

Using SecureMail at MUSC

August 2009



Using SecureMail at MUSC

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Using SecureMail at MUSC

- Does not require additional software
- Does not require a passphrase or key to access secure files
- To read secure messages, the recipient creates an account on MUSC's IronPort server – and then uses that account to see any MUSC secure message
- Only for messages sent **outside** of MUSC's Exchange system

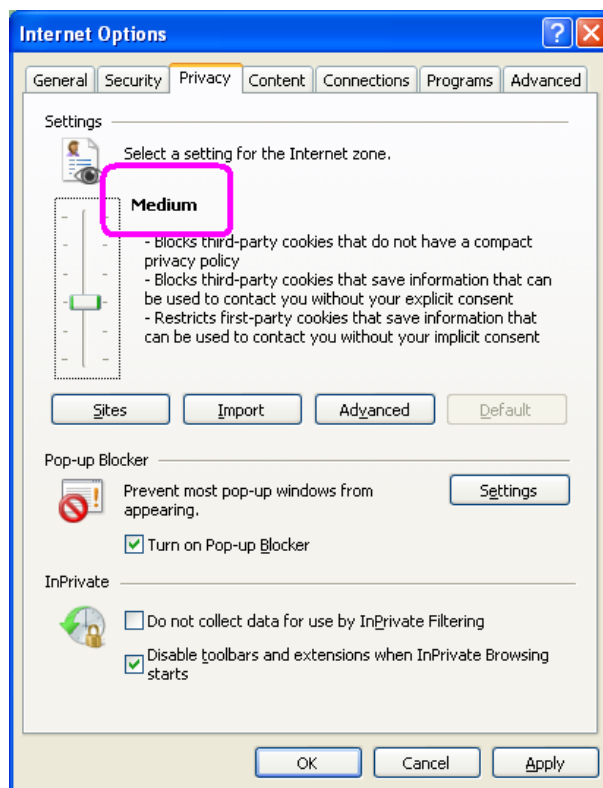
How to use SecureMail – Sending

- Sending:
 - Enter (without quotes) “[SEND SECURE]” into the subject of the message
 - Go to “securemail.musc.edu” and use your NetID to log in
- Can send attachments as well

How to use SecureMail – Receiving

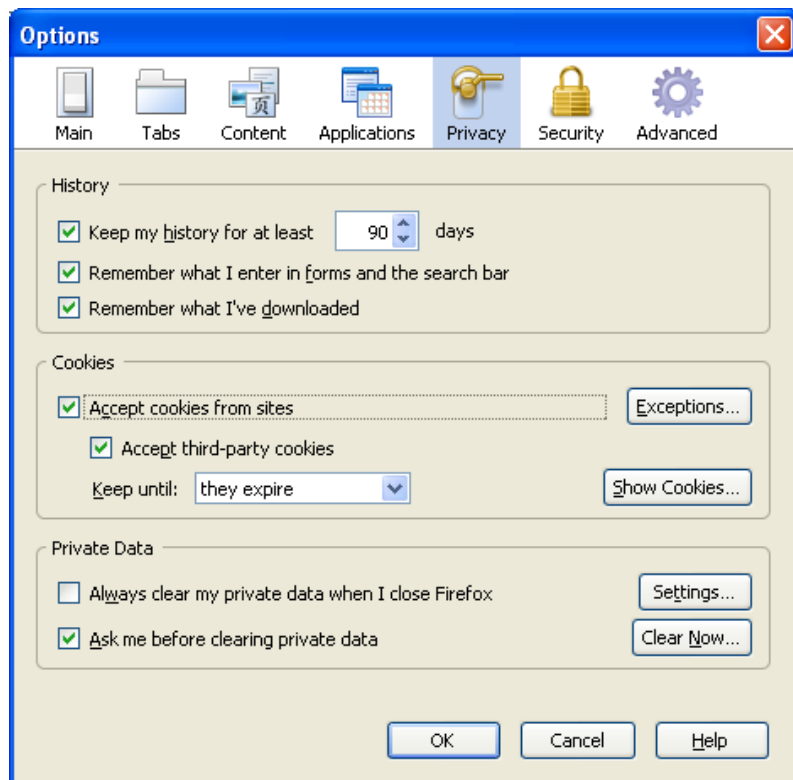
- The recipient will
 - probably have to adjust the browser (e.g., change security settings to “medium” or enable cookies)
 - open the attachment,
 - then establish the account or log in, if account exists.

