

## Archdiocese of Seattle Secure Web Mail

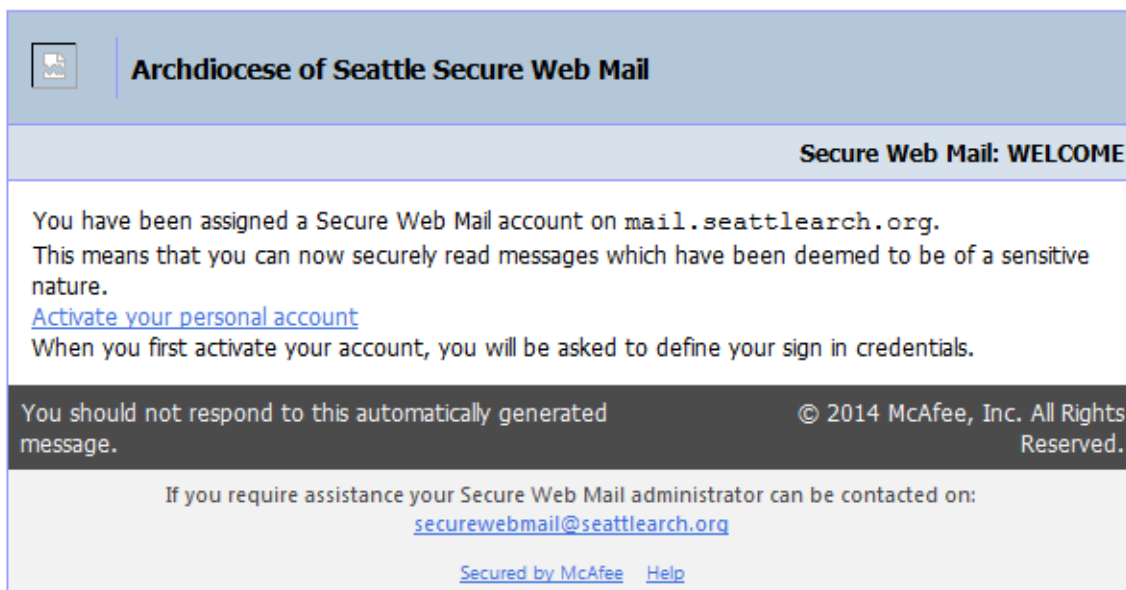
In order to protect the personal and financial information of Archdiocesan employees, volunteers, students, and others who do business with us, we have implemented encryption requirements on email messages leaving our mail server. If a message is sent which contains privileged or confidential information, the message must be transmitted in an encrypted form.

If your incoming mail server supports TLS (Transport Layer Security; a form of encryption commonly used when exchanging secure information across the internet), you will not see any change in how email messages are sent and received with Archdiocesan Employees. However, if our mail server is unable to establish an encrypted connection to yours, you will instead receive a message notifying you that a secure email has been sent. This message will contain instructions for how to access the information you were sent.

If you have not previously created a Secure Web Mail account, the first message you receive will be a welcome notice. Depending on how you view your email (on your phone, via a web browser, in Outlook, in Thunderbird, etc.), the message may be slightly different in appearance, but will look similar to the below, and will contain the same information.

Click on the Activate your personal account link (in blue text in the email message) to set up an account on the Archdiocesan Secure Web Mail server.

*If you are using Windows 7, please be aware that you may need to access the Secure Web Mail site using the latest version of Firefox, Safari, or Chrome. Errors may occur when using Internet Explorer and Windows 7.*



The screenshot shows an email interface with a blue header bar. On the left is a small icon of a mail envelope. To its right, the text "Archdiocese of Seattle Secure Web Mail" is displayed in bold. Below the header, the email content begins with "Secure Web Mail: WELCOME" in bold. The main body of the email states: "You have been assigned a Secure Web Mail account on mail.seattlearch.org. This means that you can now securely read messages which have been deemed to be of a sensitive nature." This is followed by a blue hyperlink "Activate your personal account". Below this, it says: "When you first activate your account, you will be asked to define your sign in credentials." A dark grey footer bar contains the text "You should not respond to this automatically generated message." on the left and "© 2014 McAfee, Inc. All Rights Reserved." on the right. Below the footer bar, there is a line of text: "If you require assistance your Secure Web Mail administrator can be contacted on:" followed by a blue hyperlink "securewebmail@seattlearch.org". At the very bottom, there is a small line of text: "Secured by McAfee" followed by a blue hyperlink "Help".

**Archdiocese of Seattle Secure Web Mail**

**Secure Web Mail: WELCOME**

You have been assigned a Secure Web Mail account on [mail.seattlearch.org](mailto:mail.seattlearch.org). This means that you can now securely read messages which have been deemed to be of a sensitive nature.

[Activate your personal account](#)

When you first activate your account, you will be asked to define your sign in credentials.

You should not respond to this automatically generated message. © 2014 McAfee, Inc. All Rights Reserved.

If you require assistance your Secure Web Mail administrator can be contacted on: [securewebmail@seattlearch.org](mailto:securewebmail@seattlearch.org)

Secured by McAfee [Help](#)

A web browser window will open, and will prompt you to enter a password and complete account setup. Please note that passwords must have a lower case character, upper case character, a number, and a special character (@, !, %, etc). Passwords must also be a minimum of 8 characters in length.

