



FOUNDED BY BRIGHAM AND WOMEN'S HOSPITAL
AND MASSACHUSETTS GENERAL HOSPITAL

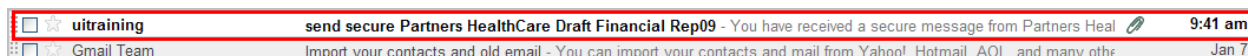


How to Open a Secure Email

Partners HealthCare provides a secure email service for confidential messages using the Cisco Registered Envelope Service (CRES). A secure or encrypted message from a sender at Partners HealthCare has the words 'send secure' in the subject line. The first time you get one you need to take a few minutes to set up a CRES account. Use the password you create to open future messages.

To register and activate your CRES account:

1. Open the email message with 'send secure' in the subject line. There will be an attached file, securedoc.html.



2. Download or click on the file securedoc.html. A CRES screen opens in a new window. Do not close this. You will go back to it after you set up your account.



3. Click Register. The New User Registration screen opens in a new window.
4. Fill out all fields in the 3 sections: Enter Personal Information; Create a Password, and Select 3 Security Questions. When done, click Register.

NEW USER REGISTRATION * = required field

Enter Personal Information

Email Address: traininguser1phs@gmail.com

Language: English 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.

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

Question 1* Select a question...

Answer 1*

Confirm Answer 1*

Question 2* Select a question...

Answer 2*

Confirm Answer 2*

Question 3* Select a question...

Answer 3*

Confirm Answer 3*

Register

5. You are now registered. A confirmation screen comes up with the next step to activate your account. Close this window.

NEW USER REGISTRATION

Thanks! You've created a Cisco Registered Envelope Service account. To complete your registration, please activate your account.

How to Activate Your Account

Check Your Email

You will soon receive an email message at: traininguser2phs@gmail.com. Follow the instructions in the email to activate your account.

To exit this page, close your browser window.

6. Go back to your mailbox. You will get a new message from 'CRES Do Not Reply'. Open this message to continue activation.

CRES Do Not Reply Please activate with CRES - Activation Dear user2phs training, Thank you for registering with Cisco Registered Envelope

7. To complete registration and accept the Terms of Service, click on 'Click here to activate this account'

Activation

Dear user1phs training,

Thank you for registering with Cisco Registered Envelope Service. To complete your registration, you must confirm your intent to register and your acceptance of the [Terms of Service](#) by activating your account.


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

8. Once activated, a confirmation message opens in a new window. Close this window.


EMAIL ADDRESS CONFIRMED

You have activated the account for traininguser2phs@gmail.com. Registration for this email address is now complete. To exit this page, close your browser window. After exiting this page, return to your Registered Envelope and enter your password to open it.

9. Return to the CRES Registered Envelope (window opened in step 2). Enter your password and click OPEN.



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February 17, 2010
9:11:50 PM GMT
Message Security: High

[Help](#)


From: uitraining@partners.org
To: traininguser2phs@gmail.com
Subject: **send secure Partners HealthCare Draft Financial Reports for December 2009**
Password: [Forgot password?](#)
☐ Remember me on this computer.
☐ Enable my Personal Security Phrase.

Personal Security Phrase
Your personal phrase is not enabled on this machine.
[More info](#)

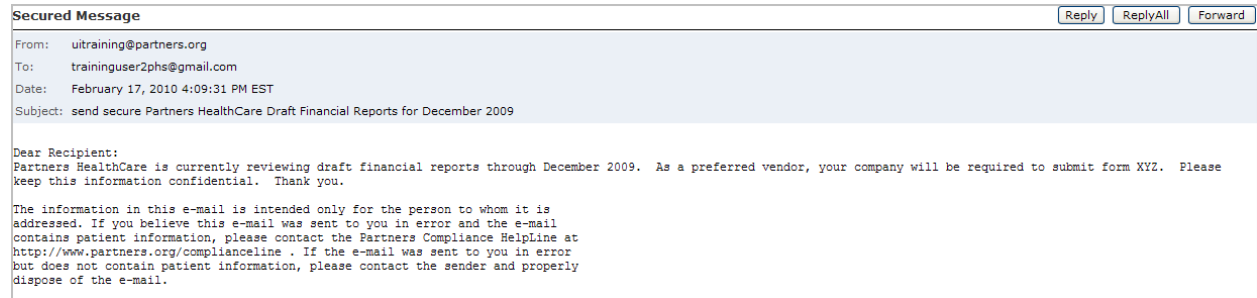
OPEN

[Select a different address](#)
If you experience problems opening this message, try to [Open Online](#)

Cisco Registered Envelope Service


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10. A message from Partners displays. For future emails, just use your new password.



For more help, contact CRES: Online: <https://res.cisco.com/websafe/help>

By Phone: (866) 412-6113. Mon-Fri, 8 a.m. to 8 p.m