



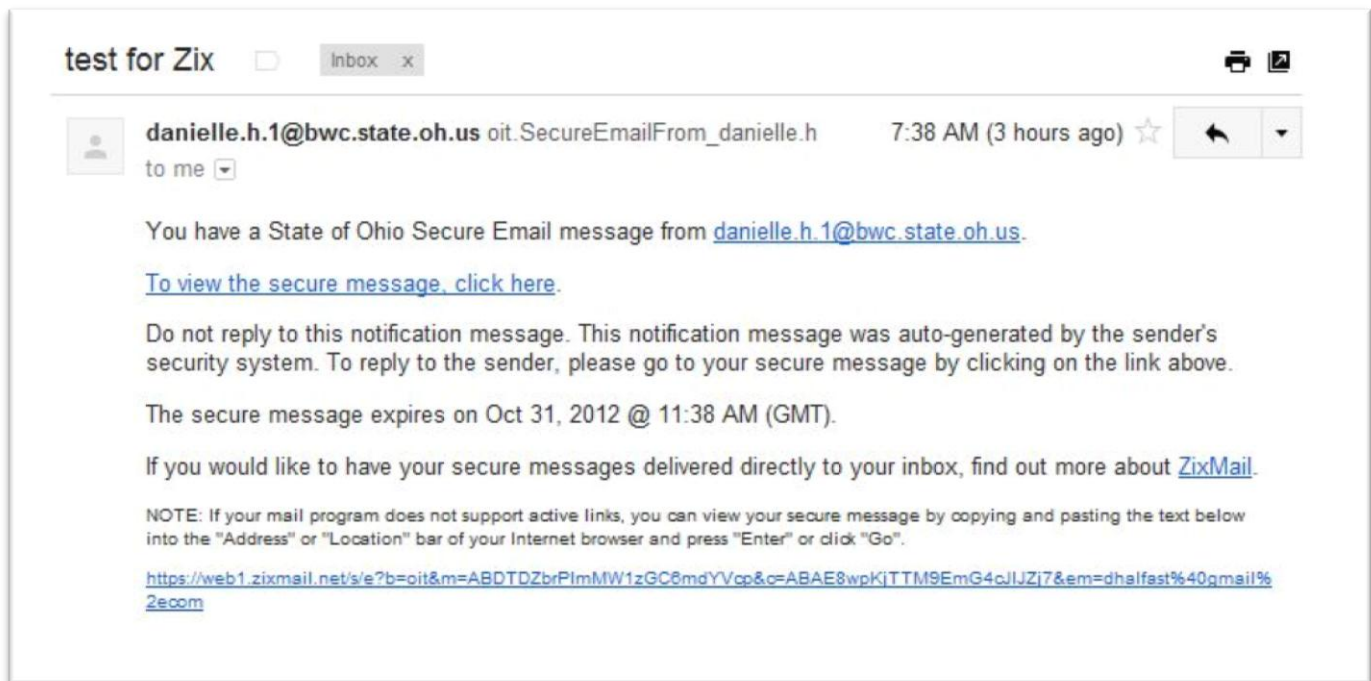
A Tool for BWC Customers to Secure Email Messages

What it is

ZixMail is an email encryption solution BWC now uses. It provides a secure method of email communications and offers a simplified method of sending encrypted email messages and attachments.

What to Expect

ZixMail encrypts the email message and any attachments during transit and delivers it to the secure Zix server rather than your inbox. However, you will receive a notification message in your inbox titled **“You have a State of Ohio Secure Email message from...”** informing you that you have a new message on the Zix server.



How to Use a Zix Account

Click on the “**To view the secure message. click here**” link in your Zix notification email. The system will take you to the State of Ohio Secure Message Center. If you don’t have an existing Zix account, you will receive a prompt to register. Otherwise, you will see a prompt to log in.

Register with Zix

If you do not have your email address registered with Zix, you must register the first time you access a Zix message.

Ohio.gov State of Ohio

Register Account
Register below for your mailbox to send and receive secure messages.

Email Address:
d.halfast@yahoo.com

Password: **1**

Re-enter Password: **2**

Cancel Register **3**

Password Rules
Passwords must be at least 6 characters in length, and meet 2 of the following conditions:

- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
- Contain at least one special character, such as: ~!@#%*&

Want to receive your secure messages directly in your inbox? [Learn more.](#)

For Customer Support, email us at support@zixcorp.com.

Secured by **ZIXCORP**

1. Enter your desired password.
2. Confirm your password.
3. Click the **Register** button.

Log into Zix

If you have already registered your email address with Zix, you must sign in to access a Zix message.

