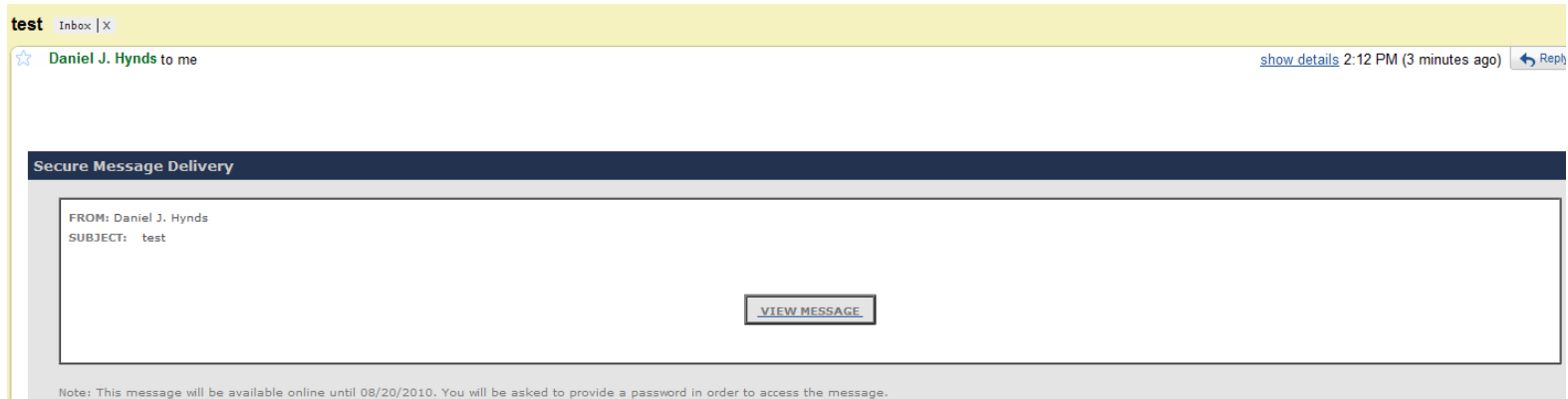


How to send via Secure Mail

When you first get the secure email invitation it will look like this:



Once you click View Message, you will be redirected to create your secure email account:

The screenshot shows the "Primex" logo at the top left, with "NH Public Risk Management Exchange" underneath. The page title is "Secure Mailbox" and there is a "? HELP" link on the right. The main heading is "COMPLETE ACCOUNT INFORMATION". Below this, there is a message: "To ensure security, the sender of this message requires all recipients to have a validated Messenger account. Please complete this one-time account setup to receive your message." The form contains the following fields: "First Name:" with an input box, "Last Name:" with an input box, "* New Password:" with an input box, "* Re-Enter New Password:" with an input box, and "Password Hint Phrase:" with an input box. To the right of the password fields is a text box containing the password requirements: "Password requires a minimum of 8 character(s) with at least 1 digit(s) and at least 1 alphabetical character(s)". At the bottom of the form is a "Continue" button.