How to use SecureMail – Receiving



Internet Explorer : Must set Privacy to “Medium”

How to use SecureMail – Receiving



Firefox / Safari : Must
“Accept third-party
cookies”

Reply | Reply all | Forward |  

[SEND SECURE] This is another test

From: **Williamson, Christine E.** (williace@musc.edu)

Sent: Fri 6/26/09 12:56 PM

To: Christine Test. Williamson (williace@musc.edu)

1 attachment

[securedoc...html](#) (73.0 KB)

If you're having problems downloading attachments, please sign in again and select "Remember me on this computer".

[Sign in again](#)



You have received a secure message from the Medical University of South Carolina (MUSC)

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@mds.musc.edu 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.musc.edu/websafe/help?topic=RegEnvelope>

About MUSC Secure Mail Service - <https://securemail.musc.edu/websafe/about>

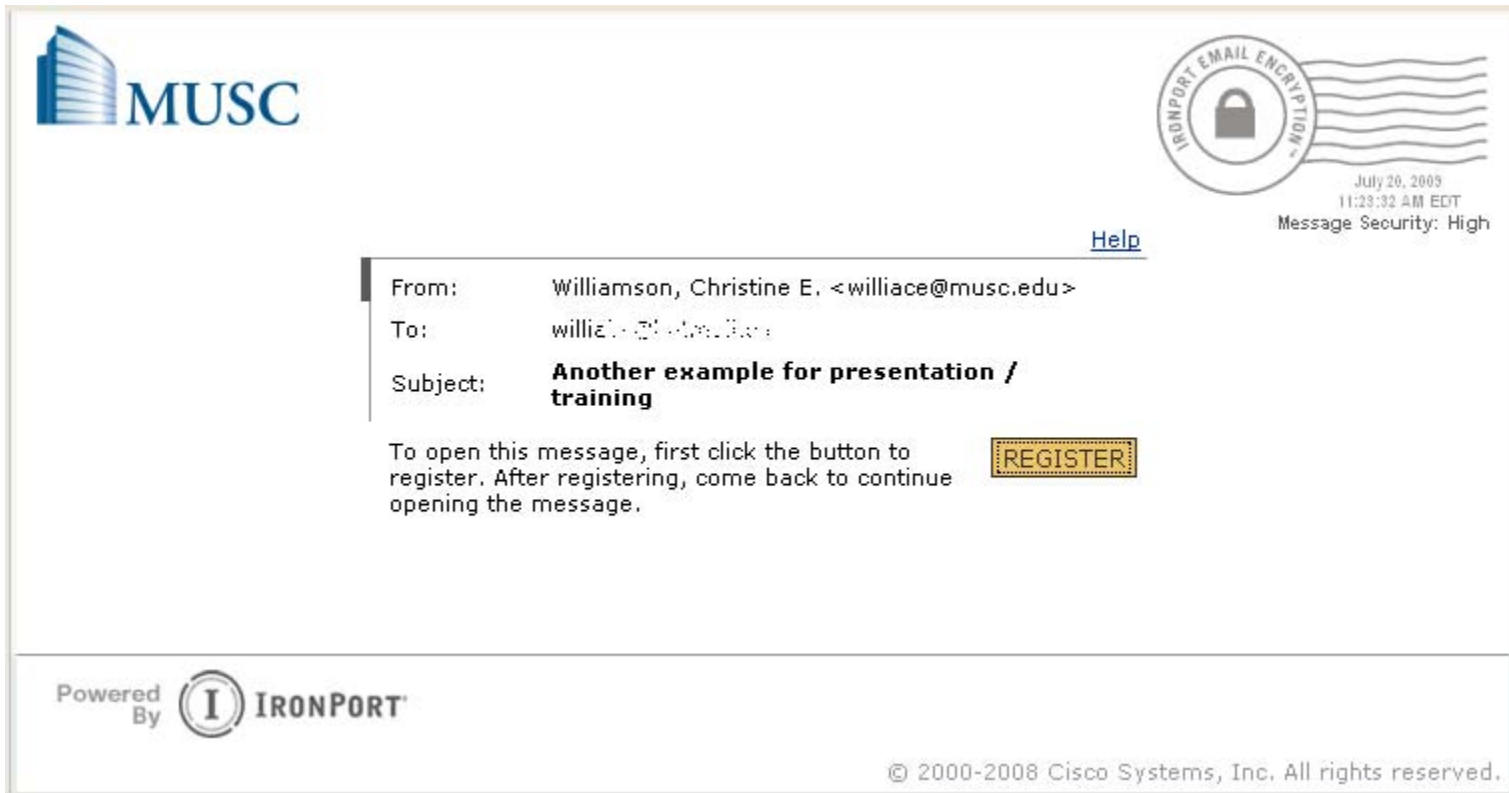
--Forwarded Message Attachment--


Reasons you may be seeing this text:


1. You are seeing this text in your preview pane. Please open the attachment to read your secure message.
2. You have opened the attachment and
 - a. you do not yet have an account. Please select your email address and click the Open button to create an account.
 - b. you have an account. Once the Open button appears, enter your password and click Open.

