DATAMOTION

USER MANUAL DATAMOTION SECUREMAIL SERVER

APPLICATION VERSION 1.1



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DataMotion, Inc./DataMotion SecureMail User Manual, v. 1.1

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BEFORE YOU BEGIN

The DataMotion SecureMail application is an intuitive and easy-to-use application that enables you to engage in secure email communications with any number of recipients. SecureMail provides multiple layers of additional security, so you can be confident your messages will not be eavesdropped, hijacked, or hacked, and that only the intended recipients will see them. SecureMail also enables your recipients to reply to your messages in equally-secure fashion.

About This User Manual

This manual provides a detailed introduction to the SecureMail application. While the application is easy to interpret and use, it may nevertheless be helpful for you to familiarize yourself with its contents and shorten the learning curve even further.

Audience

This manual is intended for end users of the DataMotion SecureMail Web portal. There are also sections for users who've integrated SecureMail into their desktop email applications, and for external recipients of messages sent by SecureMail users.

This document assumes basic experience with Web browsers, such as Internet Explorer or Mozilla FireFox, and desktop email systems such as Microsoft Outlook and Lotus Notes.

Introducing DataMotion SecureMail

Email is an integral part of doing business today. Enhancing the email process does not need to be costly or complicated. DataMotion SecureMail is cost effective, easy to install and quick to implement.

DataMotion SecureMail makes email communication as secure as it is easy. Built on top of DataMotion's Intelligent Information Transport (IIT) platform, it offers flexibility that enables businesses to enjoy the same high-end encryption used by government agencies and large financial and healthcare enterprises.

SecureMail provides an easy way to securely send and track the delivery of confidential e-mail messages. As an end user of SecureMail, this manual explains how get the most out of its basic and advanced features.

SecureMail is appropriate for businesses of all sizes. Individuals can use the ondemand service and be up and running in almost no time. Larger businesses can choose either the on-demand or on-premises version. Regardless of the option, everyone is up and running with full capabilities in less than a day.

When an e-mail message is sent, it travels across the Internet in plain text, and has about as much security as a postcard.

Establishing a SecureMail Account

Your company's SecureMail administrator establishes your account with the SecureMail system. When your account is established, you will receive an e-mail notification similar to the one below:

Your system administrator has created a secure e-mail account for you at:	
https://ssl.certifiedmail.com/r.aspx?b=8&e=dave.dev%40gmail.com&p=UJ0U&l=en-us	
To access your account, simply follow these steps:	
 Click on the above link. Create a password and verify it to protect your account. Access your account to send and receive secure e-mail. If you need help, please send an e-mail to support@certifiedmail.com .	
Your system administrator has created a secure e-mail account for you at:	
https://ssl.certifiedmail.com/r.aspx?b=8&e=dave.dev%40gmail.com&p=UJ0U&I=en-us	
To access your account, simply follow these steps:	
 Click on the above link. Create a password and verify it to protect your account. Access your account to send and receive secure e-mail. 	
If you need help, please send an e-mail to support@certifiedmail.com.	

This notification contains a link you must click to activate your account. When clicked your Web browser will bring you to the DataMotion secure email Web portal, which will prompt you to create a password to protect your account. Once you've created your password, your account enrollment is completed.

DATAM	
Home	
Secure Message Pickup	5
Simply create a password Create a Password	to protect your account.
	0
	(Re-enter password to Verify)
Configure my language set	linan
Auto-Detect Language	uigs ▼
I have read and agree to Next	the following Terms of Service
Powered by DataMotion	1/

Accessing Your Account

As a registered user, all you need to access your account is Internet access and a Web browser.

To access your DataMotion email account

- 1. Navigate to the DataMotion Web portal site (e.g., <u>https://ssl.datamotion.com</u>).
- 2. Enter your name and password in the logon window.
- 3. For convenience, a link to the DataMotion logon window is provided in all DataMotion Delivery Notification messages.
- 4. Enter your User ID or E-mail address and corresponding password in the logon window.

Note You can use either upper- or lowercase letters; the long is not case sensitive.

5. Click Enter.



Home

Login

This feature is for members only. Upon successful login, you can access your account to send and track your messages

Secure Mer Please enter your	UserID or Email Address and Password.	I would like to use this service. Signup for an account!
UserID or Email: [Password: [Enter	 Configure my language settings.
	Remember UserID	Auto-Detect Language 🗸 🗸
	Forgot Password?	

If you have forgotten your password, click **Forgot Password?** and submit your registered e-mail address. Password instructions will be sent to your regular e-mail account.

Once you've logged on, if you have any new messages the **Inbox** will display. Otherwise, your personalized DataMotion Member Center will display. From here you can access various other screens and services within the SecureMail system. **Note** By logging on to DataMotion, the system automatically establishes a secure SSL connection for secure communications.

Downloading the SendCertified Button

Depending on how your DataMotion administrator has configured the system, you may have the additional option of downloading a **Send Certified** function that will enable you to send secure email messages directly from your desktop email application (e.g., Microsoft Outlook or Lotus Notes).

To add a SendCertified button to your desktop email application

- 1. Log onto the DataMotion Member Center.
- 2. Under Download Console, click Client Downloads.

