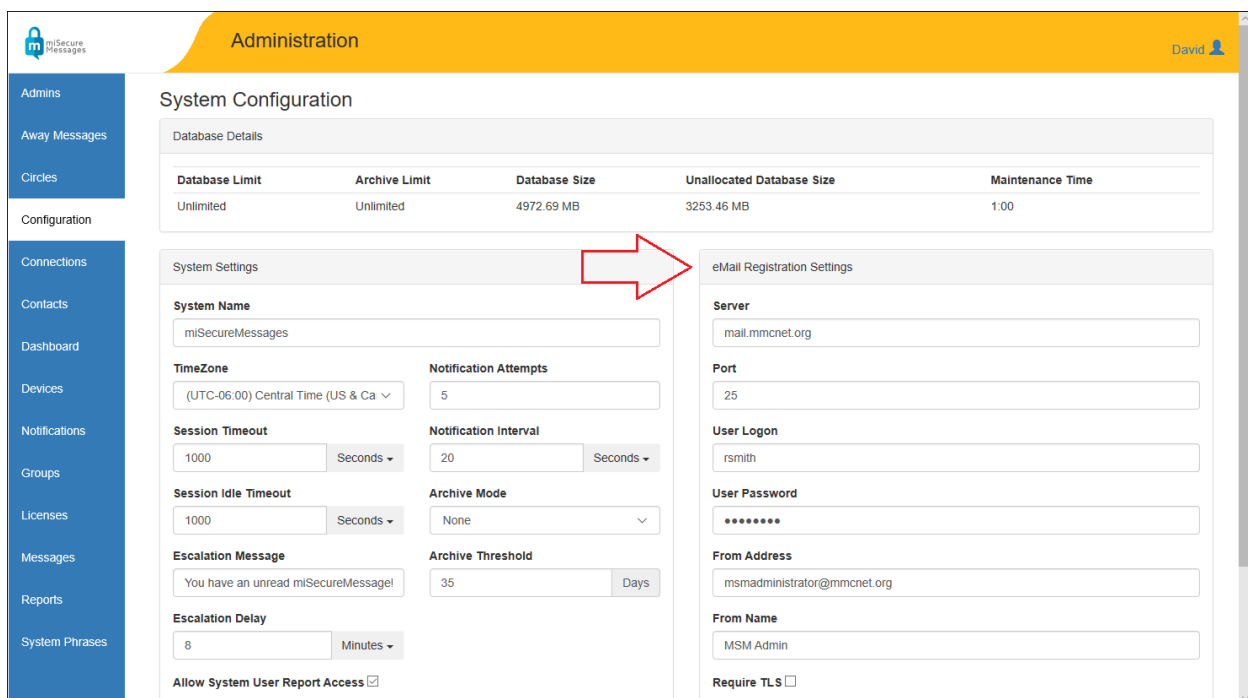


Simplify Device Registration with miSecureMessages Email Registration

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The screenshot displays the Administration interface for miSecureMessages. The main content area is titled "System Configuration" and is divided into several sections. A red arrow points to the "eMail Registration Settings" section, which is highlighted. The "System Settings" section includes fields for System Name, TimeZone, Notification Attempts, Session Timeout, Session Idle Timeout, Escalation Message, Escalation Delay, and Allow System User Report Access. The "eMail Registration Settings" section includes fields for Server, Port, User Logon, User Password, From Address, From Name, and a checkbox for Require TLS.

Email Registration is an optional type of miSecureMessages (MSM) registration that is initiated via e-mail. Using this method, only users who receive an e-mail invitation from the administrator are able to register the MSM app. The Email Registration process does not require users to know or input a license key, and skips other steps that usually are necessary to register the app.

Email Registration Settings

The first step in setting up miSecureMessages Email Registration is to configure the Email Registration Settings found on the System Configuration page of the MSM Administration Web.

Click the Configuration command on the MSM Administration Web navigation menu to access the System Configuration page.

The Email Registration Settings are displayed to the right of the System Settings.

