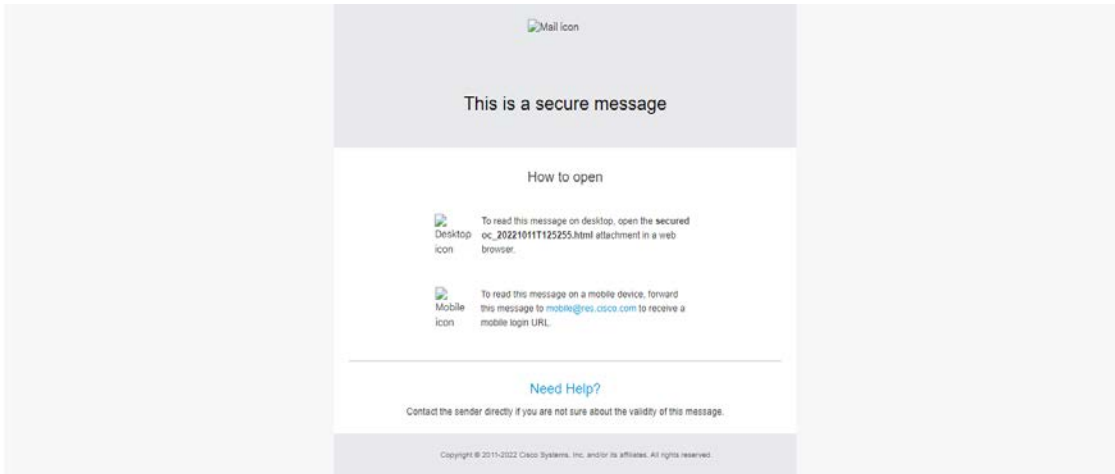
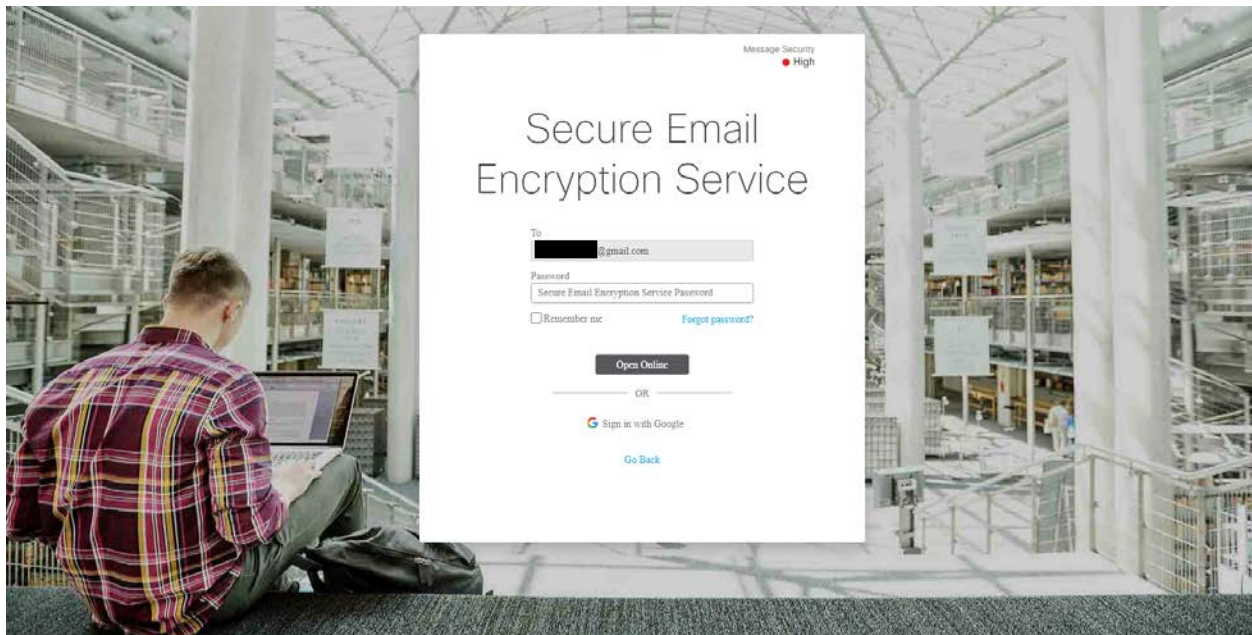


1. When you receive an encrypted email from the McNabb Center the body of the emails will look similar to the image below.
 - a. If opening on a mobile device you will need to forward the email to `mobile@res.cisco.com` to receive a mobile login URL.
 - b. If opening on a desktop computer you will need to open the document attached to the email.