After you activate your account for the first time, when a secure email message is received, you will receive a notice like that below each time a new secure message is received.

Archdiocese of Seattle Secure Web Mail

Secure Web Mail: Tests2

You have a Secure Web Mail message from [Ana.Torgerson@seattlearch.org](mailto:Ana.Torgerson@seattlearch.org) .  
A copy will be stored on [mail.seattlearch.org](mailto:mail.seattlearch.org) for 30 days, then will be removed.  
[Read Message](#)  
You will be required to sign in to read this message.


You should not respond to this automatically generated message.

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If you require assistance your Secure Web Mail administrator can be contacted on:  
[securewebmail@seattlearch.org](mailto:securewebmail@seattlearch.org)

[Secured by McAfee](#) [Help](#)

Clicking on the Read Message link (in blue text in the email message) will open a web browser window, and take you to the Archdiocese of Seattle Secure Web Mail page.


Archdiocese of Seattle Secure Web Mail
?

Language: English

Email address:

Password:

[Forgotten your password?](#)

Sign In

[Disclaimer](#)

Enter the password you created previously, and click Sign In. If you have forgotten your password, click on this link to be sent instructions for resetting this information.

You'll be taken to your secure web mail box.

Archdiocese of Seattle Secure Web Mail

Mailbox (2)

☐ Delete

Status: Any Search mailbox

|                          |                        |   |       |
|--------------------------|------------------------|---|-------|
| <input type="checkbox"/> | Torgerson Ana Kristine | Test Attachment (Kris Torgerson Date of birth: 11/5/90 Medical conditions: arthritis Ana Kristine Torgerson Information Services Group ...) | 11:19 |
| <input type="checkbox"/> | Torgerson Ana Kristine | Test Encrypted (Kris Torgerson Date of birth: 11/5/90 Medical conditions: arthritis Ana Kristine Torgerson Information Services Group ...)  | 11:12 |

1 - 2 of 2 Display: 50 per page

Click on a message to open it.



If the message contains an attachment, it will be linked directly below the To: field. Clicking on the link (circled in red below) will open the attachment.

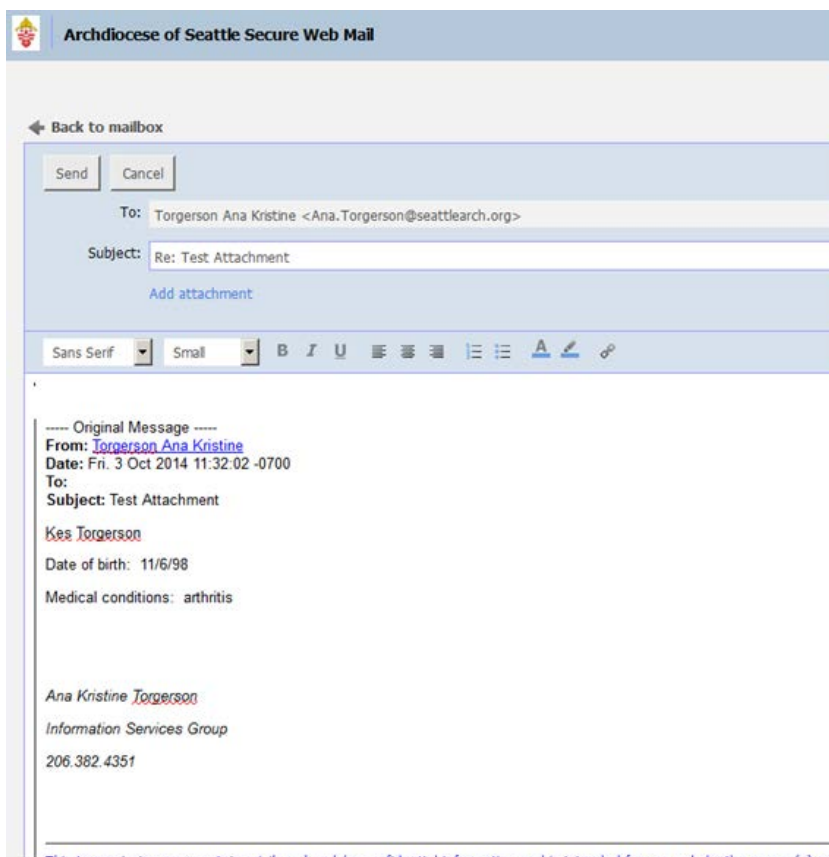


Depending on what type of file is attached and how your computer is configured, the attachment may open another software program.

To reply to a secure message, click the reply button (circled in red below).



A reply window will open, as below.



Type your response as desired, clicking the “Send” button when finished. Your response will be sent to the message sender in an encrypted form.

Please be aware that responses cannot be sent to anyone other than the message sender, and messages may not be forwarded to other addresses.

If you have questions or concerns, do not hesitate to contact the Archdiocese of Seattle – Chancery Help Desk at 206.382.4351 or [helpdesk@seattlearch.org](mailto:helpdesk@seattlearch.org)