Server

The value in the Server field is used as the mail server for registration and password reset e-mail messages.

Type the name of your mail server.

Port

The value in the Port field indicates the port to use for registration and password reset e-mail messages. Port 25 is typically used.

Enter the IP Port number as configured on the e-mail server.

User Logon

The value in the User Logon field is used as the login for connecting to the mail server.

Enter the login name to access the e-mail account on the mail server if the mail server requires a login.

User Password

The value in the User Password field is used as the password for connecting to the mail server.

Enter the password associated with the login name if the mail server requires a password.

From Address

The From Address field determines the return e-mail address used for registration and password reset e-mail messages.

Type the return address to use for registration and password reset e-mail messages.

From Name

The From Name is the name that is displayed in the From field when sending registration and password reset e-mail messages.

Type the name to use as the return display name for registration and password reset e-mail messages.

Require TLS

The value of the “Require TLS” check box determines whether Transport Layer Security (TLS) is used to send registration and password reset e-mail messages.

- **Select this check box to use TLS to send registration and password reset e-mail messages between MSM and the e-mail server.**
- **Clear this check box to disable TLS.**

Require Encryption

The value of the “Require Encryption” check box determines whether encryption is used to send registration and password reset e-mail messages. E-mail encryption requires a Public Key Certificate and an enterprise e-mail server.

- **Select this check box to enable e-mail encryption.**
- **Clear this check box to disable e-mail encryption.**

More information about encryption is provided in the *MSM Administration Web Guide*.

When you have finished configuring the Email Registration Settings, click the **Send Test Email** button to test the settings.

If the test was successful, an e-mail message is sent to the e-mail address specified in the From Address field. The body of the e-mail message contains the text “MSM Registration test message.”

When you have finished entering the configuration settings, click the **Save** button to update the settings.

Contact Settings

E-mail addresses are assigned to Contact on the Contact Settings pane. The Contact Settings pane is displayed when adding or editing a contact from the Contacts page.

Click the **Contacts** command on the navigation menu to access the **Contacts** page.

- To add a new contact, click the **Create User** button.
- To edit a contact, click the **Edit** hyperlink in the same row of the table as that contact's information.

The Contact Settings pane is displayed.

The screenshot shows the 'Contact Settings' interface. At the top right are buttons for 'Save', 'Save and Exit', and 'Exit'. Below these are buttons for 'Reset Password', 'Reset Passcode', and 'Logout User'. The user profile section includes a photo of David Darcy and the following fields: Name (David Darcy), Username (ddarcy), Phone Number (7115554862), and Email (ddarcy@mmcnet.org). The Email field is highlighted with a red border. Below the profile is a checkbox for 'Require password change on next login'. The 'Notification Settings' section includes: Notification Alert (On/Off) (checked), Notification Interval (22 Seconds), Notification Attempts (10), Notification Sound (Ringin), and High Priority Sound (Alarm). The 'Groups' section contains a table with columns 'Name' and 'Account ID', listing 'Mercy Medical Center' and 'MMC Family Dentistry' with 'Edit' and 'Remove' links for each. An 'Add Group' button is located below the table.

Email

The Email setting is used with the Email Registration feature to send registration and password reset e-mail messages.

If you want to be able to send this user registration and password reset e-mail messages, enter the user's e-mail address.

When you are finished entering contact settings, click the **Save and Exit** button to save the settings and return to the **Contacts** list.

Groups Settings

Email Registration is enabled and disabled at the Group level. The Groups properties are located on the Groups page

Click the **Groups** command on the navigation menu to access the **Groups** page.

To edit a Group's properties, click the **Edit** hyperlink in the same row of the table as that group's information.

The Group Properties for the selected group are displayed. The Registration Type and the Email Registration/Reset Timeout settings are located under the General tab.