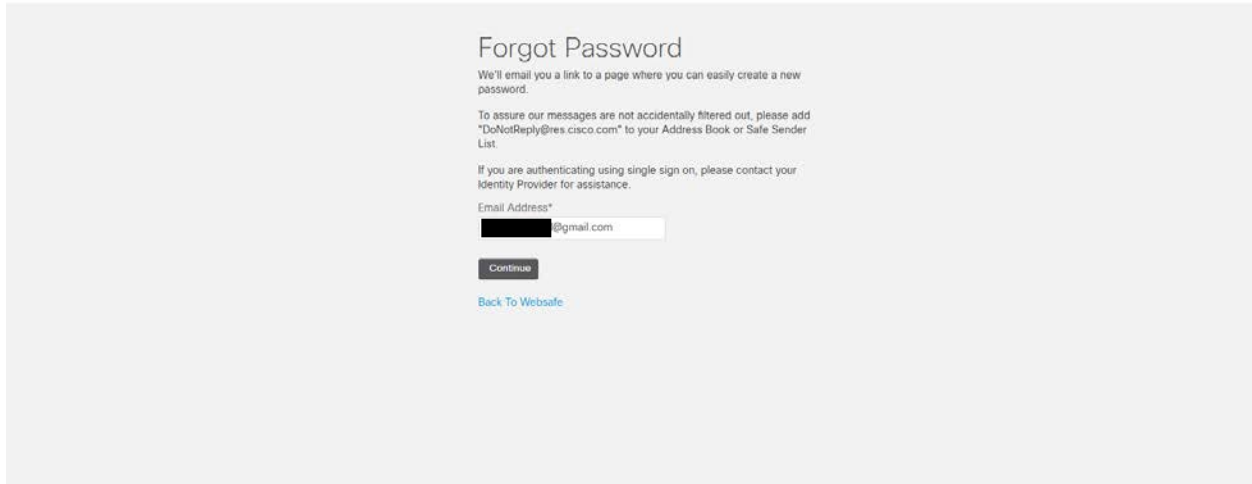


2. After the attachment is downloaded it will open in a browser window that will allow you to log in and access the encrypted email.

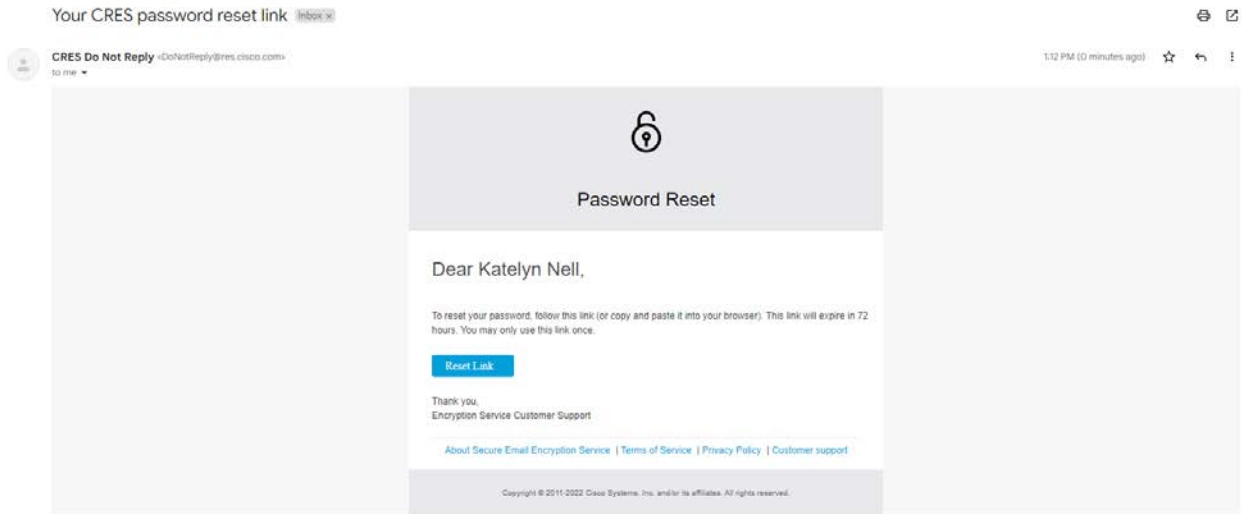


3. If this is the first time that you have opened an encrypted email from the McNabb Center you will need to create a password. To do this you will click the “forgot password” link. That link will take you to the password reset page where you will ensure that your email is correct and click continue.

