

PLEASE NOTE THAT THE ILLUSTRATIONS MIGHT VARY DUE TO THE INTERNET BROWSER YOU ARE USING.

1. Open up a web browser and goto <https://web1.zixmail.net/s/welcome.jsp?b=azdfi>
2. The following page will appear:



Welcome to the AZDFI Secure Email Message Center

| | | |
|--|--|---|
| Email Address: <input type="text"/> | Sign In | |
| Password: <input type="password"/> | | |
| Forgot your password? Reset | New to secure email? Register | Need more assistance? Help |

For Customer Support, email us at itadmin@azdfi.gov.

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3. Click on **REGISTER**. Fill in all fields with your info.

Register Account

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

| |
|---|
| Email Address: <input type="text" value="dlovallo@azdfi.gov"/> |
| Password: <input type="password" value="....."/> |
| Re-enter Password: <input type="password" value="....."/> |
| Cancel Register |

4. Once completed, a confirmation email from Zix will be sent and you **MUST** click link to activate your Zix account.



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Account Change Confirmation

A confirmation email has been sent to your email address for this AZDFI Secure Email mailbox. After you receive the confirmation email, please follow the instructions to activate the changes.

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Email message from Zix:

azdfi.notification AZDFI Secure Email Notification - Your AZDFI Secure Email password is pending. To ACTIVATE your new password, click the link below.

AZDFI Secure Email Notification Inbox x Print Image

azdfi.notification@zixmessagecenter.com 11:12 AM (1 minute ago) ☆ Reply More
to me

Your AZDFI Secure Email password is pending.
To ACTIVATE your new password, click the link below:
<https://web1.zixmail.net/s/a?b=azdfi&cmd=ABAIgGeMPGQbrzRtlg8icryz>
This is the last step in this one-time process.
To DECLINE your new password, click the link below:
<https://web1.zixmail.net/s/d?b=azdfi&cmd=ABAIgGeMPGQbrzRtlg8icryz>
If the link above is disabled, copy and paste it into your Internet browser address bar.

5. Once you click on the **ACTIVATE** link , the following confirmation will appear.



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Activation Successful

You have successfully activated your new password. Click Continue to return to the Sign In page.

Continue

Note: Your password is important. Please store it in a safe place.

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6. You are now ready to send zix emails. Click here for Sending Encrypted emails. (link to instructions)