The screenshot shows the 'Group Properties - Mercy Medical Center' page in the miSecureMessages Administration interface. The 'General' tab is selected, and the 'Registration Type' dropdown menu is highlighted with a red box, showing 'Email Registration' selected. Another red box highlights the 'Email Registration/Reset Timeout' field, which is set to '100' with a 'Minutes' dropdown. Other visible settings include Group (14), Name (Mercy Medical Center), Licenses (30), Account ID (111.11.1111), Default Circle (Staff), Personal Circle (Favorites), Notification Attempts (5), Notification Interval (15 Seconds), Escalation Message (You have an unread miSecureMessage!), Escalation Delay (0 Minutes), Attachment Size (100 MB), and Maximum Contacts/Thread (100, 0 = unlimited).

Registration Type

The Registration Type menu is used to select a registration method for the group's users. The options are Self Registration, Admin Registration, and Email Registration.

Select "Email Registration."

Note: The minimum operating system requirement for Email Registration on iOS devices is iOS 9.0.

The Email Registration option sends an e-mail message to the user's e-mail address when the Email Registration button is clicked in the user's Contact Group Settings or the Send Email Registration button on the group's Contacts properties. The e-mail message contains a hyperlink that the contact can use to register for miSecureMessages. The registration e-mail is configured under the Initial Registration tab and the Multiple Device Registration tab in the Email Messages Group Properties.

Email Registration/Reset Timeout

This setting is used if Email Registration is chosen as the registration type. The Email Registration/Reset Timeout is the duration of time the hyperlink in the registration e-mail invitation is active after the invitation is sent.

Enter the time in hours, minutes, or seconds that the miSecureMessages Email Registration hyperlink will be active, and then select the appropriate unit of measurement from the menu.

When you have finished configuring General settings for the group, click the Save button to save your changes.

Email Messages

The settings under the Email Messages tab are used to create and edit automatic e-mail messages for initial registration, multiple device registration, and resetting a user's password and passcode.

To edit the e-mail message settings for the selected group, click the Email Messages tab.

Group Properties - Mercy Medical Center

General Contacts Device Menu Permissions Phrases **Email Messages** Exit

Initial Registration Multiple Device Registration Reset Password Reset Temporary Password

Subject:
MSM Registration

Message:

File Edit Insert View Format Table Tools

Formats **B** *I* [List Icons] [Link Icon] [Image Icon] MSM Items

<displayname>,
Welcome to miSecureMessages! Please follow the instructions below to register your device.

1. If you have not downloaded the miSecureMessages app, click on the link below and you will be directed to download the app on your mobile device:
[From your mobile device, tap here to download the app.](#)
2. Do not open the app. If you do, please close it before proceeding.
3. After downloading, return to this email and click the link below to log in. Your MSM Username is <username>. You will be prompted to create a password and/or passcode during this process if restrictions are enabled by your MSM administrator.

You can also click on the link below if you have already downloaded the app on your device.
[Tap here to log in to the miSecureMessages app.](#)

This will complete your miSecureMessages registration. If you need assistance, please contact {enter contact information here}

Thank you,
{enter salutation here}

Save

The e-mail message settings are divided into tabs.

- **Click the Initial Registration tab to configure the e-mail message that is sent to contacts to allow them to register the miSecureMessages app on a device.**
- **Click the Multiple Device Registration tab to configure the e-mail message that is sent to contacts to allow them to register miSecureMessages on multiple devices.**
- **Click the Reset Password tab to configure the e-mail message that is sent to contacts that need to reset their password or passcode for miSecureMessages.**

- **Click the Reset Temporary Password tab to configure the e-mail message that is sent to contacts that need to reset their password for the MSM Contact Web.**

Initial Registration

The settings under the Initial Registration tab are used to create an e-mail message that can be sent to a contact to allow that person to register the miSecureMessages app on a device.

Subject

The text in this field is used as the subject for the initial registration e-mail.

Enter the text to use as the subject for initial registration e-mail.

Message

The text and formatting in this field is used as the body of the initial registration e-mail. The template saved in Group 0 will be used as the default template when new groups are created.

Edit the template as desired to create the message for initial registration e-mail.