 Image: Image: https://ssl.datamotion.com 	m/(S(ytttoj55xkyde1 🛩 🔒	Google	2
Snagit 🔛 🖽 Google C-	💌 Go 🕫 💋 🦉	🖞 • 🏠 Bookmarks• » 🔘 S	Setting
🔗 🌈 DataMotion SecureMail Mem	ber Center	🔯 🐇 🖷 🕞 Bage 🔹 🎯 Tgols 🔹	0-
DATAMOTI	O N TH		
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lember Center			
II User: <jerryfranklin@alamedanet.net></jerryfranklin@alamedanet.net>			
an event sherile an and Ranaure career rec-			
You have 1 unre	ead message waiting in your Inl	box.	
T			
Messages	▼ My Account	Download Console	,
Messages Create a New Message	My Account Address Book		,
Messages Create a New Message Track Sent Messages	My Account Address Book User Information	Download Console	,
Messages Create a New Message	My Account Address Book	Download Console	,
Messages Create a New Message Track Sent Messages Inbox	My Account Address Book User Information	Download Console	,
Messages Create a New Message Track Sent Messages Inbox Folders Account Details	My Account Address Book User Information	Download Console Client Downloads	,
Messages Create a New Message Track Sent Messages Inbox Folders Account Details Sent Messages Being Tracked: 5	My Account Address Book User Information	Download Console Client Downloads Total Messages Sent 4	,
Messages Create a New Message Track Sent Messages Inbox Folders Account Details	My Account Address Book User Information	Download Console Client Downloads	,
Messages Create a New Message Track Sent Messages Inbox Folders Account Details Sent Messages Being Tracked: 5	 My Account Address Book User Information Preferences 	Download Console Client Downloads Total Messages Sent 4	,
Messages Create a New Message Track Sent Messages Inbox Folders Account Details Sent Messages Being Tracked: 5 Messages in your Inbor: 2	 My Account Address Book User Information Preferences 	Download Console Client Downloads Total Messages Sent 4 Total Messages Received: 4	,
Messages Create a New Message Track Sent Messages Inbox Folders Account Details Sent Messages Being Tracked: 5 Messages in your Inbox: 2 Account Disk Space Limit: 50 I Number of Visits: 17	 My Account Address Book User Information Preferences 	Download Console Client Downloads Total Messages Sent 4 Total Messages Received: 4	,
Messages Create a New Message Track Sent Messages Inbox Folders Account Details Sent Messages Being Tracked: 5 Messages in your Inbox: 2 Account Disk Space Limit: 50 I Number of Visits: 17	Mb	Download Console Client Downloads Total Messages Sent 4 Total Messages Received: 4	,

This displays the **Download Console** screen.

- 6. Click the **Send Certified for...** drop-down button, and select the desktop email application you use.
- 7. Click Download Now!

Member Center New Message Inbox Track Sent Drafts Logout

Download Console

Welcome to the Download Console. To download an application, simply select it from the drop down list below and click Download Now!

Send Certified for Outlook 2007, 2003, 2002 and 2000	Download Now!
Send Certified for Outlook 2007, 2003, 2002 and 2000	-
Send Certified for Outlook Everage 6.0	CAREAR CONTRACTOR CONTRACTOR

If downloading one of the Sent Sent Certified for Outlook Express 6.0 br jerryfranklin@alamedanet.net and will include your registration information. Don't share this download with others! It is customized for your account and will only send mail from your email address.

At the prompt, click **Save File**.

Hember Centar New Message Inbox Track Sent Drafts Logout	
Send Certified for Microsoft Outlook	
Building Custom Download File Please Wait. If your download does not automatically start within a few moments, Click Here	
Now sending secure email is easier than ever Just download this plug-in and you can send secure email right from your email client.	Opening SendCMv4.exe Xou have chosen to open
Send Certified - Version 4: The Send Certified button for Outlook now adds the following features:	SendCMv4.exe which is a: Application from: https://ssl.datamotion.com
Compatible with Outlook 2007, 2003, 2002 and 2000. Supports the "Word as Editor" feature in Outlook 2007, 2003 and 2002.	Would you like to save this file?
If you already have a Send Certified button, you should first uninstall it using Add/Remove Programs. Then simply proceed with the installation as directed in the Setup Wizard.	Save File Cancel
Note: The button you are currently downloading has been customized for your account and automatically registered. You should not share this button with anyone, as it can only send mail from the DataMotion SecureMail account you are currently logged into.	

You're downloading a file called SendCMv4.exe. Note where you save this file.

- 3. When the download completes, locate the SendCMv4.exe file and double-click it to launch the installation.
- When prompted to extract the zipped files, click Browse to place them in the directory of your choice (if you wish to change the default location) and click Unzip.

Chilkat Zip Self-Extractor	×
To unzip all files to the specified folder, press the Unzip button.	Unzip
Unzip to dir:	Close
C:\D0CUME~1\Jerry\L0CALS~1\Temp\ckz_AT3I Browse	Finished!

5. The Install wizard begins. Click Next.

🕼 CertifiedMail - Send Certified for Outlook 2000, XP, 20 📰 🗖 🔀
Welcome to the CertifiedMail - Send Certified for Outlook 2000, XP, 2003 and 2007 Setup Wizard
The installer will guide you through the steps required to install CertifiedMail - Send Certified for Outlook 2000, XP, 2003 and 2007 on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
Cancel < Back Next >

6. When prompted, click **Browse** to select the folder in which you would like to install the SendCertified button files, and click **Next**.

🕏 CertifiedMail - Send Certified for Outlook 2000, XP, 20 🔳 🗖 🔀
Select Installation Folder
The installer will install CertifiedMail - Send Certified for Outlook 2000, XP, 2003 and 2007 to the following folder. To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Eolder: C:\Program Files\CertifiedMail.com Inc\CertifiedMail - Send Certified fo Disk Cost
Install CertifiedMail - Send Certified for Outlook 2000, XP, 2003 and 2007 for yourself, or for anyone who uses this computer: <u>Everyone</u> Just me
Cancel < <u>B</u> ack <u>N</u> ext>

If you're uncertain about whether you have enough space to install the button, click **Disk Cost.**

- 7. When prompted to begin the installation, click **Next**.
- 8. When the installation completes, click **Close.**
- 9. Open your desktop email application, and create a new email message.
- 10. You should see a **SendCertified** button added to the interface.

