

## What is Zix?

With the Zix Email Encryption Server, any email you send out will be scanned for information that should be encrypted before sending. It looks for information like social security numbers, credit card numbers, student records, health records, and other personally identifiable information. If the email is clear of this private information, it sends the email as usual. If it detects any private information, it encrypts the email before sending. This keeps it secure while in transit to the recipient and prevents it from being intercepted and read by unwanted eyes.

## What does this mean for the recipients of my emails?

The recipients of these secure messages will see one of two things, depending on their company. If the company also has a Zix subscription like us, they will receive the email as usual. Because our Zix server is sending to another Zix server, they know how to decrypt each others messages and allow them through.

If the recipient of your secure email does not have a Zix subscription, they will have to create an account with Zix online so that they can read your emails. Below is a walkthrough of the process that your recipient will have to follow in order to receive your email. They will only have to create their account once. After that, they will only need to sign in to view emails.

## Instructions for Non-Zix Users

If your recipient does not have a Zix subscription, they will receive an email that looks like the one below. This simply tells them that they have an email that contains private information and must login to Zix online in order to view the message:

**New Zix secure email message from Cayuga-Onondaga BOCES**

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**Open Message**

To view the secure message, click Open Message.

The secure message expires on Apr 08, 2018 @ 11:12 PM (GMT).

Do not reply to this notification message; this message was auto-generated by the sender's security system. To reply to the sender, click Open Message.

If clicking Open Message does not work, copy and paste the link below into your Internet browser address bar.  
<https://caybores.secureemailportal.com/se?>

Want to send and receive your secure messages transparently?  
[Click here](#) to learn more.

## Instructions for Non-Zix Users (continued)

When they click on the "Open Message" button, they will be sent to the Cayuga-Onondaga BOCES secure email portal. Here, they can sign in if they have already created an account. If they have not, they should click on the "Register" button in the middle.

**Welcome to the Cayuga-Onondaga BOCES Secure Message Center**  
Please sign in below to access your secure mailbox.

Email Address:

Password:

Remember Me

**Sign In**

Forgot your password?

**Reset**

New to secure email?

**Register**

Need more assistance?

**Help**

Once they fill out and submit their information, they will receive a message that a confirmation email has been sent. This email contains a link that they must follow, which will lead them to a page that asks to confirm their password. Once they click accept and continue, it will send them to the login page again. Once logged in, they will be able to see their inbox of secure emails from any employee at Cayuga-Onondaga BOCES.

Inbox
Address
Compose
Sent Mail
Drafts
?

**Reply**
**Reply All**
**Forward**
**Delete**
More Actions ▾
Sign Out

**Received:** Mar 9, 2018 8:12 PM

**Expires:** Apr 8, 2018 7:12 PM

**From:** tzona@caybores.org

**To:**

**Cc:**

**Subject:** Doc

Please note the expiration date on the above email. The recipients have one month to view the message before it expires. If the recipient does not open the email, the email will be removed from their inbox and you (the sender) will receive an email notification saying that the recipient has not viewed the email. You may want to remind your recipients that they need to create this account and to be on the lookout for the Zix email.