



Provider Secure Email



Torch
AWARD
2010 WINNER



Receiving Secure Email

- When you receive a secure email from a COA employee you should receive an email similar to this. You will need to click on Open Message or copy and paste the link to your browser.

New ZixCorp secure email message from Council on Aging of Southwestern Ohio

Open Message

To view the secure message, click Open Message.

The secure message expires on Mar 28, 2016 @ 02:34 PM (GMT).

Do not reply to this notification message; this message was auto-generated by the sender's security system. To reply to the sender, click Open Message.

If clicking Open Message does not work, copy and paste the link below into your Internet browser address bar.

<https://web1.zixmail.net/s/e?b=help4seniors&>

Want to send and receive your secure messages transparently?

[Click here](#) to learn more.

[Logging In]

- Next you will need to create/register for an account.



Register Account

Enter your email address and a password to register and begin sending and receiving secure messages.

Email Address:	<input type="text" value="jmwallman@"/>
Password:	<input type="password"/>
Re-enter Password:	<input type="password"/>
	<input type="button" value="Cancel"/> <input type="button" value="Register"/>

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: ~!@#%&^

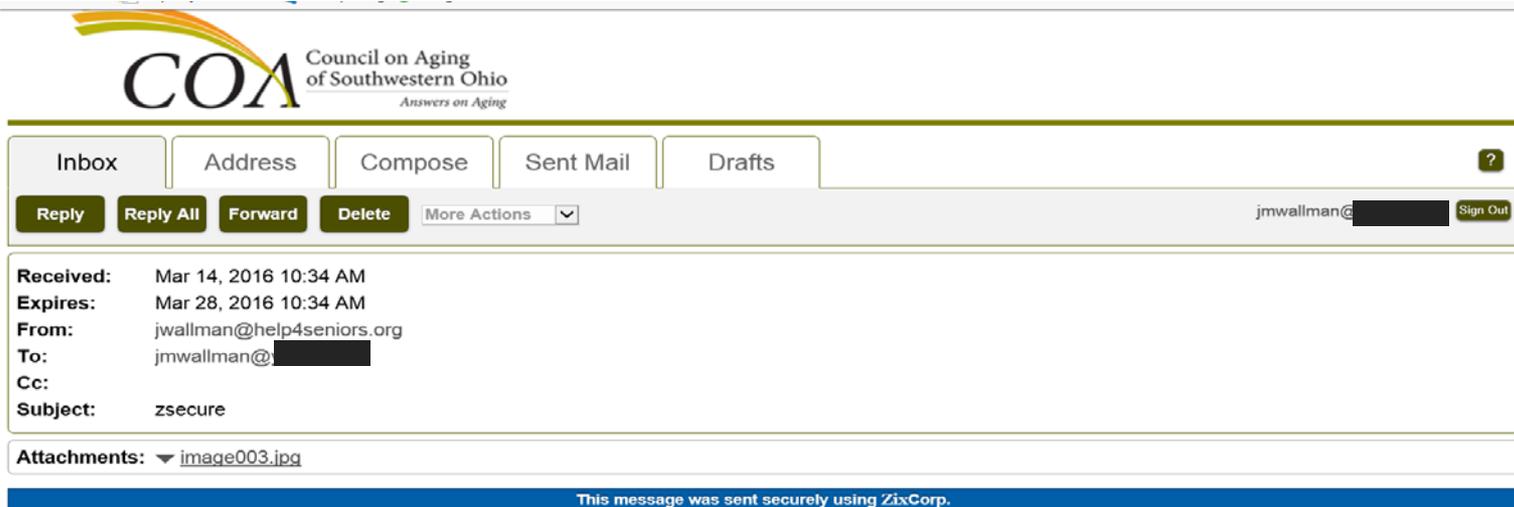
Passwords cannot match email address.

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

For Customer Support, send an email message to: help@coasw.org

Responding

- Once you have registered you will be able to view any messages that have been sent to you, Reply, as well as Compose any new messages.



COA Council on Aging
of Southwestern Ohio
Answers on Aging

Inbox Address Compose Sent Mail Drafts

Reply Reply All Forward Delete More Actions

Received: Mar 14, 2016 10:34 AM
Expires: Mar 28, 2016 10:34 AM
From: jwallman@help4seniors.org
To: jmwallman@
Cc:
Subject: zsecure