🖻 a note	to myself	Messag	e						(
<u>Eile E</u> dit	<u>V</u> iew <u>I</u> nsert	F <u>o</u> rmat <u>T</u>	ools T <u>a</u> ble	We <u>b</u> Works	<u>W</u> indow <u>H</u> elp			Туре	a question for l	help 🔻 🗙
i 🖬 I 🖂 I 💽	Send Certified		🔁 Attach as	Adobe P <u>D</u> F	Final Showing	g Markup	▼ <u>S</u> how - 🧐) 🎲 🤣 - 🕽	🖗 • 🛄 🍟 •	· 🕑 🖬 🔒
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🛄 Cc										
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Sending and Tracking Messages

DataMotion SecureMail enables you easily to send email messages and attachments in highly-secure fashion. It also provides a range of additional security options that traditional email applications do not offer. These additional security options include:

- confirming that a message has been received
- learning when a message has been opened
- recalling unopened messages after they've been delivered
- password-protecting individual messages

Sending SecureMail Messages

You can send SecureMail messages either via the simple and intuitive DataMotion SecureMail Web interface or through the **Send Certified** button on your email application (such as Microsoft Outlook or Lotus Notes). Both of these methods are outlined below. In addition, when you're done composing your message and adding any attachments, you can take advantage of additional message options to make your email correspondence even more secure.

To send a secure message from the Web portal

- 1. Using your Web browser, log on to your SecureMail account
- 2. From the DataMotion Member Center, click either **New Message** (on the top menu bar) or click **Create a New Message**, under **Messages**.

Member Center New Message Inbox	Track Sent Drafts Logout	
Member Center		
Full User: <jerryfranklin@alamedanet.net></jerryfranklin@alamedanet.net>	To create a new secure message, click here	
▼ Messages	Y My Account	Download Console
Create a New Message	Address Book	Client Downloads
Track Sent Messages 🍡	User Information	
Inbox	Preferences	
Foldersor h	ere.	
Account Details		
Sent Messages Being Track	ed: 1	Total Messages Sent: 0
Messages in your Inbi	ож: О	Total Messages Received: 2
Account Disk Space Lir	nit: 50 Mb	Disk Space Available: 50 Mb
Number of Vis	ts: 9	
Your Last Vi	sit: 11/20/2008 3:52:00 PM (EST)	
Member Sin	ce: 9/15/2008	

This displays the **New Message** window.

C Creat	te Message - Windows Interne	et Explorer			
CO.	 Ittps://ssl.datamotion.com/(S(blc2pu5)) 	5f1llsf555dxtdo55))/createm	sg.a 🛩 🔒 🛃	× Google	P -
🥌 Snagi	t 🖬 🖭 🕴 Google 💽-	💌 Go o 🧭 🛃 👻 🏠	Bookmarks+	Check 👻 🐴 AutoLin	- >> 🔘 Settings-
* *	🍘 Create Message		💧 • 🖾	🕘 🖶 🔹 🕞 Bage	• 🗿 T <u>o</u> ols • 🔞 • 👋
To: CC: Subject Message:	Send Secure 🛃 Save Draft 🛄 Add Recipient1@gmail.com, recipient2@yahoo.com	Logout I dress Book 2 Cancel n Far• Øar• B I I Ø I		: E 住 使 い c	Show BCC Show BCC Add Signature
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3. Enter the e-mail address of the recipient(s) and a subject, as you would with any email.

For multiple recipients, separate each additional e-mail address a ",".

- 4. Create your message in the **Message** window.
- 5. Add any necessary file attachments by clicking **Add Attachment** below the main message window.

You can add multiple attachments of any file type or size.

- 6. Optionally, click **Add Signature** if you wish to append a signature at the end of your email.
 - If you do not have a signature but wish to create one, you can create a signature by clicking **Member Center** and then clicking **Preferences**.

See the **Account Preferences** section of this user manual for detailed instructions on how to create a signature.

7. Click **Send Secure** when you're done.

Your recipients will receive an automated message alerting them that a secure email from you awaits them. See the **Receiving Messages** section of this manual for more information on how recipients will receive your SecureMail messages, and how they can respond securely.

To send a secure message from your email program

- 1. Create your message as you normally would.
- 2. Click Send Certified.

As with messages sent from the secure Web portal, your recipients will receive an automated message alerting them that a secure email from you awaits them, and will need to view and respond to the message via the DataMotion secure Web portal.

Viewing Sent Messages

DataMotion SecureMail saves a copy of each message you send, so you can view them at any time.

To view your sent messages:

- 1. Log onto the DataMotion **Member Center**.
- 2. Click **Track Sent** to display the **Track Sent** folder.
- 3. Click the **Subject** line of the message you wish to view.

All your sent messages are saved in the **Track Sent** folder by default.

Saving and Resuming Draft Messages

DataMotion SecureMail enables you to securely save drafts of messages, so you can later recall and complete them.

To save a draft of your message

- 1. Click New Message.
- 2. Begin composing a message.
- 3. Click Save Draft.