Ohio.gov State of Ohio

Welcome to the State of Ohio Secure Email Message Center

Email Address:
d.halfast@gmail.com

Password: **1**

Sign In **2**

Forgot your password? **Reset**

New to secure email? **Register**

Need more assistance? **Help**

Want to receive your secure messages directly in your inbox? [Learn more.](#)

For Customer Support, email us at support@zixcorp.com.

Secured by **ZIXCORP**

1. Enter your password.
2. Click **Sign In**.

Note

If you have forgotten your Zix password, you also have the option of resetting your password on this screen.

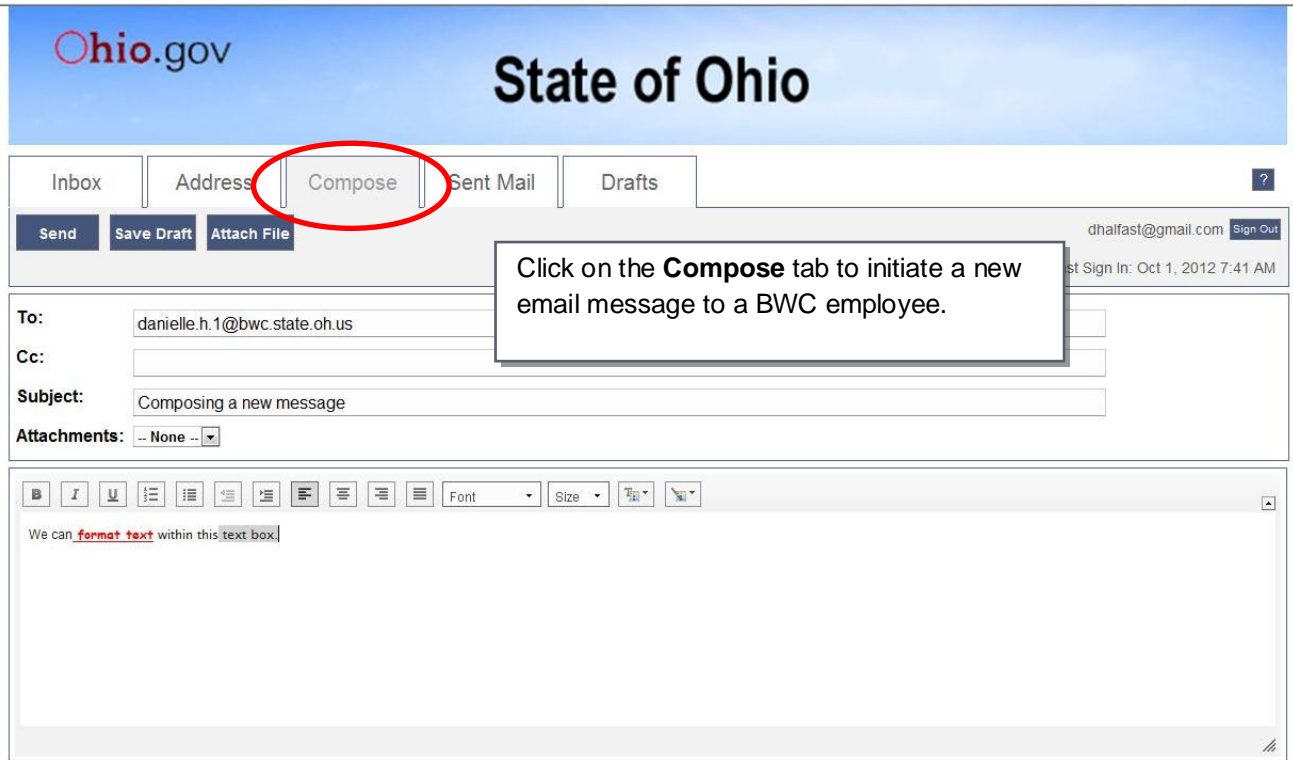
Once you have signed into the State of Ohio Message Center, you will see the contents of the encrypted email.

