

UCSF Secure Email Service Registration

The first time a recipient receives a message from our secure email service, they must register their email address with the system.

Follow these simple instructions to complete the registration process.

1. Open the secure email message in your email client
2. Next

3:17 📶 🔋

[← Yahoo!](#) [Edit](#)

Inbox

Tdlptest Monday >
[encrypt#] Test with Encryption
This is a secure message. Click here by 2019-05-06 10:52 PDT to read your mes...

Tdlptest Monday >
Test
Test

Yahoo Mail 3/18/19 >
No more digging through your inbox?
Find what you are looking for faster.
Search emails, contacts, coupons, files, a...

Yahoo Mail 12/20/18 >
Hi Mcb, we noticed you haven't upgraded...
We see you're still using the mail app... ALL YOUR ACCOUNTS IN ONE APP Get the Y...

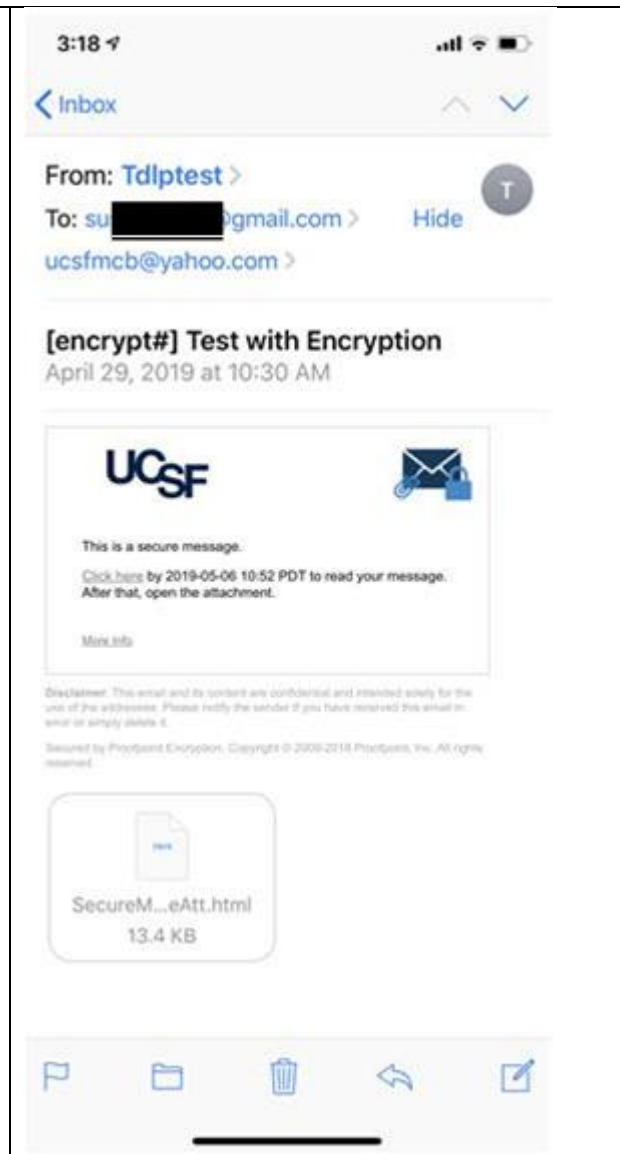
Yahoo Mail 2/3/18 >
Reminder: You have an upgrade waiting f...
Upgrade now Hi Mcb, Upgrade your Yahoo Mail and check out all the nifty, new featu...

Yahoo Mail 1/6/18 >
Reminder: You have an upgrade waiting f

Updated Just Now

The secure email message will look like this.

3. Click on the “Click here” link in the message body
4. Next



You will see that your email address has already been entered (and cannot be changed)

5. In the **First Name** field, *enter your first name*
6. In the **Second Name** field, *enter your second name*
7. Next

The screenshot shows a mobile registration interface. At the top, the time is 3:18 and the status bar shows signal strength, Wi-Fi, and battery. The browser address bar displays 'securemail.ucsf.edu' with a lock icon and a refresh button. Below the address bar is a grey header with the word 'Registration' in bold. The main content area starts with the text 'Create your account to read secure email.' followed by a 'Password Policy' link with a plus icon. Below this are four input fields: 'Email Address:' containing 'ucsfmcb@yahoo.com', 'First Name:', 'Last Name:', and 'Password:'. A 'Confirm Password:' field follows. At the bottom of the form is a blue 'Continue' button. The mobile home indicator bar is visible at the very bottom, along with navigation icons for back, forward, share, bookmarks, and tabs.

If your operating system software suggests a “strong password”, it is “OK” to use that password.

Or

8. In the **Password field**, *enter a password*
9. In the **Confirm Password** field, *re-enter your password*

Note: the password policy is

- Be 8-30 characters
- Contain at least one digit (0-9)
- Contain at least one symbol (!@#%\$&*)
- **Cannot include your username**

10. *Click the **Continue** button*

11. *Next*

3:20 ◀ Mail

securemail.ucsf.edu

Mark

Last Name:

Bering

Password:

Confirm Password:

Continue

Suggested Password
ryhgob-ryzbax-1wYcty

q w e r t y u i o p
a s d f g h j k l
z x c v b n m
. ? 1 2 3 space Go

Once your password has been accepted, the registration process is complete.

You will be redirected to the open message in the securemail reader.