To resume editing a message draft

- 1. Log onto the DataMotion Member Center.
- 2. Click Track Sent.
- 3. Click the View Folder drop-down arrow and select Drafts.

rac	k Sen	t RSS			Search	Advanced Searc		-	
Delet	Retra	Put in Fo	lder 💌		View Folder		Page :	Size 1	0 -
1	D	Date	То	Subject			To #1	Read	Si
5	811696	11/22/2008	thejerryfranklin@yahoo.com	email for retraction		Drafts Trash	1	0	165
5	811676	11/22/2008	jerry.franklin@gmail.com	PDF push type		Deleted Trash	2	2	130
5	811675	11/22/2008	jerry.franklin@gmail.com	Web push type		Archive	2	1	130
5	811674	11/22/2008	jerry.franklin@gmail.com	default Web type			2	1	- 0
5	810886	11/22/2008	jerryfranklin@alamedanet.net	sending a securemail message			1	-	3 Kb
5	810773	11/21/2008	vidyas@datamotioncorp.com	two usability notes			-	1 :	2 Kb
5	810756	11/21/2008	davem@datamotioncorp.com	end user manual coming soon; con	figuration manual to follo		2	1 7	75 b
5	802637	11/20/2008	davem@datamotioncorp.com	re-send of Install Manual			2	1 2.3	3 Mb
5	786131	11/19/2008		[No Subject]			Draft	:	28 b
Delet	Retra	ct Put in Fo	lder						

- 4. When the **Drafts** folder displays, click the message you wish to continue composing.
- Apply any additional layers of message security (if desired), and click Send Secure.

Tracking Sent Messages

In addition simply to viewing your sent messages, DataMotion SecureMail enables you to find out precisely when your message was delivered and when it was opened. If you realize you sent out a message in error, or change your mind about its contents or who should have received it, you can also retract the message (as long as it has not been opened).

To find out when a message has been received and opened

- 1. Log onto the DataMotion Member Center.
- 2. Click Track Sent. The Track Sent folder displays.
- 3. Click the **Subject** of the message you wish to examine. The **View Message** window displays. View the information in the **Tracking Details** section.

						*
DATAN	иоті					
Member Center New Me	essage Inbox Tr	ack Sent Drafts Logout			2	
View Message	Collapse All Track	ing Details				
		Advan	ced Options	Edit As New Message	Download Message	
Tracking: #5811674						
Sent: 11/22/2008 5:	22:29 PM (EST)					
Expires: 12/22/2008 5:						
From: jerryfranklin@a						
Subject: default Web+						
			1000000			-
i o. 🔤 jerrytranklin@a	alamedanet.net	Notification message sent on 1	1/22/2008 :	5:22:35 PM (EST). Me	ssage not opened.	
A loss freeklin A	ana all a ana	Opened 44/00/0000 E-04-E0 DI	L/EOT Gam	470 0 407 400		
🛆 jerry.franklin@	gmail.com	Opened 11/22/2008 5:31:53 PM	I (EST) from	173.8.137.198.		
☐ jerry.franklin@ This is a	gmail.com	Opened 11/22/2008 5:31:53 PM	I (EST) from	173.8.137.198.		
	gmail.com	Opened 11/22/2008 5:31:53 PM	I (EST) from	173.8.137.198.		1
	gmail.com	Opened 11/22/2008 5:31:53 PM	I (EST) from	173.8.137.198.	Show Text Body	1
	Collapse Integ	rity Details		DSA	Show Text Body	
This is a	Collapse Integ			173.8.137.198. RSA	Show Text Body	
This is ∝	Collapse Integ Message Valid	rity Details 33952E3FB1777DAC17B60FA72		173.8.137.198.	Show Text Body	
This is a	Collapse Integ Message Valid	rity Details		173.8.137.198.	Show Text Body	
Security Envelope: Server Encryption:	Collapse Integ Message Valid Message is pro	rity Details : 33952E3FB1777DAC17B60FA72 otected with strong encryption.		RS/	Show Text Body	
This is ∝	Collapse Integ Message Valid Message is pro	rity Details 33952E3FB1777DAC17B60FA72		n 173.8.137.198.	•	
Security Envelope: Server Encryption:	Collapse Integ Message Valid Message is pro	rity Details : 33952E3FB1777DAC17B60FA72 otected with strong encryption.			•	
This is a Security Envelope: Server Encryption: Secure Session:	Collapse Integ Message Valid Message is pro Securely view a	rity Details : 33952E3FB1777DAC17B60FA72 otected with strong encryption.			ion	
Security Envelope: Server Encryption:	Collapse Integ Message Valid Message is pro Securely view a	rity Details : 33952E3FB1777DAC17B60FA72 otected with strong encryption.			•	

a. If you do not see this information, it is hidden. Click Expand All Tracking
 Details to display it.

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M F	א סודנ				
DAI		тм			
Member Cens	Inbox Track Sent Dr	aft. Logout		2	
View MSSage Expand	All Tracking Details				
	4m	Adviced Options	Edit As New Message	Download Message	
Tracking: 811674					
Sent: /22/2008 5:22:29 F	PM (EST)				
Expires: /22/2008 5:22:29 F	PM (EST)				
From: hyfranklin@alamed	danet.net				
Subject: dault Web type					
E) nd Tracking Det	ails				
anklin@gmail.	com, jerryfranklin@alan	net.net			
This is a test.		*			
				Show Text Body	
Security Envelope:	Message Integrity			RSA	
Server Encryption:	Message is protected w	ith strong encryptio	n		
• Gener Enciption.	message is protected w	an surving encryptic		7	
Secure Session:	Securely view and down	load this message		6 SSL	
• Gecure Gession.	Securely new and down	ioau uno message		Encryption	
Powered by DataMotion				Copyright	

To retract an unopened message

- 1. Log onto the DataMotion Member Center.
- 2. Click Track Sent. The Track Sent folder displays.
- 3. Check the checkbox next to the message you wish to retract.
- 4. Click **Retract**.