The screenshot displays the State of Ohio Message Center interface. At the top, the Ohio.gov logo and "State of Ohio" header are visible. Below the header is a navigation bar with tabs for "Inbox", "Address", "Compose", "Sent Mail", and "Drafts". A red box labeled "1" highlights the "Reply", "Reply All", "Forward", and "Delete" buttons. A red circle labeled "2" highlights the "More Actions" dropdown menu. The email content includes a header with "Received:", "Expires:", "From:", "To:", "Cc:", and "Subject:" fields. The "Subject" is "Zix Test". Below the header is an "Attachments" section showing two files: "image002.jpg" and "image001.png". A blue banner states "This message was sent securely using ZixCorp." Below this, the text reads "Testing ZixCorp's new State of Ohio Secure Message Center features." The sender information is "IT - Communications & Marketing", "Danielle Halfast", "Infrastructure Specialist 2", "Cleveland Service Office", and "Phone: 216-787-4550". A disclaimer states: "Portions of this message may be confidential under an exemption to Ohio's public records law or under a legal privilege. If you have received this message in error or due to an unauthorized transmission or interception, please delete all copies from your system without disclosing, copying, or transmitting this message." At the bottom, it says "This message was secured by ZixCorp®" and "Secured by zixcorp".

1. From within the message, you will have the ability to **Reply**, **Reply All**, **Forward** or **Delete** the message. You may only forward messages to a State of Ohio Secure email recipient.
2. Messages will remain in the State of Ohio Secure Message center for 30 days. If you must retain the message for a longer duration, you have the ability to save the message and any attachments to your computer from the **More Actions** drop down menu.

Other Functionality within the State of Ohio Secure Message Center

In addition to viewing secure email messages sent to you, you can also initiate and send a secure message to a BWC employee and maintain an address book within the State of Ohio Secure Message Center.



The screenshot shows the State of Ohio Secure Message Center interface. At the top, there is a blue header with the "Ohio.gov" logo and the text "State of Ohio". Below the header, there is a navigation bar with tabs for "Inbox", "Address", "Compose", "Sent Mail", and "Drafts". The "Compose" tab is highlighted with a red circle. Below the navigation bar, there are buttons for "Send", "Save Draft", and "Attach File". A text box contains the instruction: "Click on the **Compose** tab to initiate a new email message to a BWC employee." Below this, there are fields for "To:" (danielle.h.1@bwc.state.oh.us), "Cc:", "Subject:" (Composing a new message), and "Attachments:" (None). At the bottom, there is a rich text editor with a toolbar and a text area containing the text "We can **format text** within this text box."

Secured by **zixCORP**



The screenshot shows the State of Ohio Secure Email Address Book interface. At the top, there is a blue header with the "Ohio.gov" logo and the text "State of Ohio". Below the header, there is a navigation bar with tabs for "Inbox", "Address", "Compose", and "Sent Mail". The "Address" tab is highlighted with a red circle. Below the navigation bar, there are buttons for "Mail", "Delete", "New Contact", and "Add Group". A text box contains the instruction: "Click on the **Address** tab to create and manage your address book." Below this, there is a table with columns for "Select", "Contact", and "Details". The table is currently empty, showing "No contacts". At the bottom, there is a footer with the text "Secured by **zixCORP**".

Additional Information Regarding Zix

Zix accounts are specific to an email address, not a person. Therefore, if several share a common email address, all will use the same Zix account to access those Zix encrypted messages.

- You will have a separate Zix account for each email address you have.
- You can also log into your Zix account and view any messages from the website, <https://web1.zixmail.net/s/welcome.jsp?b=oit>
 - Once logged in, you can view and manage all the messages that may be in your State of Ohio Secure Message Center “inbox.”
- Depending on your email provider, the Zix notification e-mail may be blocked and erroneously identified as SPAM. If you do not receive a notification email, please check your Spam or Junk Mail folder.
 - If this occurs, you can “white list” these notification emails. Your email provider will then deliver them to your inbox.
 - As an example, the following screenshot shows you how to “white list” in Yahoo Mail. Please check with your email provider for specific instructions.

The screenshot shows the 'OPTIONS' tab in a web interface. On the left is a sidebar with categories: 'Mail Options' (General, Signature, Vacation Response) and 'Advanced Options' (Blocked Addresses, Disposable Addresses, Mail Accounts, Filters, POP & Forwarding). The main area is titled 'Use filters to sort incoming messages into folders. Arrange filters in the order you want them applied.' It features a '+ Add' button, a trash icon, and a list of filters: '1 BWC'. The configuration for the 'BWC' filter is shown below:

Filter Name: BWC

If all of the following rules are true

Sender:	Contains	@bwc.state.oh.us	<input type="checkbox"/> sender match case
Recipient:	Contains		<input type="checkbox"/> recipient match case
Subject:	Contains		<input type="checkbox"/> subject match case
Email Body:	Contains		<input type="checkbox"/> body match case

Then deliver the email to the following folder

Inbox

Note: This document provides basic information on the use of ZixMail in regards to accessing and replying to secure email communications initiated by BWC.

You can find additional information on ZixMail at <http://www.zixcorp.com/>.