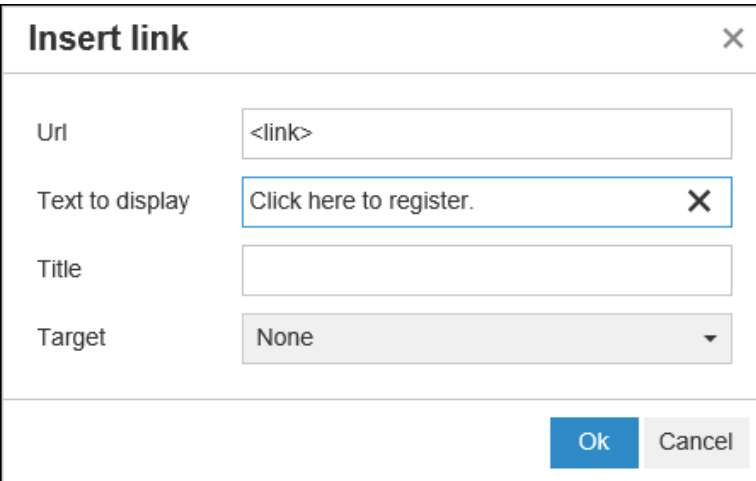
A Registration URL link is required for initial e-mail registration.

To insert the Registration URL link that is required for initial e-mail registration, click the position in the template where you want to insert the hyperlink. Then open the MSM Items menu and click the Registration URL command.

A Click here to register hyperlink is inserted into the template. This hyperlink is mapped to a URL value of <link>. Each time an Initial Registration e-mail message is sent, the <link> value is replaced with a unique e-mail registration URL that identifies a new miSecureMessages user and allows that person to register miSecureMessages on a device.

To edit the hyperlink, right-click the hyperlink to display the context menu and then click the Link command.

The Insert Link window is displayed.



Insert link	
Url	<link>
Text to display	Click here to register.
Title	
Target	None
Ok Cancel	

Url

The Url property must be set to <link> in order for e-mail registration to function. This will be replaced with a unique e-mail registration URL each time that an Initial Registration e-mail message is sent.

Do not change the Url value.

Text to display

The value in the “Text to display” property is displayed as a hyperlink in the e-mail message.

Type the text that you want to display as the hyperlink in the e-mail message.

Click the Ok button to save your changes to the hyperlink properties and return to the Initial Registration settings.

More information about the settings on the Initial Registration tab are provided in the *MSM Administration Web Guide*.

When you are finished editing the Initial Registration e-mail subject and message, click the Save button to save your changes.

A dialog box is displayed to confirm the changes were saved successfully.

Multiple Device Registration

The settings under the Multiple Device Registration tab are used to create an automatic e-mail message that can be sent to a contact to allow that person to register miSecureMessages on an additional device. In this scenario, the contact is already registered for miSecureMessages on an initial device.

Repeat the same steps that you performed for the initial registration e-mail to configure the multiple device registration e-mail.

More information about the settings on the Multiple Device Registration tab is provided in the *MSM Administration Web Guide*.

Reset Password

The settings under the Reset Password tab are used to create an automatic e-mail message that will be sent to contacts that need to reset their password or passcode for miSecureMessages.

Repeat the same steps that you performed for the initial registration e-mail to configure the reset password or passcode e-mail.

More information about the settings on the Reset Password tab is provided in the *MSM Administration Web Guide*.

Reset Temporary Password

The settings under the Reset Temporary Password tab are used to create an e-mail message that will be sent to contacts that need to reset their password for the MSM Contact Web. The e-mail message is sent using the Email Temporary Password button in Contact Group Settings.

Repeat the same steps that you performed for the initial registration e-mail to configure the reset temporary password e-mail.

More information about the settings on the Reset Temporary Password tab is provided in the *MSM Administration Web Guide*.

Contacts

The Contacts page is used to register contacts for a group and to un-register contacts from a group.

To edit Contacts settings for a group, click the name of the group and then click the Contacts tab.

The Contacts page is displayed.