		nt RSS			Search in Advanced Se	Subject earch		Go
_		act Put in Fo	lder 🔻		View Folder Track Sent	Page Si	ze 1	0 💌
	ID	Date	То		Subject	# To # Re	ad	Size
~	5811696	11/22/2008	thejerryfrank	@yahoo.com	email for retraction	1	0	165 b
			jerry.franklin	-	PDF push type	2	2	130 b
	5811675	11/22/2008	jerry.franklin	gmail.com	Web push type	2	1	130 b
	5811674	11/22/2008	jerry.franklin	gmail.com	default Web type	2	2	133 b
	5810886	11/22/2008	jerryfranklin(lamedanet.net	sending a securemail message	1	0	3 Kb
	5810773	11/21/2008	vidyas@data		two usability notes	1	1	2 Kb
	5810756	11/21/2008	davem@dat	notioncorp.com	end user manual coming soon; configuration manual to follow this weekend	2	1	775 b
	5802637	11/20/2008	davem@dat	notioncorp.com	re-send of Install Manual	2	1	2.3 Mb
		11/19/2008			[No Subject]	Draft		28 b
		act, Put in Fo						

The message will remain in your **Track Sent** folder. It will now be listed as **Retracted**.

	ick Ser		ge Inbox Track Sent Drafts		Subject		7) - 60
De	lete Retri	Put in Fo	lder	View Folder Track Sent	Page S	size	10-5
	ID	Date	То	Subject	# To # F	Read	Size
	5811696	11/22/2008	thejerryfranklin@yahoo.com	email for retraction	Retract	ted	165 t
	5811676	11/22/2008	jerry.franklin@gmail.com	PDF push type	2	2	130 1
	5811675	11/22/2008	jerry.franklin@gmail.com	Web push type	2	1	130
	5811674	11/22/2008	jerry.franklin@gmail.com	default Web type	-		133 b
1	5810886	11/22/2008	jerryfranklin@alamedanet.net	sending a securemail message	1	0	3 Kb
	5810773	11/21/2008	vidyas@datamotioncorp.com	two usability notes	1	1	2 Kb
1	5810756	11/21/2008	davem@datamotioncorp.com	end user manual coming soon; configuration manual to follow this weeken	d 2	1	775 b
	5802637	11/20/2008	davem@datamotioncorp.com	re-send of Install Manual	2	1	2.3 Mb
	5786131	11/19/2008		[No Subject]	Draft		28 b

If you've sent a message to multiple recipients, you can also retract the message from every group member who has yet to open it.

To retract an unopened message from multiple recipients

- 1. Log onto the DataMotion Member Center.
- 2. Click Track Sent. The Track Sent folder displays.
- 3. Click the **Subject** of the message you wish to examine. The **View Message** window displays.
- 4. Click Advanced Options.



5. Check the checkbox labeled **Retract message from recipients that have not yet opened the message**.

	w Message Inbox Track Sent Drafts Logout	2
lit Message	Properties	
Message expires	in: 1 Month	
Password pro	tect this message:	
Hint:		
Password:	Password Verify:	
Send another	message waiting notification message to receipients that have not yet opened this	
message.	message watting notification message to receiptents that have not yet opened this	
	and from an initial that have not used an and this management	
Retract mess	age from recipients that have not yet opened this message.	
`		
	Update Message Cancel	

6. Click Update Message.

Applying Additional Layers of Message Security

When you use the DataMotion secure email Web portal to send your messages, you can opt to apply additional layers of security to each message you send. You can:

- assign a message priority
- arrange for a return receipt
- set a message expiration date
- password protect the message
- prevent the recipient from replying or forwarding your message

To apply an additional layer of security to your message

- 1. Compose your message and add attachments and a signature, if desired.
- 2. At the bottom of the message window, click **Show Options**.

_		
	teer New Hessage Inbox Track Sent Drafts Logout SAGE	
6	5 Send Secure 🛃 Save Draft 🛄 Address Book 🔀 Cancel	
To: Re	cipient1@gmail.com, recipient2@yahoo.com	
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	Add Attachment	Add Signatur

This displays the **Options** box.

Options:	Priority:	O Low C Normal O High	
	Receipt:	Send e-mail confirmation when this message is securely opened or delivered	ed
	Expiration:	1 Month	
	File In Folder:	Track Sent	
	Password Protect:	Password protect this message: Hint: Password: Password Verify:	
	Restrictions:	Prevent recipient from Replying to this message via the web interface Prevent recipient from Forwarding this message via the web interface	
L	菌 Send Secure 🛛 🔀	Cancel	Тор

- 3. Select the desired option(s).
 - a. If you request a return receipt, you will receive an automated alert via regular email when the message recipient has opened your message.
 You can also use the **Track Sent** feature to keep track of whether a message has been opened.
 - Messages will be deleted from the secure Web portal when they reach their expiration date. You can set a message to expire in as little as one day or as long as two years. The default expiration length is one month.
 - c. If you assign a password to each message as an added layer of security, be certain the message recipient will know the password you assign, and that the hint you provide doesn't make the password easy to guess. For example, if you know the recipient's social security number, you can enter that as a nine-digit password, and in the **Hint** field enter "Please provide your social security number to access this message." The recipient of the message in turn will be required to enter the correct answer in the **Password** field in order to retrieve and read the message.
- 4. Click **Send Secure** when you're done to send your message.

