

## Information Technology Procedure

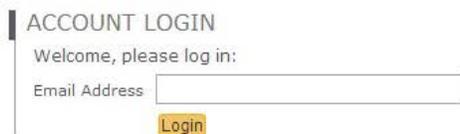
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Topic: Sending Secure To PREMIER

This procedure will walk you through sending a message securely to a PREMIER employee. You only have access to this page after you have completed the initial registration form and created a login and password for yourself. If you do not have an account please contact your PREMIER associate to have them initialize this setup process for you.

**Important Note: Do Not include sensitive information in the subject as it will not be encrypted. Only the email message and attachments are encrypted and should contain sensitive information.**

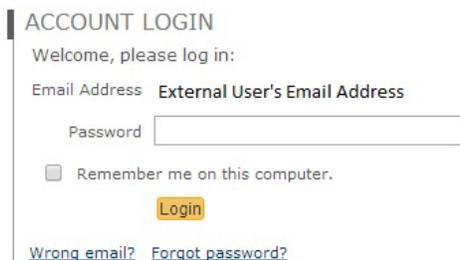
- 1.) Browse out to <https://res.cisco.com> and enter in your email address and password. Click Login.



ACCOUNT LOGIN

Welcome, please log in:

Email Address



ACCOUNT LOGIN

Welcome, please log in:

Email Address **External User's Email Address**

Password

Remember me on this computer.

[Wrong email?](#) [Forgot password?](#)

2.) Compose Message will come up as you login. Enter in recipient email address(es), message body information, and possible attachments as you would any other email message.

**To send message to multiple recipients simply separate email addresses with a comma (,).**

COMPOSE MESSAGE Send

Manage Messages  
Compose Message  
Address Book  
Edit Profile

To:

CC:

BCC:

Subject:

**Attachments** (none)

To add or remove attachments, click on Attachments. In the popup window, select the file(s) to attach or select and remove attachments you have already added.

Message:

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

To add attachments click **Attachments** button, click **Choose File** and browse to file location. Click Open to pick the file and click **Add** to attach file to secure message. You will then see the document listed under **Current Attachments**. Click **Done** to return to message.

WebSafe Secure Message Center - Google Chrome

https://res.cisco.com/websafe/custom.action?cmid=addSecureReplyAttachment

ADD ATTACHMENT

Attachment:  No file chosen

Maximum message size, including attachments, is 10 MB.

Current Attachments:

- New Microsoft Office Excel Worksheet.xlsx
- New Microsoft Office Word Document.docx

- 3.) When message is completed you have a couple **other options** to check if desire – Automatically BCC me on this email and Send me a read receipt when a recipient has opened this email. When satisfied that everything is as needed, simply click Send to complete.

COMPOSE MESSAGE Send

Manage Messages  
Compose Message  
Address Book  
Edit Profile

To: recipient email address(es)  
CC:  
BCC:  
Subject: Subject

Attachments [Possible Attachment.xlsx](#)

To add or remove attachments, click on Attachments. In the popup window, select the file(s) to attach or select and remove attachments you have already added.

Message:  
Message goes here.

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