

# State of Nebraska Securemail



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## External Users

External users are defined as those individuals whose email accounts do not reside on a State of Nebraska Exchange mail system. External users are individuals and groups who provide services and products to state agencies and divisions. External users use Securemail to communicate confidential and private information on citizens of the State of Nebraska for whom they are contracted to provide services and products.

### Receiving Securemail

External users must be invited to use Securemail by someone who already has Securemail authorization. This is done by sending an e-mail to that person using Securemail. The body of the email that the external user will receive is illustrated below.

You have received a secure message

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**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.

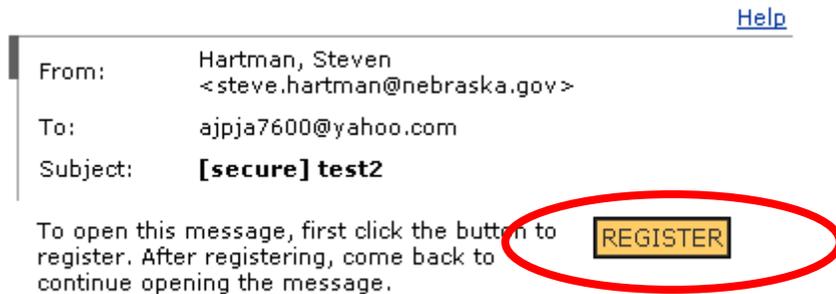
**Help** - <https://securemail.nebraska.gov/websafe/help?topic=RegEnvelope>

**About IronPort Encryption** - <https://securemail.nebraska.gov/websafe/about>

Open the attached message.



First time users will have to register with Securemail before the attachment will open.



Click on the  button.



## Secured Message

From: Hartman, Steven <steve.hartman@nebraska.gov>  
To: "ajpja7600@yahoo.com" <ajpja7600@yahoo.com>  
Date: November 13, 2008 11:50:51 AM CST  
Subject: [secure] test2

Now I can tell you a secret...

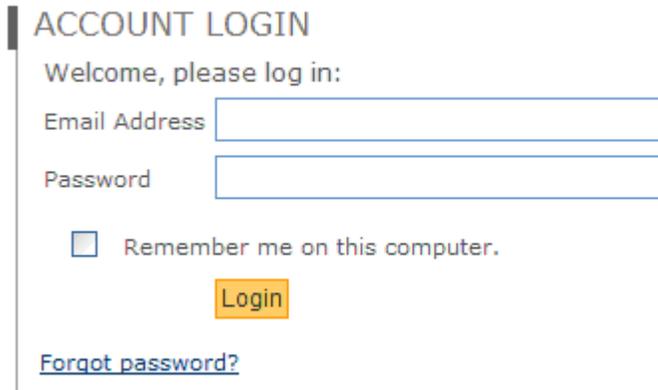
## Sending Securemail

Once external user becomes a Securemail registered user they can use the Securemail system via the website to send secured mail.

Use the following URL to access Securemail login screen

<https://securemail.nebraska.gov/websafe/login.action>

Enter email address and password and click 



ACCOUNT LOGIN

Welcome, please log in:

Email Address

Password

Remember me on this computer.



[Forgot password?](#)

Enter the email address for the recipient (To, CC or BCC).



To:

CC:

BCC:

Enter the subject.



Subject:

Compose message



Message:

To attach documents click on the **Attachments** button. Maximum file size is 10 megabytes.

Click **Send** button.

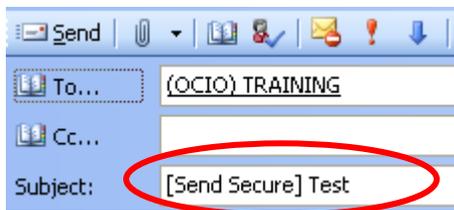
## Internal Users

Internal users are defined as State of Nebraska employees or those whose Outlook email account resides on a State of Nebraska Exchange mail system. State of Nebraska employees who need authorization to use Securemail should contact their Helpdesk or Manager.

Internal users send secured mail using their Outlook email account.

### Sending Securemail

Address the message using To, Cc and / or Bcc. On the subject line enter **[Send Secure]** then the topic of the message. The words **send secure** must be in brackets.



To send attachments click on the paper clip icon on menu bar. Select and attach item. The maximum file size is 10 megabytes.

