



Orbital ATK Secure Email Receiving Encrypted Email Messages

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This document is intended for Orbital ATK Employees, Partners & Clients as an introduction & instructional user guide for Orbital ATK Secure Email. Within the context of this document, the term “secure” and “encrypted” are used interchangeably. Should you have additional questions after reviewing this article, please contact the Orbital ATK IT Service Desk for assistance (service.desk@atk.com or 877-285-0550).

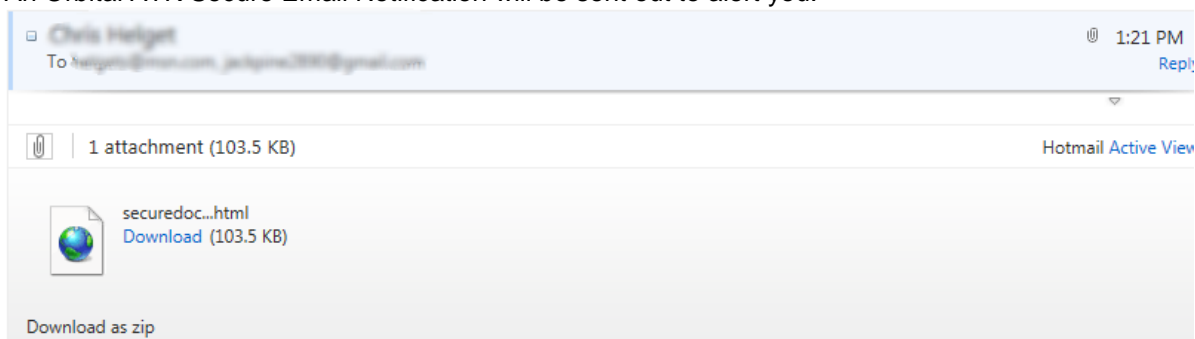
Why Orbital ATK Secure Email?


Email encryption is one of the ways to protect sensitive data. Because email is a staple for sending data to our suppliers, partners, and customers, we need to develop ways to ensure that data goes no further than the intended audience. Many regulations and contracts require that certain email transmissions be encrypted to ensure that the data is protected as it travels across the Internet.

Think about it like this. When a postcard is sent through the Postal Service, anyone can read the postcard as it travels from the sender to the receiver. Encrypting email is like putting it in a sealed envelope. Orbital ATK has developed an email encryption solution called Orbital ATK Secure Email.

Initial Email: Orbital ATK Secure Email Notification

1. An Orbital ATK Secure Email Notification will be sent out to alert you.





ATK Secure Email Notification

Read your secure message by opening the attachment, `securedoc_20120703T182120.html`. You will be prompted to open (view) the file or save (download) it to your computer. For best results, save the file, then open it in a web browser. To access from a mobile device, forward this message to mobile@res.cisco.com to receive a mobile link.

If you have concerns about the validity of this message, contact the sender directly.
First time users - must register after opening the attachment. Refer to the links below for assistance.

- **Help** - <https://res.cisco.com/websafe/help?topic=RecEnvelope>
- **About Cisco Registered Email Service** - <https://res.cisco.com/websafe/about>
- **About the ATK Secure Email System** - <http://www.atk.com/Suppliers/SecureEmail.asp>

This email, and any attachment, may contain proprietary information and privileged material for the sole use of the intended recipient (s). Any review, use, distribution, or disclosure by others is strictly prohibited. If you are not the intended recipient (or authorized to receive for the recipient), please contact the sender by reply email and delete all copies of this message and any attachments. Any other use, retention, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited.

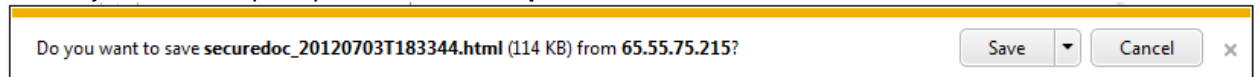


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2. Click on the Securedoc.html attachment to download the encrypted message.



