

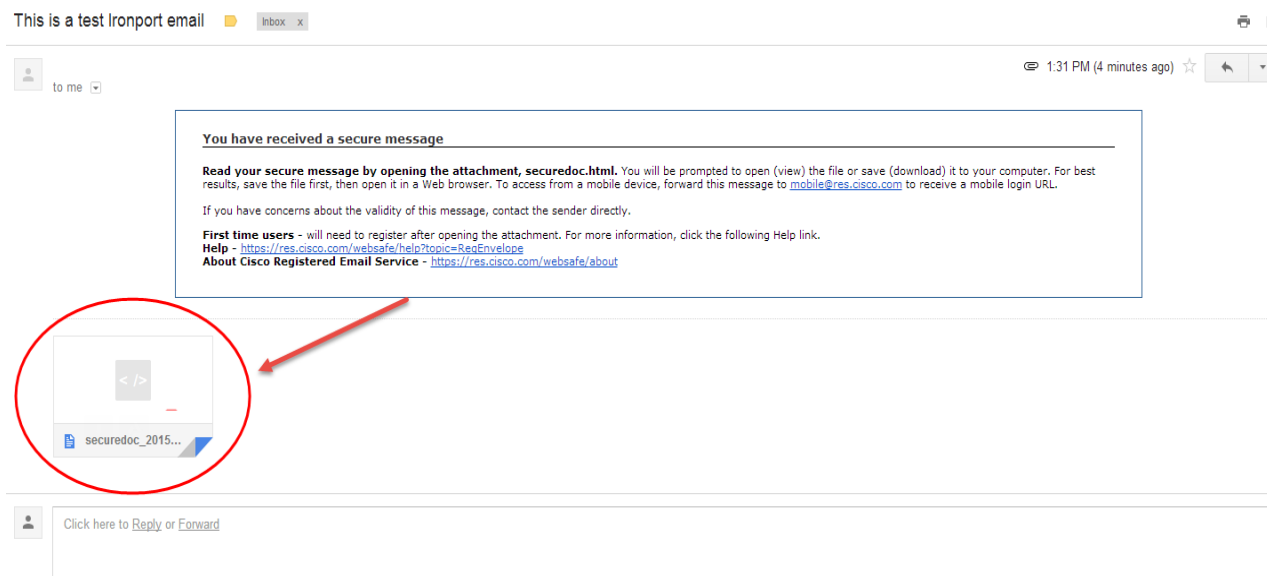


ATTORNEYS TITLE AGENCY
LIMITED LIABILITY COMPANY

Instructions for opening a secure email from ATA

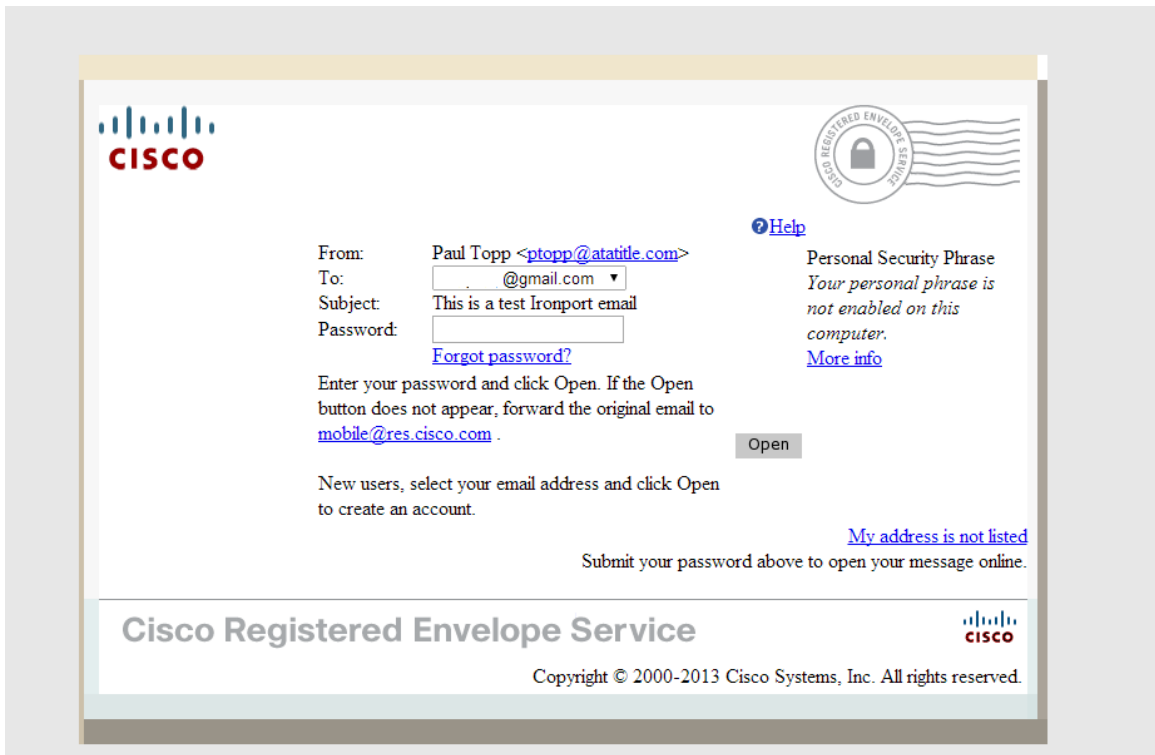
Below are steps to retrieve your encrypted email message:

1. You receive an email looking like below from an ATA company. Please open up the attachment at the bottom labeled “securedoc_20XX...”



