase\*  Enter a short phrase that only you will know. This phrase will appear on message envelopes when you log in. When you see your phrase, you know you are logging in to our secure site. [More info](#)

Enable my Personal Security Phrase.

**Time**

Time Format  Select to view time in 12- or 24-hour format.

Time Zone  Select time zone to view and enter date and time in your preferred time zone.

**Select 3 Security Questions**  
You will be asked these questions in the future if you forget your password.

[Show](#)

Question 1\*

Answer 1\*

Confirm Answer 1\*

Question 2\*

Answer 2\*

Confirm Answer 2\*

Question 3\*

Answer 3\*

Confirm Answer 3\*

[Register](#)

5. After you click register you will receive this notification.

**FINAL STEP: ACCOUNT ACTIVATION**

Your Cisco Registered Envelope Service account was successfully created.

**Instructions to activate your account have been emailed to [REDACTED]**

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

6. Check your email inbox for an email from CRES Do Not Reply.

CRES Do Not Reply

Please activate with CRES

7. Open the email and click **Click here to activate this account.**

**Activation**

[REDACTED]

Thank you for registering with Cisco Registered Envelope Service. To complete your registration, you must [Click here to activate this account.](#)

You can also activate this account by going to <https://res.cisco.com/websafe/activate> and entering this code.

To stop the registration process you can cancel this account.

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

You can also cancel this account by going to <https://res.cisco.com/websafe/cancelActivation> and entering this code.

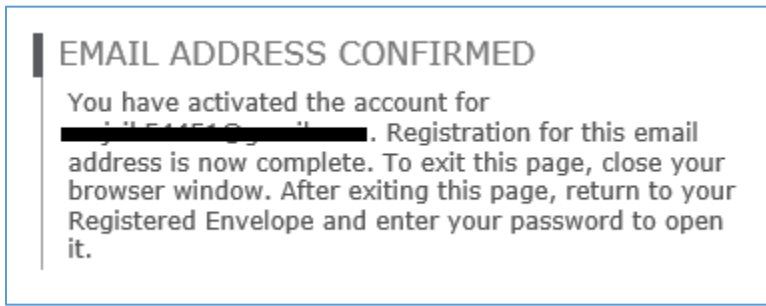
**IMPORTANT**  
To help keep your personal information safe, Cisco recommends that you never give your CRES password to anyone.

Welcome to CRES!

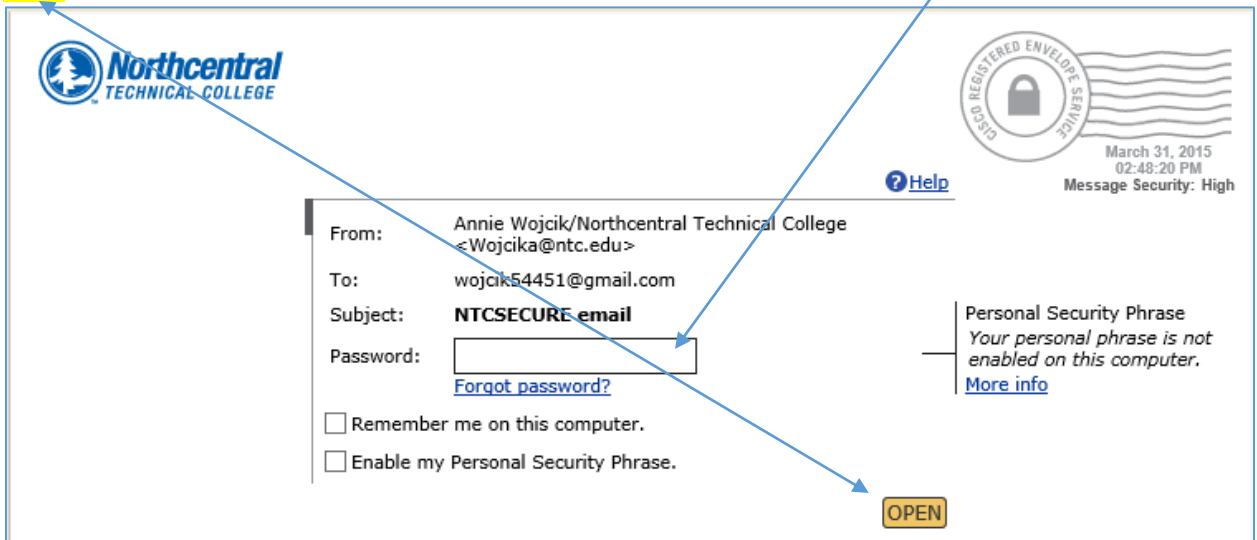
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To know more about Cisco Registered Envelope Service, see <https://res.cisco.com/websafe/about>  
Terms of Service: <https://res.cisco.com/websafe/termsOfService>  
Privacy Policy: <http://www.cisco.com/web/siteassets/legal/privacy.html>


8. This message will appear after activation.



9. Open the attachment from the original email and enter your newly created password. Then click open.



10. If you want to reply to the email click on the **reply** button.

 **Northcentral**  
TECHNICAL COLLEGE

**Secured Message**

From: Annie Wojcik/Northcentral Technical College <Wojcika@ntc.edu>  
To: wojcik54451@gmail.com  
Date: March 31, 2015 02:48:20 PM  
Subject: NTCSECURE email

Test email message

Annie Wojcik  
Technical Support Specialist

Technical Services  
Northcentral Technical College  
1000 West Campus Drive  
Wausau, WI 54401  
715.675.3331 ext 1105  
Direct 715-803-1105  
wojcika@ntc.edu

Help Desk 1160

Reply

Reply

11. Type in your response and click **send**.

**REPLY TO SENDER**

From: wojcik54451@gmail.com  
To: Annie Wojcik/Northcentral Technical College <Wojcika@ntc.edu>  
Subject: RE: NTCSECURE email

**Attachments** (none)

Message:

Type your response.

-----Original Message:

FROM: Annie Wojcik/Northcentral Technical College <Wojcika@ntc.edu>  
TO: wojcik54451@gmail.com

Automatically BCC me on this email.  
 Send me a read receipt when a recipient has opened this email.

This option does not guarantee a receipt will be sent; recipient email applications can sometimes block read receipt requests.

Send Reset Cancel

Send Reset Cancel

For future secure emails you will need to download the attachment, open and enter your password as outlined in step 9.