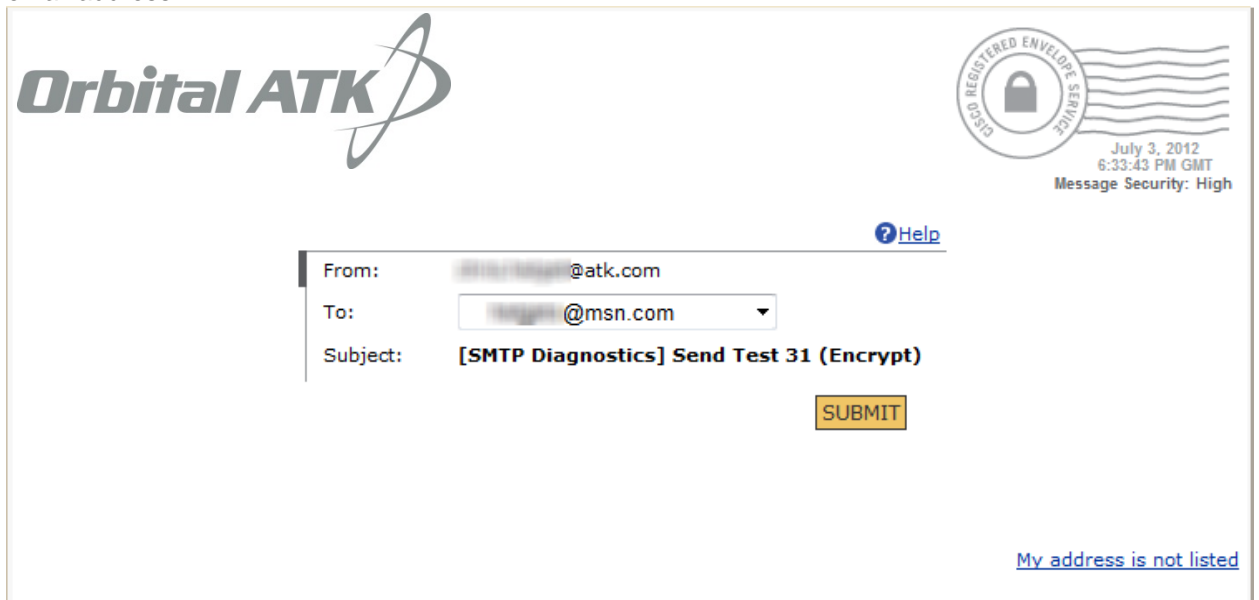
3. Follow your browser prompts to **Save** and **Open** the securedoc.html attachment



Clicking **Open** will bring you to a logon screen to decrypt the message.

Retrieving an encrypted message for the first time

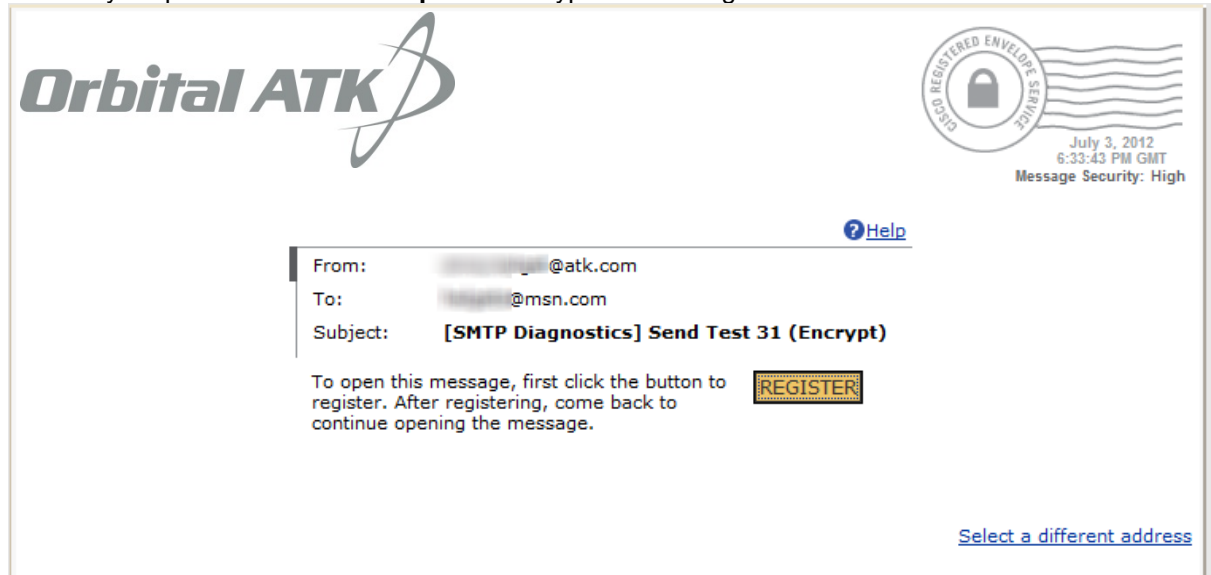
1. At logon screen select your email address on the **To:** line and then click Open. If your address is not listed, click **Select a different address** and use the pull down to select your email address.





