

Sending Encrypted Email

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

1. In order to send/receive encrypted email from Zix you must have a Zix account. . See instructions for setting up an account ([link to instructions](#))
2. Open up any web browser and goto : <https://web1.zixmail.net/s/welcome.jsp?b=azdfi>
3. Log into your Zix account:



Welcome to the AZDFI Secure Email Message Center

| | |
|---|----------------|
| Email Address: <input type="text" value="dlovallo@azdfi.gov"/> | Sign In |
| Password: <input type="password" value="....."/> | |

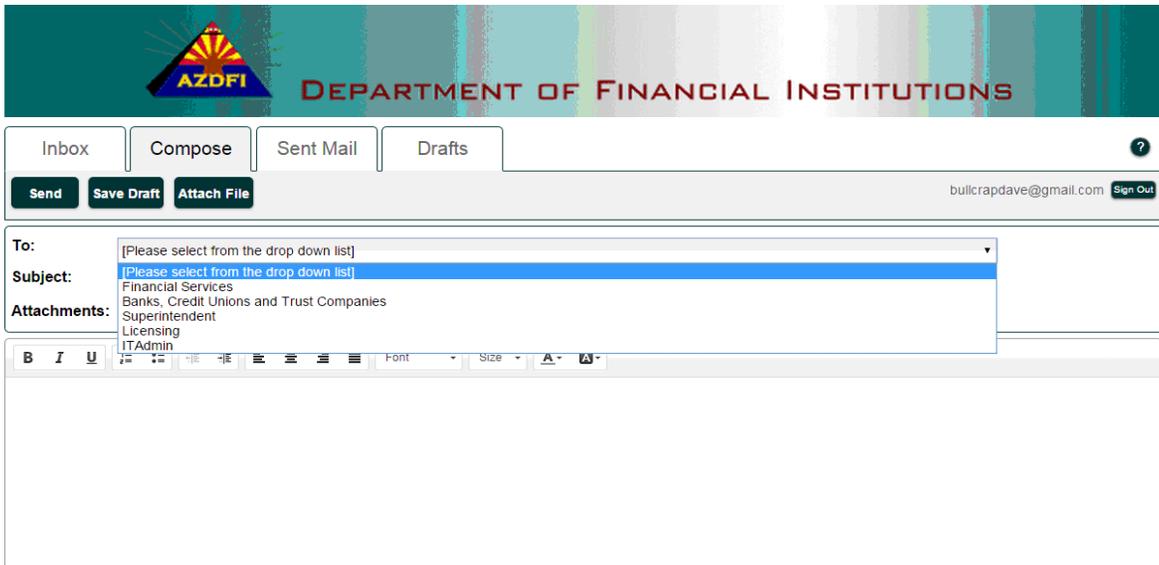
4. Click on the **COMPOSE** button



| Inbox | Compose | Sent Mail | Drafts |
|---------------------------|---------------|---------------------|--------|
| Refresh | Delete | bullcrapdave@gr | |
| You have no new messages. | | Last Sign In: Apr 1 | |
| Select | From | Subject | Date |

No messages

5. Choose from one of the Divisions in the drop down to send your email to.



6. To attach file, click on the **ATTACH FILE** button. Then click on **CHOOSE FILE**. Locate your file you wish to attach then click on file.

Attach File

To attach a file, select a file and choose Add File. Choose
You may attach as many as 10 files up to a total of 15 ME

Attach Files:

Choose File No file chosen

Add File

Attachments:

-- None --

Finish

- Once done with adding file(s), click on **ADD FILE** button and you will notice your attachments shows in the attachments box:

Attach File

To attach a file, select a file and choose Add File. Choose Finish when you are done. You may attach as many as 10 files up to a total of 15 MB.

Attach Files:

Choose File No file chosen

Add File

Attachments:

FE-LC-RN-DFI_Renewal_Application.pdf

Remove File

Finish

- Click on **FINISH**.
- You are then directed back to the message screen, your attachments will show, the last step is to click on **SEND**.