

# Setting Up Zix Secure Messaging

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## Introduction

The Secure Message Center is a secure way to compose, receive, view, reply to, and forward encrypted messages over the internet.

Messages are encrypted individually for each recipient and include a certified time stamp. These security measures ensure that no one except the intended recipient can read the message. Because every message is digitally signed, the recipient has irrefutable proof of the sender's identity.

The Secure Message Center servers compress and encrypt/decrypt messages using advanced encryption technology. Messages are stored securely until they expire.

## Registering Your Account

The first time you receive a secure email, you are asked to register at the Secure Message Center.

Registration is a one-time, quick and easy process. You receive an email message in your email Inbox notifying you that you have a message in the Secure Message Center. You must then register with the same email address that received the notification to access your secure messages. You may also register by going directly to the Secure Message Center Sign In screen and selecting the Register button.

**Note:** If you see the Google or Microsoft icons on the Sign In screen, you can register and sign in with your existing Google or Microsoft email addresses instead of creating a new Secure Message Center sign in. You must register with the same account that received the notification message in order to access secure messages with Secure Message Center.

## To register your Secure Message Center Account:

1. Select the Open Message button.

a. Note: If your email program does not support active links, copy and paste the link provided in the message into your browser.

2. On the Registration screen, you can complete one of the two following actions.

a. Enter a Password that complies with the password rules shown.

b. Select a different email address to register and sign in with.

3. Select Register.

Note: If you want to view the Secure Message Center in another language, select the language you want from the Language drop down box. For more information on using the Language feature, see [Specifying Your Language](#).

You might be asked for security questions. If not, the Secure Message Center opens and displays your email message. You now have access to the Secure Message Center.

**To activate your password:**

You must activate your password when registering or if you change your password.

1. Go to your email Inbox and find the new email message with "Secure Email Notification" in the Subject.

2. Open the email, which contains a link to a website where you will activate your password.

3. To activate your password, select the ACTIVATE link.

a. Note: If your email program does not support active links, copy and paste the link into the address field of your internet browser and select Enter.

4. Select Continue.

If you see security questions, see [Security Questions](#) for additional procedures. If not, you can now sign in and have access to the Secure Message Center.

For information regarding using Zix after the initial setup, please see:

[Using Zix Secure Messaging](#)