If the Open button does not appear, please forward the original email to: mobile@res.cisco.com

First-time recipient



 **MUSC**


 **IRONPORT EMAIL ENCRYPTION**

July 26, 2009
11:23:32 AM EDT
Message Security: High

[Help](#)

From: Williamson, Christine E. <williace@muscd.edu>
To: williace@muscd.edu
Subject: **Another example for presentation / training**

To open this message, first click the button to register. After registering, come back to continue opening the message.

Powered By  **IRONPORT**

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First-time recipient



NEW USER REGISTRATION


* = required field

Email Address	<input type="text" value="william@sc.edu"/>	
First Name*	<input type="text"/>	
Last Name*	<input type="text"/>	
Password*	<input type="text"/>	<i>Enter a minimum of 6 characters or numbers. Passwords are case-sensitive.</i>
Confirm Password*	<input type="text"/>	
Personal Security Phrase	<input type="text"/>	<i>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.</i>
<input checked="" type="checkbox"/> Remember me on this computer		
	<input type="button" value="Register"/>	

Registrants should not select "Remember me on this computer"

Registered Recipient

← → ↻ 🏠 ☆ <https://securemail.musc.edu/websafe/login.action> 🔒 ▶ 📄 🛠

 **MUSC**

ACCOUNT LOGIN

Welcome, please log in:


Email Address

Password

Remember me on this computer.