Options:	Priority:	O Low Normal O High	
	Receipt	Send e-mail confirmation when this message is securely opened or delivered	
	Expiration:	1 Month	
	File In Folder:	Tack Set	
	Password Protect:	Password protect this message: Hint: Password: Password Verify:	
	-autobons.	Prevent recipient from Replying to this message via the web interface Prevent recipient from Forwarding this message via the web interface	

Note In your DataMotion **Account Preferences** you can set values for message priority, expiration date, and return receipts that will apply by default to every message you send out. You'll always be able to change those values on an individual message basis in the **Show Options** section.

To send a secure message from your email program

- 1. Create your message as you normally would.
- 2. Click Send Certified.

🖻 a note to	myself -	Messag	ge					
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As with messages sent from the secure Web portal, your recipients will receive an automated message alerting them that a secure email from you awaits them, and will need to view and respond to the message via the DataMotion secure Web portal.

Receiving Messages

In addition to understanding how to view the messages you've received in your SecureMail Inbox, it is also important to understand how the messages you sent out are received by their recipients.

Viewing Messages in Your Inbox

- 1. Log onto your DataMotion SecureMail Inbox.
- 2. Click the **Subject** line of the message you wish to view to display the message contents.



You can also display the contents of new messages by clicking **New** next to each message.

Content of the secure of the s		
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😪 🍄 🔡 🔻 📉 Gmail 🌈 D 🗙 🔺 🔤	• 🔊 - 🖶 • 🔂 Page • 🎯 Tools • 🕢 •	ଡା 🚉 😜 🚳
		<u> </u>
Member Center Inbox Track Sent Drafts Logout		2
Upgrade your account to Certified Gold today! Upgrade Now	1	
Inbox	Search in Subject	▼ Go
	Advanced Search	
	Advanced Search	
Delete Put in Folder 💌	Advanced Search View Folder Inbox Page S	Size 10 💌
Delete Put in Folder 💌		Size 10 💌
ID Date From \$811676 11/22/2008 jerryfranklin@alamedanet.ne	View Folder Inbox Page S Subject	
ID Date From \$811676 11/22/2008 jerryfranklin@alamedanet.ne	View Folder Inbox Page S Subject t PDF push type	Size
ID Date From 5811676 11/22/2008 jerryfranklin@alamedanet.ne	View Folder Inbox Page S Subject t PDF push type t Web push type	Size 130 b
ID Date From 5811676 11/22/2008 jerryfranklin@alamedanet.ne NRW 5811675 11/22/2008	View Folder Inbox Page S Subject t PDF push type t Web push type	Size 130 b 130 b
ID Date From 5811676 11/22/2008 jerryfranklin@alamedanet.ne NFW 5811675 11/22/2008 5811674 11/22/2008 jerryfranklin@alamedanet.ne	View Folder Inbox Page S Subject t PDF push type t Web push type	Size 130 b 130 b
ID Date From 5811676 11/22/2008 jerryfranklin@alamedanet.ne NFW 5811675 11/22/2008 5811674 11/22/2008 jerryfranklin@alamedanet.ne 5811674 11/22/2008 jerryfranklin@alamedanet.ne Delete Put in Folder Image: Construction of the second	View Folder Inbox Page S Subject t PDF push type t Web push type	Size 130 b 130 b 133 b

Note The checkboxes next to each message are for deleting messages or for moving them into another folder. You cannot open a message by checking its corresponding checkbox.

How Your Message Recipients View Messages They Receive From You

When you send a DataMotion SecureMail message, your recipient does not receive the message directly. Rather, he receives an automated SecureMail Delivery Notification via e-mail. This email notification alerts the recipient that a SecureMail message from you awaits him.



It also includes a link which, when clicked, brings the recipient to the DataMotion SecureMail Web portal and either prompts her to register or, if she's already registered, prompts her to log on to his account.

Registration - Windows Internet Explorer	_ 🗆 ×	[
Google		
🖕 🍄 😬 🗸 « 🌽 Regis 🗙 »	9 - ×	>
	A]
Home	2	
Secure Message Pickup		
Simply create a password to protect your account.		
▼Create a Password		
·········		
(Re-enter password to Verify)	
Configure my language settings		
Auto-Detect Language		
\square I have read and agree to the following Terms of Service		
Next		
Powered by DataMotion Copy	right	
		-
Internet)% +	

IMPORTANT To access or respond to your message, your recipients will need to sign up for a free DataMotion recipient user account. These accounts are called **Recipient Accounts**. DataMotion requires discrete recipient accounts to ensure the security of your email communications – to help ensure only the intended recipients read your messages, and to enable message tracking and password-protection.

Recipient accounts are not used for marketing purposes.

Once the recipient is properly authenticated, she is brought to her inbox to view your message.

Contemporation SecureMail Inbox	- Windows Internet Explorer		
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			<u></u>
	TION **		
Member Center Inbox Track Se	ent Drafts Logout		2
Upgrade your account to Certifi	ind Cold todayl, Upgrado Nowl		
opgrade your account to ceruin	ed dold today: opgrade now:		
Inbox	Search	n Subject 🔻	Go
	Advanced	Search	
Delete Put in Folder 💌	View Folder Inbox	Page Size 1	0 🔽
Date	From	Subject	Size
NEW 🔲 5811676 11/22/2008	jerryfranklin@alamedanet.net	PDF push type	130 b
NEW 🗂 5811675 11/22/2008	jerryfranklin@alamedanet.net	Web push type	130 b
NEW 5811674 11/22/2008	jerryfranklin@alamedanet.net	default Web type	133 b
Delete Put in Folder 💌		\Box	
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			-
https://ssl.datamotion.com/(Internet	•	100% - /

Recipient users must log on to the DataMotion SecureMail Web portal to view and respond to their messages, just as full users must. Generally speaking, recipient users can perform all of the functions that are available to full SecureMail users, including sending a secure reply to your message or forward your message securely to others.

