



Quick Guide for Secure Email WebMail

First log in to the Secure Email Portal (Enrolment)

Via the link in the e-mail with the subject "Registration of secure message" you can access the registration page. Please enter your one-time password provided by the sender of the secure mail:



English ▾

Registration for: *******@*******

| | | |
|------------------|------------------------|-----------|
| ① Identification | ② Personal Information | ③ Channel |
|------------------|------------------------|-----------|

Enter your one-time password.

i Additional information:

- 1. I haven't received my one-time password! Please send an email with the corresponding request to:**

notification@semail.swisscom.com

- 2. Why do I have to register in order to receive the secure message?**

The system would like to send you a secure message. You have to identify yourself to the system in order to ensure that the message is only delivered to the authorized recipient. Registration is required to this end. When registering, you can also notify the system of the communication channel you would like to use to receive this (and possibly other) secure message(s) from your communication partner.

Please enter your first and last name, your new personal password and your preferred language:



English ▾

Registration for: [redacted]@[redacted]

① Identification ② Personal Information ③ Channel

First name ✓

Last name ✓

Set new password ✓

Confirm password ✓

Preferred language ▾

Password strength:

Please select the option "Secure E-Mail WebMail":



English ▾

Registration for: [redacted]@[redacted]

① Identification ② Personal Information ③ Channel

Secure E-Mail WebMail

Select this option to read and write secure emails directly in your Web browser.

▸ More information

After confirmation, the registration has been completed:



Successfully completed

You have successfully registered. Click the button below to use your access data to log into **Secure E-Mail** WebMail and read your secure message in the Web portal.

Log in

Secure E-Mail Portal – Login with your personal password

URL: <https://secmail.swisscom.com/responsiveUI/>



WebMail login

User name

Password

[Forgot password?](#)

Log in

[Request public key](#)

i Additional information:

Your user name is generally your email address.

Your personal Secure E-Mail Portal



stn@stn.ch

Secure E-Mail WebMail Account overview

New message

Search Sort 1 Messages

Inbox (1)

Drafts

Sent messages

Contacts

secmail abc - This is a secure message 15.08

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- **New message:** opens the editor, to record a new message
- **Inbox:** shows all incoming messages
- **Drafts:** contains all messages not sent out yet
- **Sent messages:** displays all messages that have been sent

Saving messages or attachments locally

You have the possibility to store the received messages in the following formats:

- html
- eml
- msg
- PDF



stn@stn.ch

Secure E-Mail WebMail Account overview

New message

secmail mail with attachment Oct 10, 2017 3:29 PM

From: stn@stn.ch

To: stn@stn.ch

This is a secure mail containing an attached file.

test.txt (24 B)

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Messages stored as “.eml” can be imported in Outlook by opening the saved file and using the function “Move” and “Copy to folder”.

Messages stored as “.msg” can simply be moved to the corresponding Outlook folder by “drag and drop”.

Attachments (files) can be opened with a click or it can be saved by using the drop-down button on the right side of the attachment.

Changing your personal settings

Under Account overview / Settings you can always change your personal details:



blue@gr.ch

Secure E-Mail WebMail

Account overview



Channel for secure messages

Certificates

Settings

Change password

Settings

User name: blue@gr.ch

Name:

First name

Last name

blue

blue

Your cell phone number:

+41 79 123 45 67

Language:

English

Email settings

Create a personal email signature

Automatically save contacts in address book

Archive sent messages

Cancel

Save