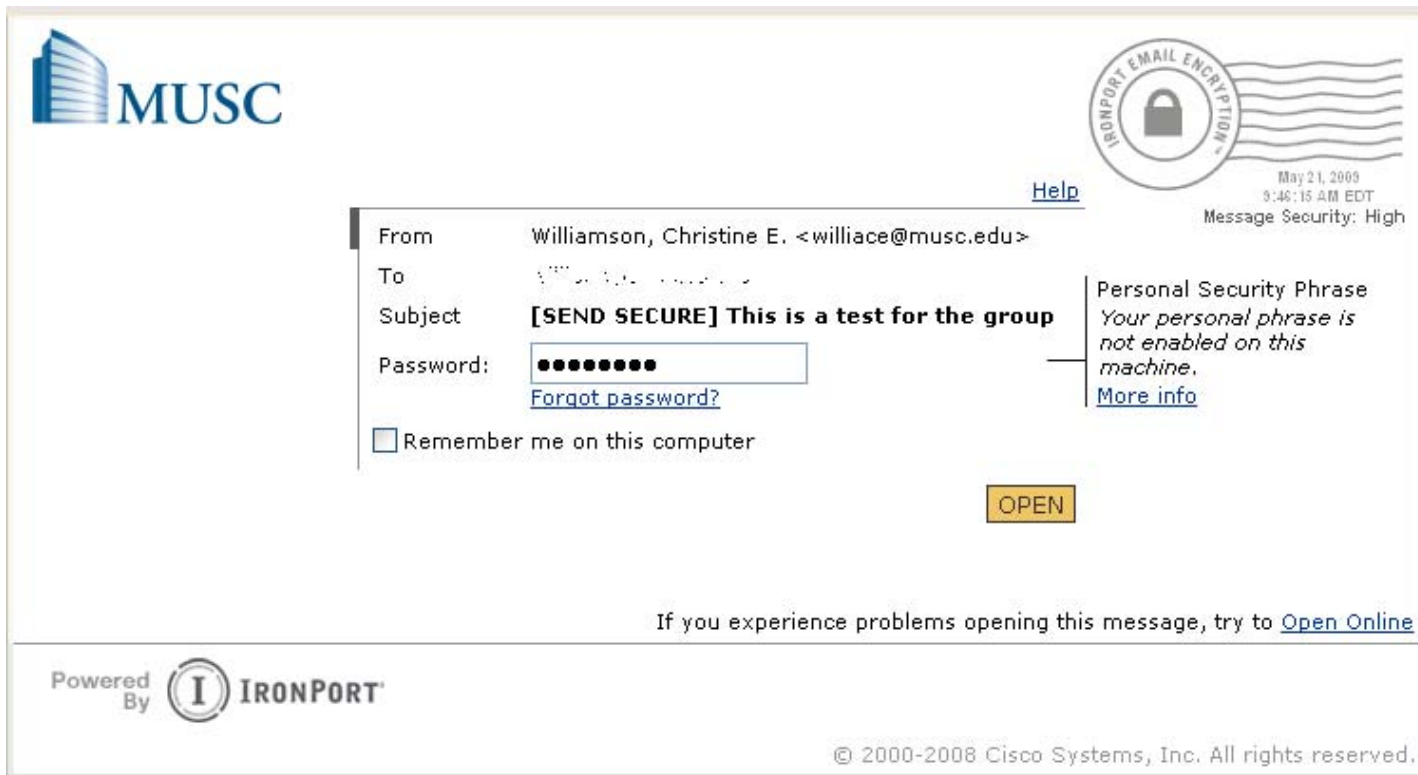
[Login](#)

[Forgot password?](#)

Powered By  **IRONPORT**

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Recipient



The screenshot displays an email client interface for MUSC. At the top left is the MUSC logo. On the right, there is an IronPort Email Encryption logo and a postage stamp graphic. The email header shows the sender as Williamson, Christine E. <williace@muscd.edu> and the subject as **[SEND SECURE] This is a test for the group**. The password field is masked with dots, and there is a "Remember me on this computer" checkbox. A "Personal Security Phrase" warning is present on the right, stating that the phrase is not enabled on the machine. An "OPEN" button is located below the password field. At the bottom, there is a link to "Open Online" and a footer with the IronPort logo and copyright information for Cisco Systems, Inc.

MUSC

IRONPORT EMAIL ENCRYPTION

May 21, 2008
9:46:15 AM EDT
Message Security: High

[Help](#)

From: Williamson, Christine E. <williace@muscd.edu>
To: [Redacted]
Subject: **[SEND SECURE] This is a test for the group**
Password: [Masked] [Forgot password?](#)
 Remember me on this computer