There are two exceptions to this:

- You and your DataMotion SecureMail administrator have the ability to prevent your message recipients from replying to or forwarding your messages. You can do this by default for all of your messages, or on a per-message basis. See Account Preferences for details on how to do this.
- 2. Recipient users cannot create their own SecureMail messages.



Working with Message Folders

The DataMotion SecureMail Web portal enables you to organize our Inbox and your sent messages into folders in much the same way you would organize messages in your desktop email applications, such as Microsoft Outlook or Lotus Notes.

To create a new Inbox folder

- 1. Log onto your DataMotion SecureMail Inbox.
- 2. Click the **Put in Folder** drop-down arrow.

		sage Inbox Track Sen	t Drafts Logout		2
nbox	RSS		Search	in Subject	▼ Go
				Advanced Search	
Delete	Put in Folder	<u>-</u>	View Folder In	nbox 💽 Page Siz	ze 10 💌
	Put in Folder Trash	From	Subjec	ct	Size
	Test folder	08 jerryfranklin@al	amedanet.net PDF p	ush type	130 b
EW.	Create Folder Manage Folders	08 jerryfranklin@al	amedanet.net Web p	ush type	130 b
	5811674 11/22/	1008 jerryfranklin@al	amedanet.net defaul	t Web type	133 b
iew 🕅	5810886 11/22	/2008 jerryfranklin@al	amedanet.net sendir	ng a securemail messag	e 3 Kb
				-send of Install Manual	650 b

This displays the Add New Folder screen.

- 3. In the **New Folder Name:** field, enter the name you wish to assign to your new folder.
- 4. Click Add Folder.

		-
Member Center New Message Inbox Track Sent Drafts Logout	2	
Add New Folder		
New Folder Name: My New Folder		
Folder Located Under: Inbox Folder		
Add Folder Cancel		
7		
Powered by DataMotion	Copyright	
		×

This new folder is now added to your existing list of SecureMail folders.

To place a message into another folder

- 1. Log onto your DataMotion SecureMail Inbox.
- 2. Check the checkbox next to each message you wish to move
- 3. Click the **Put in Folder** drop-down arrow.
- 4. Select the folder into which you wish to place the messages.

The messages will be placed into the folder you designate.

To view messages stored in another folder

- 1. Log onto your DataMotion SecureMail Inbox.
- 2. Click the **View Folder** drop-down arrow.
- 3. Select the folder you wish to view.

ıbox	RSS				Search	in s Advanced Sea	ubject 💌 Go rch
Delete	Put in Fol	der 💌			View Folder		Page Size 10 💌
	ID	Date	From	Subject		All Folders Inbox	Size
	5811676	11/22/2008	jerryfranklin@alamedanet.net	PDF push type		Trash Deleted Trash	130 b
EW 🕅	5811675	11/22/2008	jerryfranklin@alamedanet.net	Web push type		My New Folder	130 b
	5811674	11/22/2008	jerryfranklin@alamedanet.net	default Web type	e	Test folder	133 b
w 🗖	5810886	11/22/2008	jerryfranklin@alamedanet.net	sending a secu	remail message		3 Kb

This will display the message list in the folder you selected.

In the same fashion, you can also place Draft messages and Sent messages into different folders. It's important to keep in mind, however, that each set of messages – messages in your Inbox, in Track Sent, and in Drafts – have their own discrete set of folders. In other words, if you create a new folder in your Inbox, you will not be able to place messages either from Track Sent or from Drafts into that new Inbox folder.

Changing Your Account Preferences

DataMotion SecureMail gives you wide latitude to configure how you receive your messages, how they will look when you receive them, and how they will look to your recipients.

To access your account preferences

- 1. Click Member Center.
- 2. Under the My Account section, click Preferences.

			<u>×</u>
DATAMOT			
Member Center New Message Inbox	Track Sent Drafts Logout		2
Member Center			
Full User: <jerryfranklin@alamedanet.ne< th=""><th>et></th><th></th><th></th></jerryfranklin@alamedanet.ne<>	et>		
You have 2	unreadages waiting	nbox.	
Messages	My Account	Download Console	
Create a New Message	Address Book	Client Downloads	
Track Sent Messages	User Information		
Inbox	Preferences		
Folders	4m)		
Account Details			
 Account Details Sent Messages Being Tracked. 		Total Messages Sent. 8	
Messages in your Inbox		Total Messages Received: 7	
messages in your inbox	. 5	Total Messages Received. 7	
Account Disk Space Limit	: 50 Mb	Disk Space Available: 47.7 Mb	
Number of Visits	: 26		
Your Last Visit	: 11/23/2008 5:54:00 PM (EST)		
Member Since	9/15/2008		
Powered by DataMotion			Copyright

This displays the **Account Preferences** page.

DATAMOTION

Member Center | New Message | Inbox | Track Sent | Drafts | Logout

Save Close Defaults		
Message priority:	O Low Normal O High	
	Set the default priority for new messages	
Receive e-mail receipts:	⊙Yes ○No	
Would	you like to receive an e-mail receipt when your secure messa	ges are opened?
Use Rich Text Box Editor:	OYes ONo . Use Default	
	Would you like to use the rich text editor with formatting cap	abilities?
Read Confirmation:	OYes [®] No	
	Force recipient to open message from web	
Message expiration:	1 Month 💌	
	Set the default expiration period for new messages	
Email format:	O HTML O Text 💿 Use Default	
	Select the format in which you wish to receive SecureMail m	essages.
Signature:		
Enter t	he signature you wish to use when clicking Add Signature on (Create Message.
SecureMail Push Type:	Ouse Default ○ Web ○ PDF	
Default: Use the default set by the	administrator. Web: View SecureMail on the DataMotion webs password-protected PDF document.	ite. PDF: SecureMail is delivered to you as a
Date Time Format:	M/d/yyyy 12:00:00 AM/PM	
	The date and time format to use in the web and notification m	iessages.
Time Zone:	(GMT-05:00) Eastern Time (US & Canada)	×
	The Time Zone to display times in the web and notification m	PSE30PE

Understanding Your Account Preference Options

In most instances, you may not even need to change them, as the default values generally reflect the needs and desires of most DataMotion SecureMail customers.