Secure Email
Encryption Service

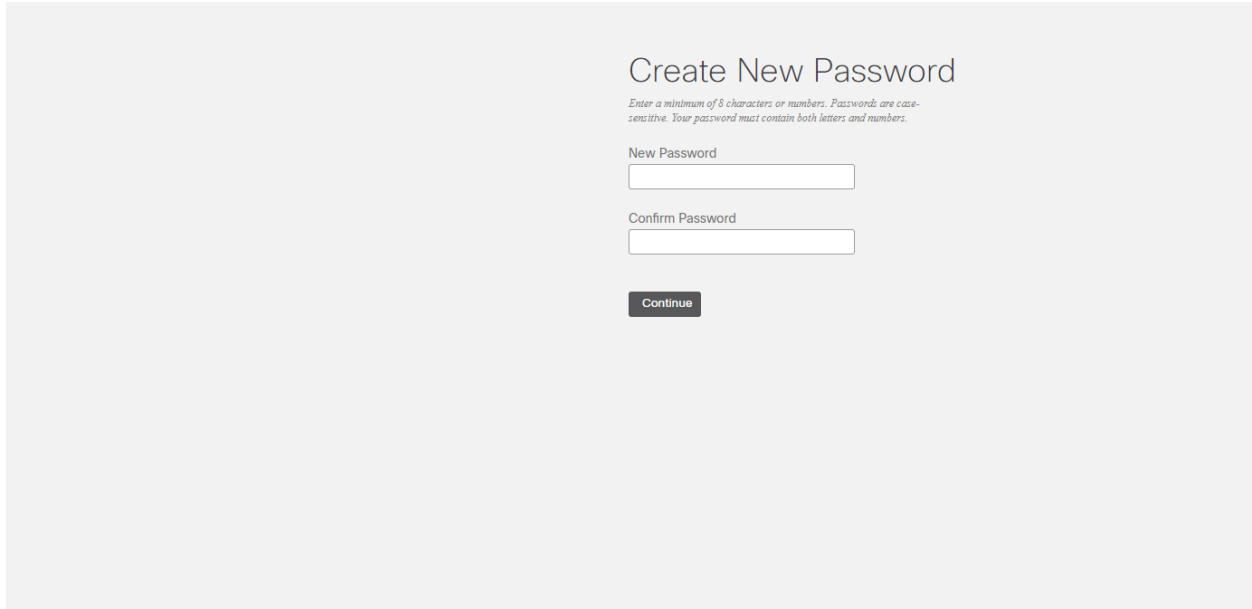


4. Navigate back to your email inbox to retrieve the password reset email and click the blue button labeled “Reset Link”.



5. Create a password that is a minimum of 8 characters or numbers. Passwords are case sensitive and must contain both letters and numbers.

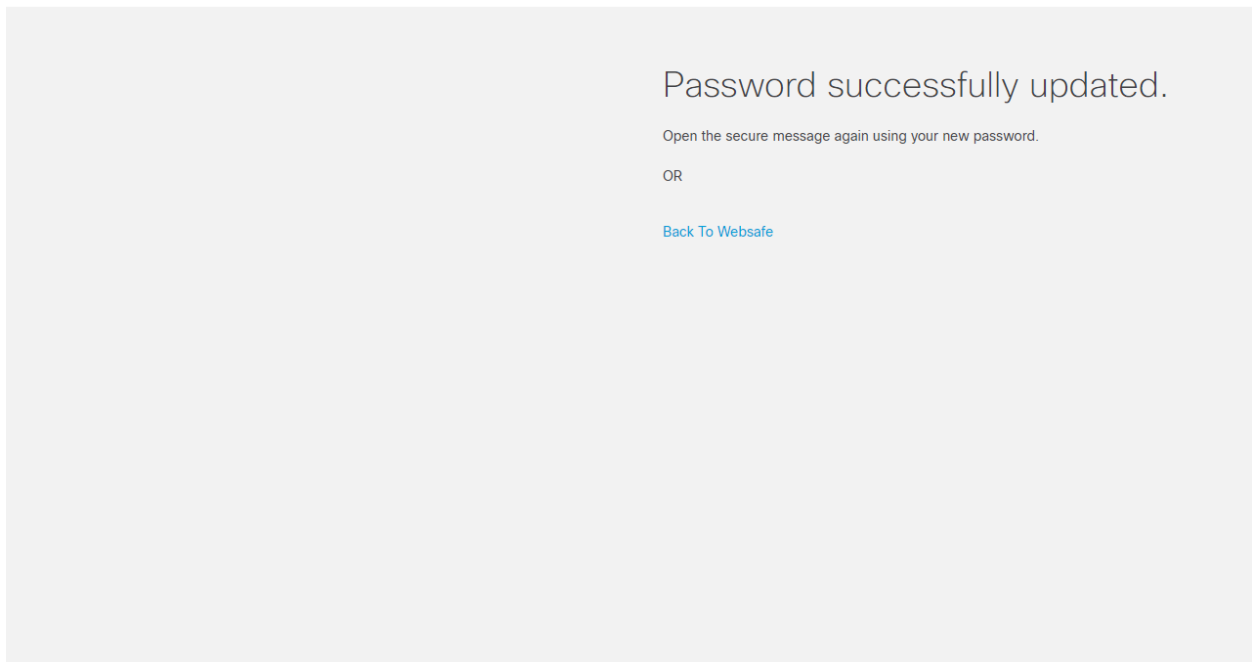
Secure Email
Encryption Service



The screenshot shows a web form titled "Create New Password". Below the title is a small instruction: "Enter a minimum of 8 characters or numbers. Passwords are case-sensitive. Your password must contain both letters and numbers." There are two input fields: "New Password" and "Confirm Password". Below these fields is a dark "Continue" button.

6. Once your password is successfully set click "Back To Website"

Secure Email
Encryption Service



The screenshot shows a confirmation message: "Password successfully updated." Below this is the instruction: "Open the secure message again using your new password." The word "OR" is centered below the instruction. At the bottom, there is a blue link labeled "Back To Websafe".

7. Log in using your email address as the username and the password that you have just created. You can use this username and password to open any future encrypted emails from the McNabb Center.