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

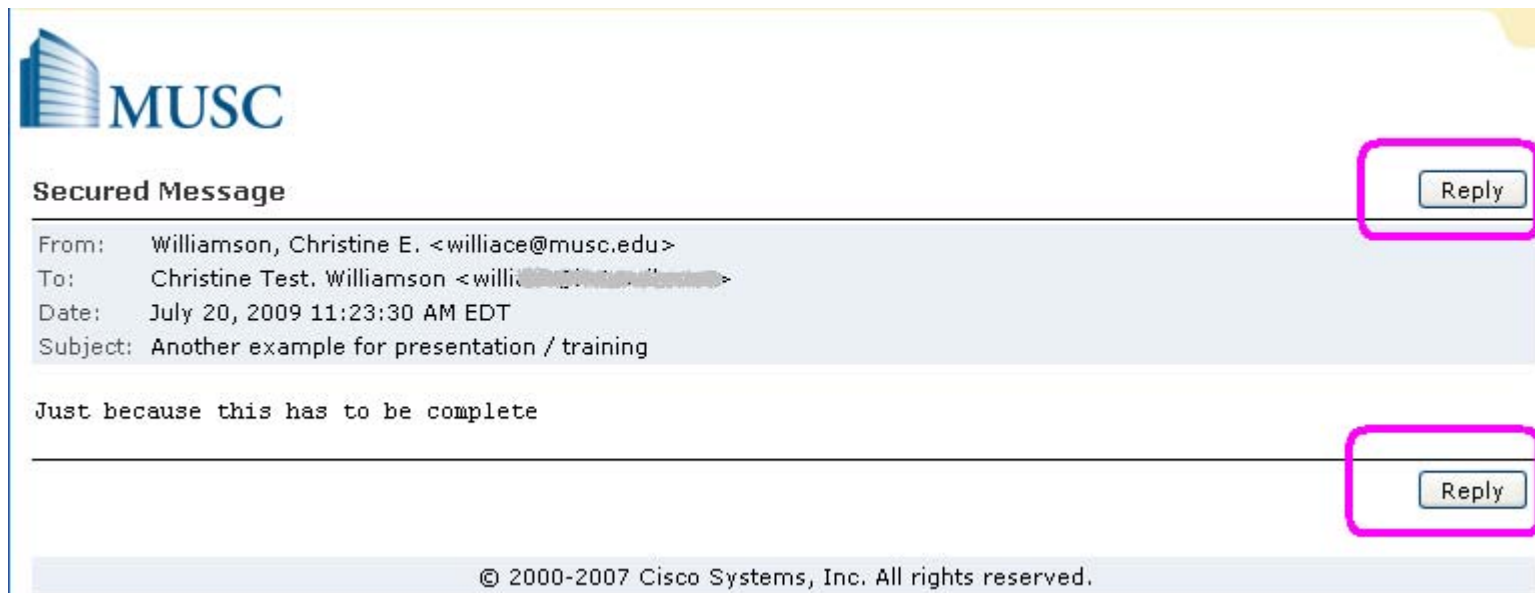
OPEN


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

Powered By **IRONPORT**

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Recipient – can reply directly



 **MUSC**

Secured Message Reply

From: Williamson, Christine E. <williace@musc.edu>
To: Christine Test. Williamson <willia[REDACTED]>
Date: July 20, 2009 11:23:30 AM EDT
Subject: Another example for presentation / training

Just because this has to be complete

Reply

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Welcome willliace@muscd.edu

REPLY TO SENDER

Send Reset Cancel

From: "Willi Williamson"
To: williace@muscd.edu

Subject: RE: Another example for presentation / training

Attachments (none)

Message:

-----Original Message:

FROM: williace@muscd.edu
TO: Christine Test. Williamson <willliace@muscd.edu>
DATE: July 20, 2009 11:23:30 AM EDT

- Automatically BCC me on this email.
- Send me a read receipt when a recipient has opened this email.









This option does not guarantee a receipt will be sent; recipient email applications can sometimes block read receipt requests.