Attachments: image003.jpg

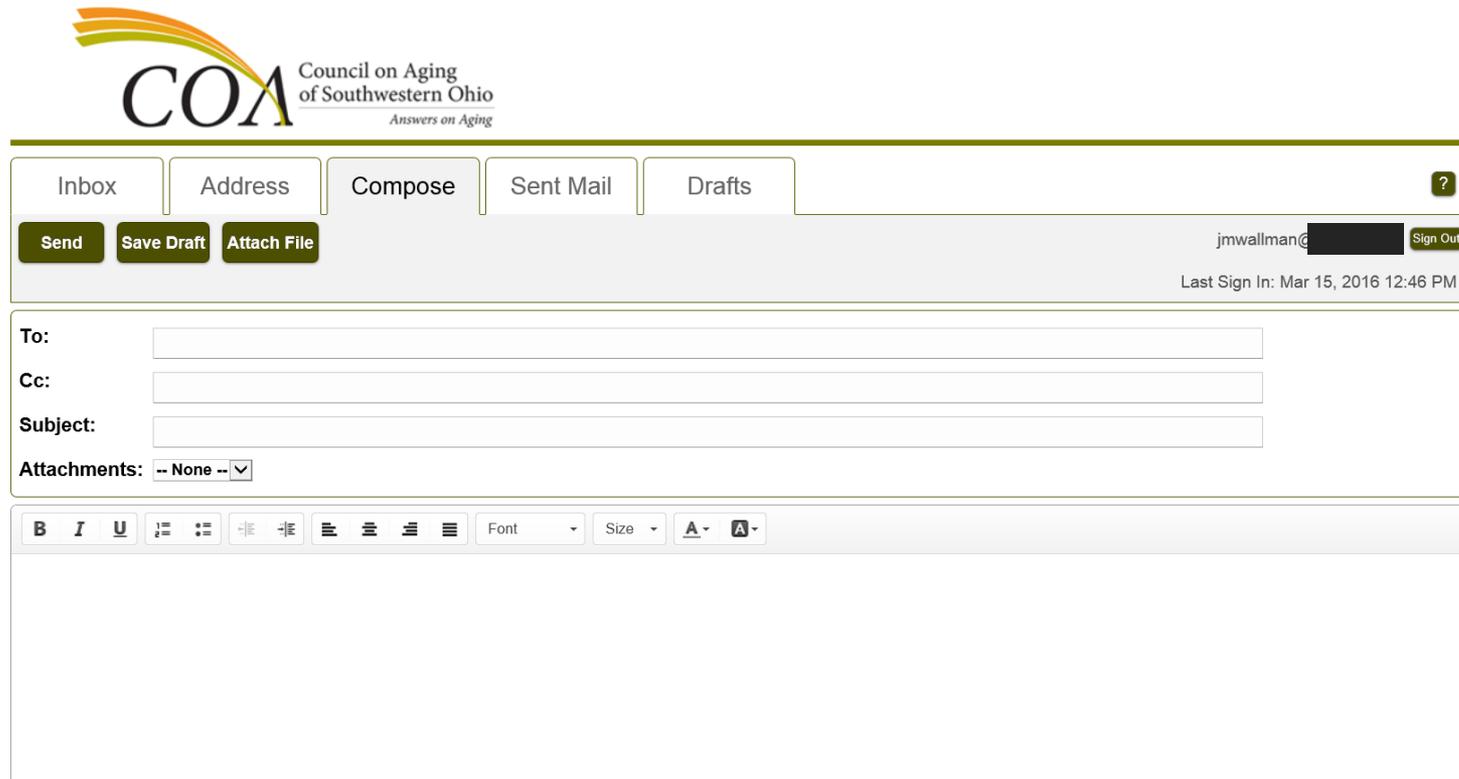
This message was sent securely using ZixCorp.

Test secure email

Jeanne M. Wallman, LSW
Manager, Provider Services and Information Technology
Council on Aging of Southwestern OH
513-345-3321 (main)
513-616-9189 (cell)
513-824-7712 (fax)
www.help4seniors.org

[Composing]

- Enter the address of the COA employee you want to send an email to.



The screenshot displays the email composition interface for the Council on Aging of Southwestern Ohio. At the top left is the COA logo, which consists of three curved lines in orange, yellow, and green above the letters 'COA'. To the right of the logo is the text 'Council on Aging of Southwestern Ohio' and the tagline 'Answers on Aging'.

The interface features a navigation bar with five tabs: 'Inbox', 'Address', 'Compose', 'Sent Mail', and 'Drafts'. The 'Compose' tab is currently selected. Below the navigation bar is a row of action buttons: 'Send', 'Save Draft', and 'Attach File'. On the right side of this row, the user's email address 'jmwallman@' is visible, along with a 'Sign Out' button and the text 'Last Sign In: Mar 15, 2016 12:46 PM'.

The main composition area contains four input fields: 'To:', 'Cc:', 'Subject:', and 'Attachments:'. The 'Attachments:' field is currently set to '-- None --'. Below the input fields is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, font color, and background color. The toolbar also includes dropdown menus for 'Font' and 'Size'.

No Previous Emails Recieved

- In order to send a secure email to a COA employee without first receiving one, please use the following link.
<https://web1.zixmail.net/s/e?b=help4seniors&>
- You will need to Create an Account (if you have not used the secure site before) or Sign In. Once you sign in you will have all the same features mentioned above.



Welcome to the Council on Aging of Southwestern Ohio Message Center

Email Address:	<input type="text"/>	Sign In
Password:	<input type="password"/>	
<input type="checkbox"/> Remember Me		

Forgot your password? Reset	New to secure email? Register	Need more assistance? Help
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Want to receive your secure messages directly in your inbox? [Learn more.](#)

For Customer Support, send an email message to itstaff@help4seniors.org.