2. You will then open the Cisco IronPort Envelope screen like below where you can enter in your password you created previously and click Open. (If you don't have a password, please follow

directions under New User Setup below)



3. Your email should show up like below where you can read the content within, as well as click on and download any attachments



Secured Message

From:
To:
Date: February 6, 2015 6:31:48 PM GMT
Subject: This is a test Ironport email
Attachments: [privacy_policy.docx](#)

This is a test of the Ironport Email Encryption System. I have included an attachment to demonstrate. Thank you.

Paul Topp
Chief Information Officer

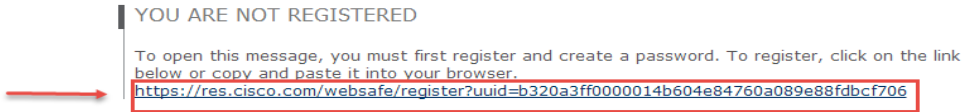


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If you are a new user and have not established a password already please follow the instructions below:

New User Setup:

- A. For New Users simply make sure your email is correct in the To: field and click the Open button
- B. You will receive the below message on your screen and need to click on the link highlighted to sign up



- C. You will then be brought to a new sign up form where you will fill out the appropriate fields and click register at the bottom to access this in the future with only a password.

NEW USER REGISTRATION

To assure future messages from this service are not accidentally filtered out of your email, please add "DoNotReply@res.cisco.com" to your Address Book or Safe Sender List.

* = required field

Enter Personal Information

Email Address: _____ :@gmail.com

Language: The language setting will be stored for future login and email notifications.

First Name*:

Last Name*:

Create a Password

Password*: Enter a minimum of 6 characters or numbers. Passwords are case-sensitive. Your password must contain both letters and numbers.

Confirm Password*:

Personal Security Phrase*: 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. [More info](#)

Enable my Personal Security Phrase.

Time

Time Format: Select to view time in 12- or 24-hour format.

Time Zone: Select time zone to view and enter date and time in your preferred time zone.

Select 3 Security Questions

You will be asked these questions in the future if you forget your password.

Question 1*:

Answer 1*:

Confirm Answer 1*:

Question 2*:

Answer 2*:

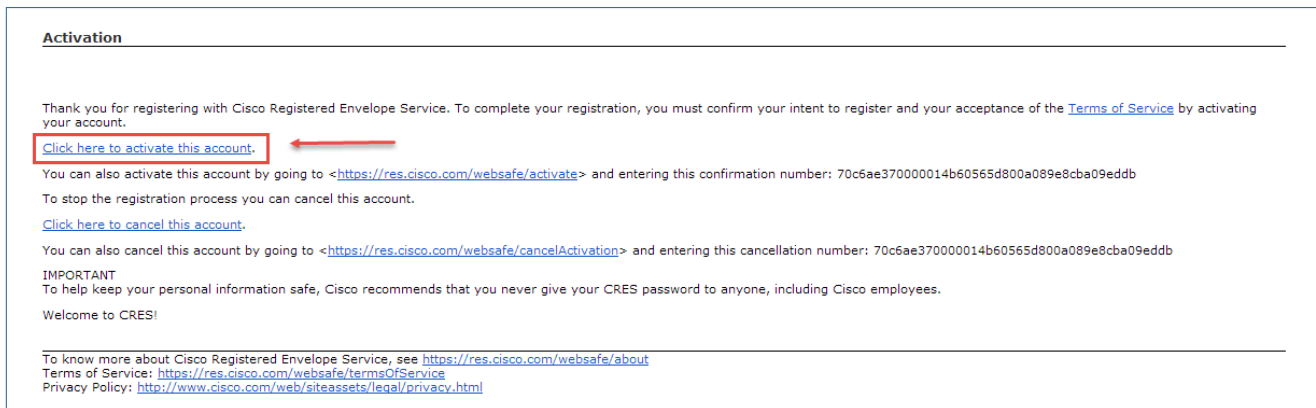
Confirm Answer 2*:

Question 3*:

Answer 3*:

Confirm Answer 3*:

- D. You will then be prompted to verify the sign up by opening your email system you registered under and clicking the registration link contained within the email that is sent automatically. The content of that email should look like below.



- E. And finally you should receive the message below that your email was confirmed.

EMAIL ADDRESS CONFIRMED

You have activated the account for ataittest@gmail.com. Registration for this email address is now complete. To exit this page, close your browser window. After exiting this page, return to your Registered Envelope and enter your password to open it.

- F. After that close that screen and go back to the envelope screen in step 2 to enter your password or go back to the original email.

If you have any questions please contact your local office.

Thank you.