Group Properties - Mercy Medical Center

General **Contacts** Device Menu Permissions Phrases Email Messages
Exit

Account ID: 111.11.1111 Allocated Licenses: 30 Registered Contacts: 3

Search

Available Contacts Select All Clear All

<input type="checkbox"/>	Alan Caspar	[WebApp, Android]
<input type="checkbox"/>	Angela Massey	[WebApp]
<input type="checkbox"/>	Cynthia Hilbrich	[WebApp]
<input type="checkbox"/>	Erica Sorenson	[iPhone]
<input type="checkbox"/>	Michael Allen	[iPhone, WebApp]
<input type="checkbox"/>	Rachel Ferguson	[WebApp]
<input type="checkbox"/>	Shere Krauss	[WebApp, Android]
<input type="checkbox"/>	Steven Eckert	[Android]
<input type="checkbox"/>	Terri Dellamaria	[iPhone]

Register

Registered to Group Select All Clear All

<input checked="" type="checkbox"/>	Andrea Ward	[WebApp, iPhone, iPad]
<input checked="" type="checkbox"/>	David Darcy	[WebApp, iPhone]
<input checked="" type="checkbox"/>	Sean Mandti	[WebApp, Android]

UnRegister
 Send Email Registration

Available Contacts

The Available Contacts menu displays the names and device types of contacts that have been created but are not registered for the selected group.

To add contacts to the group, select the check boxes next to the names of the contacts that you want to add and then click the Register button.

Registered to Group

The Registered to Group menu displays the names and device types of contacts that are registered for the selected group.

Send Email Registration

The Send Email Registration button is displayed if the Registration Type under the General tab is set to “Email Registration” and one or more contacts are selected in the Registered to Group menu.

To send a registration e-mail, select the check boxes next to the contacts in the Registered to Group menu and then click the Send Email Registration button.

The e-mail invitation contains a hyperlink configured under the Initial Registration tab or the Multiple Device Registration tab in the Email Messages Group Properties. If the user has not installed the miSecureMessages app yet, the hyperlink navigates to a page with buttons for downloading the app. After downloading the app, the user taps the hyperlink again to open the miSecureMessages app to a screen that prompts the user to set a password. After entering a password, the user can start using miSecureMessages.

Contact Group Settings

An e-mail registration invitation can also be sent to an individual contact from the Contact Group Settings pane.

Click the [Contacts](#) command on the navigation menu to access the [Contacts](#) page.

Click the [Edit](#) hyperlink in the same row of the table as the contact that you want to invite.

The Contact Settings pane is displayed.

Click the [Edit](#) hyperlink next to the appropriate group license.

The Contact Group Settings pane is displayed.

The screenshot shows the 'Contact Group Settings - Mercy Medical Center' interface. At the top left is a profile picture of David Darcy, followed by his name and three buttons: 'Email Registration', 'Email Password Reset', and 'Email Temporary Password'. Below this are three main sections: 'Group Options' with 'Active' and 'Visible' checkboxes checked; 'IS Settings' with 'Username' set to 'DDarcy' and a masked 'Password' field; and 'Favorites' with a list of two contacts: 'Andrea Ward' (711555213) and 'Angela Massey' (7115559715), each with a delete icon. At the bottom are 'Add Contact', 'Save', and 'Exit' buttons.

Email Registration

The Email Registration button is displayed if the Registration Type for the group is set to “Email Registration” and there is an e-mail address specified in the contact’s Email setting.

To send a registration e-mail to this contact, click the [Email Registration](#) button.

Requirements:

- MSM Administration Web 6.6.6324.1 or later
- MSM Server 6.6.6372.17084 or later
- Android OS 4.1.2 or later
- miSecureMessages Android App 4.1.1.41 or later
- iOS 9.0 or later
- miSecureMessages Apple App 4.1.6.32 or later

Browser Compatibility:

- Internet Explorer 9.0 and later
- Google Chrome 10.0 and later
- Mozilla Firefox 3.6.10 and later
- Microsoft Edge 25.10286.0 and later
- Apple Safari 5.0 and later

Amtelco Part Number: 232MP149 and 232MP153