However, if you decide to change any of your preferences – or to experiment to see if you would prefer a particular change – modifying your account preferences only takes a few moments.

The table below explains all of the preferences that are available to you on the **Account Preferences** page.

THIS OPTION	ENABLES YOU TO DO THIS
Message Priority	Set the priority of your messages to low, normal, or high. The default
	value is normal.
Receive e-mail receipts	Arrange to receive an automated notice alerting you whenever a
	recipient opens one of your messages. By default you will receive
	these alerts
Use Rich Text Box Editor	Turn on or off the ability to format your message fonts, add color to
	fonts and backgrounds, and create lists. By default, the Use Default
	option is selected; that option enables rich text editing.
Read Confirmation	Force your recipients to log onto the DataMotion SecureMail Web
	portal to read and respond to their secure messages. Selecting No
	gives your recipients the ability to read and respond to your messages
	from within their own desktop email applications. The default value is
	No.
Message expiration	Instruct the DataMotion system to delete your message when it
	reaches its expiration date. Click the drop-down arrow to select a value. You can opt to have your message deleted after as little as one
	day or as long as two years. The default value is one month.
Email format	Receive e-mail messages in HTML format. If you select Text , you will
	not be able to see any graphics or other special HTML formatting in
	the messages you receive. By default, the Use Default option is
	selected; that option enables HTML in the messages you receive.
Signature	Append a signature to the end of your emails. Simply enter your
5	desired signature in the text entry box.
SecureMail PushType	Receive your messages either via the Web or in a discrete password-
	protected PDF file sent directly to your Inbox. Selecting Web means
	they will be viewable over the Web; selecting PDF means they will
	arrive as discrete PDF documents. By default, the Use Default option
	is selected; that option enables recipients to view your messages via
	the SecureMail Web portal.
Date Time Format	Configure the preferred date/time format (e.g., 24-hour time or
	am/pm time) you will see in your message headers. The default value
	is MM/DD/YYYY AM/PM.
Time Zone	Set the time zone that will display in your personal and automated
	notification messages. The default value is U.S. Eastern Time Zone.

When you're done modifying your preferences, click **Save**.

Note If you opt to receive your messages as password-protected PDF files, you will receive the following automated notification whenever someone sends you an email message:



Getting an RSS Feed of Your Inbox or Track Sent Messages

SecureMail also enables you to take advantage of the growing popularity and convenience of RSS technology. It provides you with the ability to view your Inbox and/or your Track Sent Messages via an RSS feed.

To get an RSS feed of the Inbox

- 1. Log on to your DataMotion SecureMail Inbox.
- 2. Click the orange RSS button. The RSS Feed page displays.

CertifiedMail Inbox RSS Feed	Displaying 5	/5
You are viewing a feed that contains frequently updated content. V you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer a		5
be viewed in Internet Explorer and other programs. Learn more about feed		э
🕸 Subscribe to this feed	Sort by:	
	▼ Date Title	
PDF push type		
Yesterday, November 22, 2008, 2:23:36 PM →		
Web push type		
Yesterday, November 22, 2008, 2:23:10 PM 🄶		
default Web type		
Yesterday, November 22, 2008, 2:22:29 PM 🍑		
sending a securemail message		
sending a securemail message Friday, November 21, 2008, 10:01:03 PM ->		
Friday, November 21, 2008, 10:01:03 PM 🔶		
Friday, November 21, 2008, 10:01:03 PM ➔ RE: re-send of Install Manual		
Friday, November 21, 2008, 10:01:03 PM 🔶		
Friday, November 21, 2008, 10:01:03 PM ➔ RE: re-send of Install Manual		

- 3. Click Subscribe to this feed.
- 4. When prompted, click **Subscribe** again.

Internet Expl	orer	×			
	Subscribe to this Feed When you subscribe to a feed, it is automatically added to the Favorites Center and kept up to date.				
Name:	CertifiedMail Inbox RSS Feed				
Create in:	Feeds New folder				
	Your computer will periodically check online for updates to subscribed feeds, even when Internet Explorer is not running. What's a feed?				

Once you've enabled RSS for your inbox and/or for **Track Sent**, you should see the RSS buttons on your toolbar:



From this point forward, to access a message from the Inbox, simply click on the RSS feed, then click the message subject.

You will be asked to re-enter your logon credentials if:

- You've logged out
- Your SecureMail session has timed out
- You've closed your browser and cleared your browser cache

To get an RSS feed of the Track Sent folder

- 1. Log on to your DataMotion SecureMail Inbox.
- 2. Click Track Sent.
- 3. Click the orange RSS button.
- 4. Follow the same steps listed above.

Appendix: Contacting DataMotion

If you have any questions, comments, corrections, additions, or errors to report concerning either the SecureMail application itself, or this user manual, please contact your DataMotion Implementation Manager.

You may also contact DataMotion directly, in either of three ways:

By phone, at 1 800-672-7233 or +1 973-455-1245, or By email, at <u>support@datamotion.com</u> Online, by completing our <u>Customer Satisfaction and Support Online Form</u> at http://www.datamotion.com/resource_support.php