## SmarshEncrypt

SmarshEncrypt enables advisors to send secured messages through their Smarsh hosted email accounts. Message recipients are notified of the secure message and follow simple instructions to access the SmarshEncrypt.

**Please note:** that email replies within the system stay within the program. For example, if an advisor sends a secured email to a client and the client sends back a reply. The advisor will receive a notification for him/or her to login to SmarshEncrypt in order to see the email response.

This feature can be initiated by using **[secure]** in the subject line of the email.

Below is an overview of the program.

1. An email was sent from <u>TFAtest@tfaconnect.com</u> to <u>JSMITH@yahoo.com</u>. Below is the email received by JSMITH@yahoo.com.



- 2. As indicated in the message, you will be provided a special link that will direct you to the SmarshEncrypt web site.
- 3. If this is the recipient's first time to receive an email from SmarshEncrypt, they will be lead to the following screen to setup a new account and password to the SmarshEncrypt web site. Please note that this account will be associated directly with your email address. Please see below:

1. Verify Email A	ddress	2. Create Account	3. Finish
Please enter y All fields are r	our info equired	ormation to create a I.	new user account.
Email Address:	JSMIT	H@yahoo.com	
Access Code:	3181		Enter the Access Code you received v email. I do not have an Access Code, please
First Name:			
Last Name:			
Username:			
Password:			Password must be at least 8 characte long
Verify Password:			and contain a mixture of letters and numbers.
	Create II	Iser Account	

After creating your account, the following screen will appear:

🕥 smarsh	Secure Messages Verify Email Address Change Password	C Logout
	Welcome to smarshEncrypt!	
	Welcome to the smarshEncrypt secure messaging platform! This service was designed to help you exchange sensitive electronic information and collaborate with your colleagues and business contacts in a secure and encrypted environment. Now that you have registered your account with Smarsh, you will be able to send* and receive messages and files with a demonstrated commitment to data security.	
	How smarshEncrypt works	
	Subscribed" users compose and send messages using their regular email client, or via smarshEncrypt         Messages are sent through Smarsh's policy engine.         If the message meets the encryption policy, the recipient receives the message value oblicy engine.         The message is either in the recipients' normal inbox or awaiting pickup on the smarshEncrypt web console. Recipient policies.           Messages are sent through Smarsh's policy engine.         If the message meets the encryption policy, the recipient secured transmission or a smarshEncrypt web console.         The message is either in the recipients' normal inbox or awaiting pickup on the smarshEncrypt web console. Recipients may reply and attach documents, and if are amarshEncrypt compose their own encrypted messages.	
	How to use smarshEncrypt	
	Repty or Compose' a new message • If you received a smarshEncrypt notification your new message will be in the inbox as "Unread". Select the message and rebrok one share from the activity parts.	
	If you are a smarshEncrypt subscriber* you will also be able to compose new messages by clicking on "Compose Message"     from the main tool bar above the message list	
	<ul> <li>The recipient will receive a standard email notifying him/her of a secure message with instructions on how to access it. The recipient will easily and quickly set up a free, password protected account to gain access to the smarshEncrypt secure received access ac</li></ul>	

To access your email, click on the **Secure Message** tab on the top of the screen.

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		Secu	re Mess	ages	5					
Show: 15 💌 per page	View:	ΟU	nread C	Rea	d O All   Refresh Res	ults   Email Signatures		Filter by Em	nail Address:	D
Move To	•	V	Status	Att	Date •	Sender	Recipient(s)		Subject	
	_				9/11/2013 6:13 PM	TFAtest@tfaconnect.com	JSMITH@yahoo.	com	[Secure] test	
Inbox					3/1/2013 1:55 PM	TFAtest@tfaconnect.com	JSMITH@yahoo.	com	[secure] TEST	
Sent Items										
Archived Items										
Manage Folders										
		Messag	ge(s) 1 - 2 o	f2   P	age 1 of 1					
		Click	on a mes	sage	to view the details her	e				

You can select the email in order to read it or you can reply.

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Secure	Message Reply	Eclose window
From	jsmith@yahoo.com ·	
Te	TFAtest@tfaconnect.com	
Subject	RE: [secure] TEST	
Attactiments:	S 0 attachment(s)	
Signature	None	
Body:	B 7 U ↔ B B B B B B   =   = 12 12 00 00   A + O + Format	
	(inherited tont)   (inherited size)	
	Original Message From: Sem: Sr/L/2013 1:55:00 PM Ter partitigipation com Subject: (pecure) TEST Test secure e-mail Theory & your	
	Thank you,	-