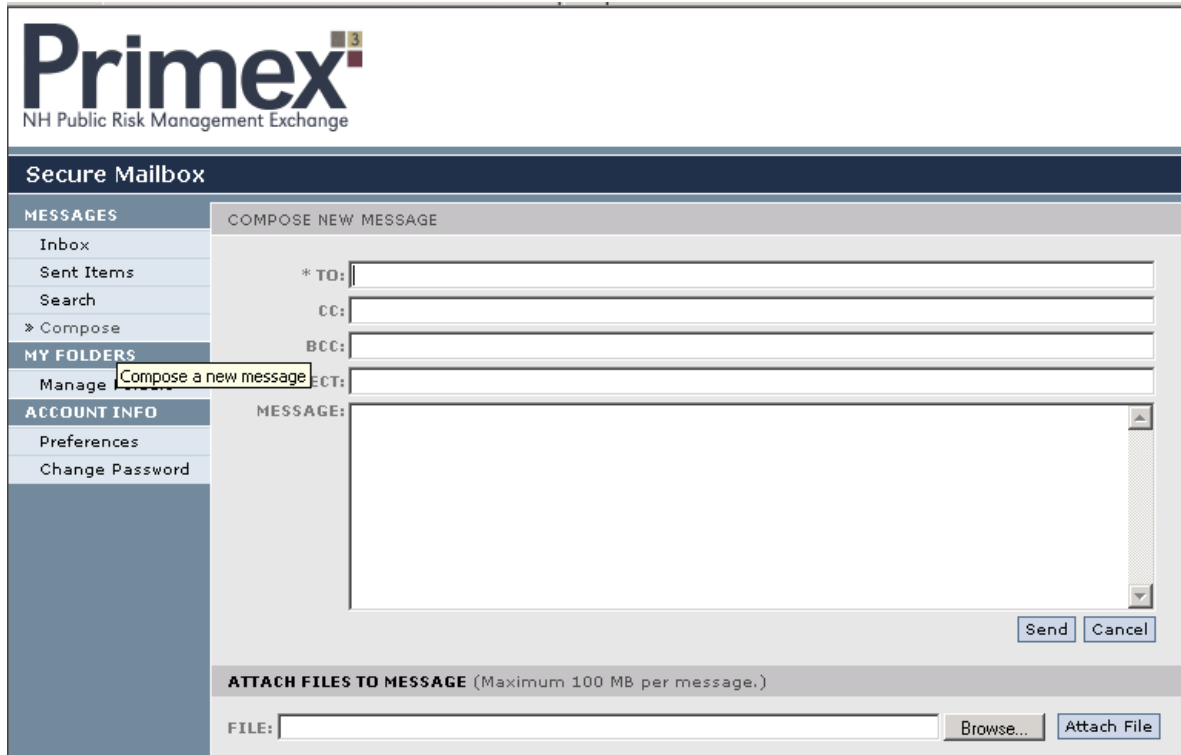
How to send via Secure Mail

Once you create your account, the hard part is done! To get your secure email and to send it, you simply go to <https://securemail.nhprimex.org> and login using your email address and the password you setup. You can save this as a Favorite for future use.



Secure Mail is very easy to use. It looks just like a free email account like MSN, Comcast, Hotmail, Gmail, AOL, etc.

How to send via Secure Mail



The screenshot displays the 'Secure Mailbox' interface for the 'NH Public Risk Management Exchange'. The main area is titled 'COMPOSE NEW MESSAGE'. On the left, there is a navigation menu with sections: 'MESSAGES' (Inbox, Sent Items, Search, Compose), 'MY FOLDERS' (Manage), and 'ACCOUNT INFO' (Preferences, Change Password). The 'Compose' link is highlighted, and a tooltip 'Compose a new message' is visible. The main form contains fields for '* TO:', 'CC:', 'BCC:', and 'SUBJECT:'. Below these is a large text area for the message body. At the bottom, there are 'Send' and 'Cancel' buttons. A section titled 'ATTACH FILES TO MESSAGE (Maximum 100 MB per message.)' includes a 'FILE:' input field, a 'Browse...' button, and an 'Attach File' button.

To send securely, all you need to do is click **Compose** on the left and fill in the To: secure@nhprimex.org The subject: **Member Name and Account Number** ex: Concord City #99257

In the message body include: **your name, phone number and extension.**

At the bottom, you can attach files. Once you browse for it, click Attach and you will see it at the bottom. After that, all you need to do is press send.

How to send via Secure Mail

It really is that easy. As you will see below, messages will expire 60 days after they are sent, which adds another level of security.



Secure Mailbox SIGN OUT ? HELP

MESSAGES INBOX 1 - 7 of 7 message(s)

	FROM	SUBJECT	SENT	EXPIRES	SIZE
<input type="checkbox"/>	Daniel J. Hynds	test	06/21/2010	60 Days	82.2 KB
<input type="checkbox"/>	Kimberly DeCosta	RE: Test	06/17/2010	56 Days	1.1 KB
<input type="checkbox"/>	Kimberly DeCosta	Test	06/17/2010	56 Days	5.5 KB
<input type="checkbox"/>	Julie Converse	Test 2	06/17/2010	56 Days	5.6 KB
<input type="checkbox"/>	Julie Converse	Test	06/17/2010	56 Days	5.6 KB
<input type="checkbox"/>	Daniel J. Hynds	Test	06/16/2010	55 Days	5 KB
<input type="checkbox"/>	Steve Lavoie	test	06/15/2010	54 Days	1.6 KB

That is all there is to it really!