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2. During your first logon you will be prompted to **Register**. Subsequent logons will allow you to enter your password and click **Open** to decrypt the message.



3. You will be prompted with the New User Registration Screen.
 - Enter your first and last name as well as a password – then be sure to confirm your password.
 - Enter a passphrase that you will recognize when you are logging on to the secure site.



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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 helgets@msn.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.



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- The next section prompts you for security questions.
 - Select one of the available security questions or type in your own security question and provide your unique answer and confirm it. These will be used later to reset your password if necessary.
 - Do this for each of the three questions being sure to confirm your answers and then click **Register**.

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*

If you receive an error message, your browser encryption session may have expired to protect sensitive data. Please re-open the original attachment in order to decrypt the message again.

- After submitting your answers, the final step is to activate your account. An email will be mailed to the account you registered with. Check for this message in your inbox.

FINAL STEP: ACCOUNT ACTIVATION

Your Cisco Registered Envelope Service account was successfully created.

Instructions to activate your account have been emailed to [redacted]@msn.com.

Please check your inbox. If you do not see an account activation email, check your junk email folder.



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6. Look for an Activation message from **CRES Do Not Reply** and click the embedded link to activate your account. You can also browse to <https://res.cisco.com/websafe/activate> and enter the confirmation number in the activation email message to activate your account.

Activation

Dear [REDACTED],

Thank you for registering with Cisco Registered Envelope Service. To complete your registration, you must confirm your intent to register and your acceptance of the [Terms of Service](#) by activating your account.

[Click here to activate this account.](#)

You can also activate this account by going to <<https://res.cisco.com/websafe/activate>> and entering this confirmation number: [REDACTED]b15cb9

To stop the registration process you can cancel this account.

[Click here to cancel this account.](#)

You can also cancel this account by going to <<https://res.cisco.com/websafe/cancelActivation>> and entering this cancellation number: [REDACTED]b15cb9

IMPORTANT
To help keep your personal information safe, Cisco recommends that you never give your CRES password to anyone, including Cisco employees.

Welcome to CRES!

To know more about Cisco Registered Envelope Service, see <https://res.cisco.com/websafe/about>
Terms of Service: <https://res.cisco.com/websafe/termsOfService>
Privacy Policy: <http://www.ironport.com/privacy/>

7. Once you click the activation link, you should receive a notice that your email address has been confirmed.



EMAIL ADDRESS CONFIRMED

You have activated the account for [REDACTED]@msn.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.

8. After registration the original secure envelope window will have the option to **Continue** to login and decrypt the message. Otherwise, **Save** and **Open** the original attachment and enter your password to login and decrypt the message.