Send Reset Cancel



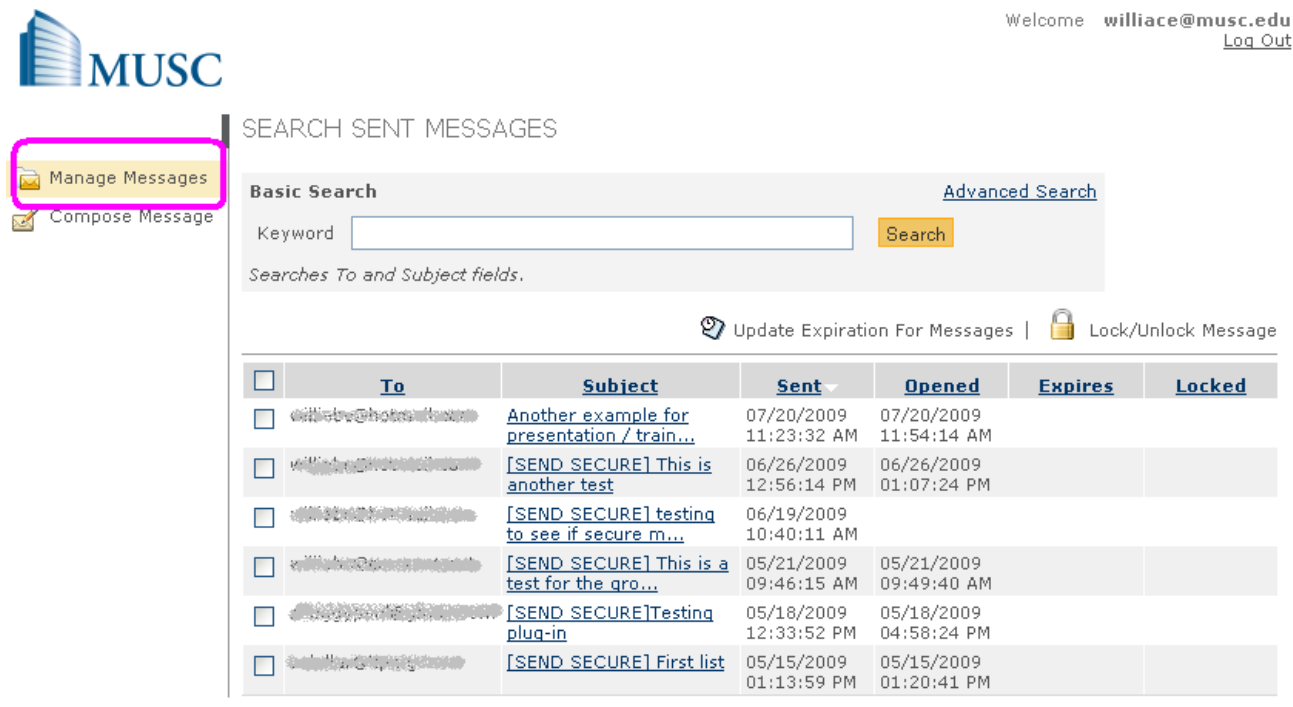
...and what you'll see

- You can receive a message in your Exchange inbox or...

Inbox			
     From	Subject	Received	Size
  willi:  ...	Read: Another example for presentation / training	Mon 7/20/2009 11:54 AM	2 KB

...and what you'll see

- ...go to <https://securemail.musc.edu> and “Manage Messages”



The screenshot shows the MUSC securemail web interface. At the top left is the MUSC logo. At the top right, it says "Welcome williace@musc.edu" with a "Log Out" link. On the left sidebar, there are two menu items: "Manage Messages" (highlighted with a pink box) and "Compose Message". The main content area is titled "SEARCH SENT MESSAGES". Below this, there are two search options: "Basic Search" and "Advanced Search". The "Basic Search" section has a "Keyword" input field and a "Search" button. Below the search fields, it says "Searches To and Subject fields." At the bottom of the search area, there are two icons: a clock for "Update Expiration For Messages" and a lock for "Lock/Unlock Message". Below these icons is a table of sent messages.

<input type="checkbox"/>	To	Subject	Sent	Opened	Expires	Locked
<input type="checkbox"/>	williace@hotels.musc.edu	Another example for presentation / train...	07/20/2009 11:23:32 AM	07/20/2009 11:54:14 AM		
<input type="checkbox"/>	williace@hotels.musc.edu	[SEND SECURE] This is another test	06/26/2009 12:56:14 PM	06/26/2009 01:07:24 PM		
<input type="checkbox"/>	williace@hotels.musc.edu	[SEND SECURE] testing to see if secure m...	06/19/2009 10:40:11 AM			
<input type="checkbox"/>	williace@hotels.musc.edu	[SEND SECURE] This is a test for the gro...	05/21/2009 09:46:15 AM	05/21/2009 09:49:40 AM		
<input type="checkbox"/>	williace@hotels.musc.edu	[SEND SECURE]Testing plug-in	05/18/2009 12:33:52 PM	05/18/2009 04:58:24 PM		
<input type="checkbox"/>	williace@hotels.musc.edu	[SEND SECURE] First list	05/15/2009 01:13:59 PM	05/15/2009 01:20:41 PM		

Issues

- Recipient doesn't know what to do
 - You can send your own message first, explaining what will happen, including “securedoc.html” attachment and browser adjustments
 - Recipient cannot forward message (not an ‘issue’ but might confuse users)
- Sending to the wrong recipient
 - Remember, once an account is set up, the recipient can use securemail.musc.edu to send messages to anyone
- Help: <https://securemail.musc.edu/websafe/help?topic=FAQ>



Questions?