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July 3, 2012
6:33:43 PM GMT
Message Security: High

[Help](#)


From: [redacted]@atk.com
To: [redacted]@msn.com
Subject: **[SMTP Diagnostics] Send Test 31 (Encrypt)**

After you've registered, click the button to continue. [CONTINUE](#)

[Select a different address](#)

9. The decrypted message will be displayed.

[Help](#) | [Forget me on this computer \(Log Out\)](#)



Secured Message [Reply](#) [ReplyAll](#)

From: [redacted]
To: [redacted]
Date: July 3, 2012 6:33:44 PM GMT
Subject: [SMTP Diagnostics] Send Test 31 (Encrypt)
Attachments: [trace.txt](#)

Send test from SMTP Diagnostics.

This email was sent using a trial version of SMTP Diagnostics.
For more information, visit <http://www.smtpdiagnostics.com/>.
Buy now to eliminate this message.

[Reply](#) [ReplyAll](#)



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10. Click the **Reply** button to send a response and/or attachments back securely.



Welcome **helget**

E

REPLY TO SENDER Send Reset Cancel

From: [redacted]@msn.com
To: [redacted]@atk.com
Subject: RE: [SMTP Diagnostics] Send Test 31 (Encrypt)

Attachments (none)

Message:

-----Original Message:-----
FROM: [redacted]@atk.com
TO: [redacted] com, [redacted]@gmail.com

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

Note: The **Attachments** button allows the attachment of files with the secure reply. All replies and/or attachments are transmitted securely.

11. Once you click on Send, a confirmation page will appear that the message was sent successfully.

MESSAGE SENT SUCCESSFULLY
Your message was sent successfully.
To exit this page close your browser window.

What does the original sender of an Orbital ATK Secure Email see when you reply?

1. Within the Microsoft Outlook client, messages are automatically decrypted when they are delivered to their inbox. Therefore, it will look like a normal message.



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I forgot my password now what?

1. If you receive a notification that a secure message is waiting for you to read, but forget your password, click the "Forgot your Password?" in the logon page.

You will be sent a new message to create a new password.

FORGOT PASSWORD

We'll email you a link to a page where you can easily create a new password.

To assure our messages are not accidentally filtered out, please add "DoNotReply@res.cisco.com" to your Address Book or Safe Sender List.

If you are authenticating using single sign on, please contact your Identity Provider for assistance.

Email Address

Continue

When you click on the link in the email to reset your password, you will be prompted for your security questions:

SECURITY QUESTION

Please answer the following security questions to reset your password.

What is your oldest cousin's first name?

What is your maternal grandmother's first name?

What was the make of your first car?

Continue

Note: If you cannot recall the answers you gave, contact the [Cisco Registered Email Service \(RES\)](#) at cres-support@ironport.com or 866-412-6113 to reset your account. Please provide Cisco RES with your email address.

2. Create a new password and confirm the password before clicking "Continue."



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CREATE NEW PASSWORD

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

New Password

Confirm Password

3. If successful, you will receive the following message:

PASSWORD SUCCESSFULLY UPDATED.

Your password has been changed.

Return to the encrypted message envelope to log in and read your message or [click here to log in](#).

4. You may click the link to log in.

Common error messages and their solution

Please refer the following table for some quick troubleshooting tips.

- If after attempting to resolve the problem you need help, contact the Orbital ATK IT Service Desk for assistance (service.desk@orbitalatk.com or 877-285-0550).
- For account issues please contact [Cisco Registered Email Service](#) (RES) at cres-support@ironport.com or 866-412-6113 to reset your account. Please provide Cisco RES with your email address.

Message	Tip
<i>Invalid Password.</i>	Please check Caps Lock and try again. Note: You have five attempts before your account is locked.
<i>Message payload is invalid.</i>	Close your browser and download the Securedoc.html again to decrypt the message.
<i>Invalid Password. Your retry count has been exceeded.</i>	Please contact the Orbital ATK IT Service Desk to have your account reset.
<i>Your retry count has been exceeded.</i>	Please contact the Orbital ATK IT Service Desk to have your account reset.



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<i>Attachment(s) have exceeded the limits. Please attach files of size less than 10 MB and try again.</i>	Please reduce the total message size to less than the 10MB limit and try again.
<i>Invalid User.</i>	The account has been deleted or disabled. Please contact the Orbital ATK IT Service Desk or Cisco RES for assistance.