



User's Manual

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Using @Securemail

1. After a successful member registration, we will send you a confirmation like the sample below.

@Securemail registration was successfully completed.

GROUP ID : ktkhonsha
MEMBER ID : admin
PASSWORD : CzRac9xPz6

You are now ready to use @Securemail.

You can change your MEMBER ID and PASSWORD from your member page.

You can also add members to your group from your member page.

To log in to your member page please access from the address below.

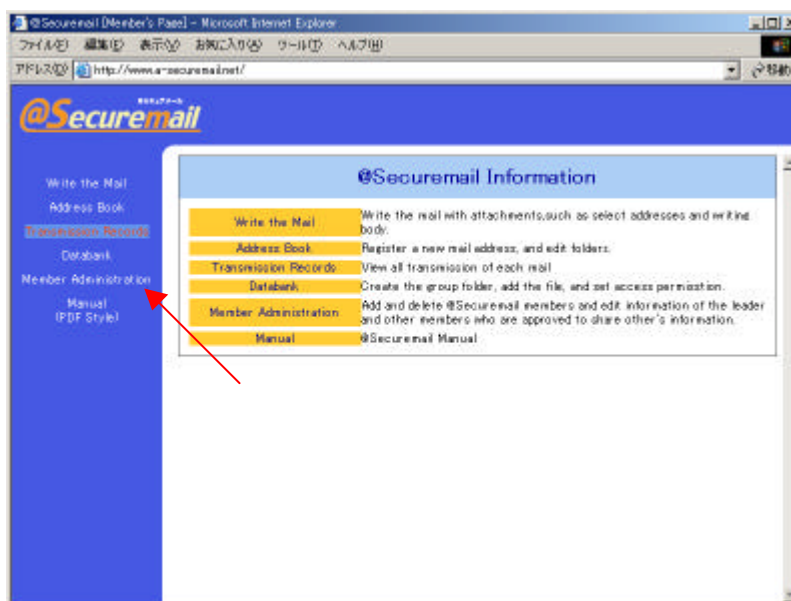
<http://www.a-securemail.jp/?euid=ktkhonsha>

- Your GROUP ID will be filled in for you by accessing through this address.

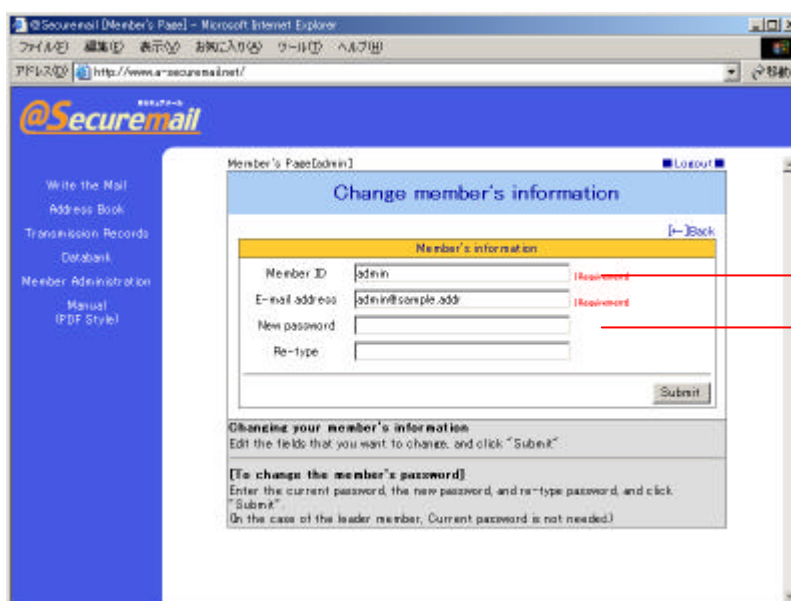
Thank you for using @Securemail.

2. By clicking on the address noted on the confirmation mail, you will see the member login page with IDs already filled in for you.

3. Clicking the log in button after entering the correct password, you will be transferred to the @Securemail main menu.

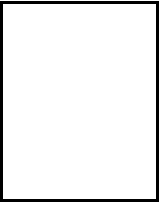




4. You can change your password by clicking on the link labeled “Member’s Info”. We recommend you to change you password periodically to ensure maximum security.



5. When you send an email with attachments using @Securemail, Member ID will be indicated on the message.
 (Ex. This mail was sent to you from *Member ID* (it@ktk.gr.jp))
 It is recommended to set the Member ID to a meaningful text like “Ito ktk Inc.”
 You can use text of your choice for your Member ID. (Maximum 20 chars)
6. @Securemail is designed to be used in business scenes so we took careful attention on its security function. File attachments, and message body will be encrypted (if encryption setting is set) before they are sent, so that they can be used to send confidential documents. Servers are protected with F-Square Anti-Virus to protect your important data from computer viruses.

NOTICE Email message before entering @Securemail System will not be encrypted.

- SSL (encryption technology) 128bit is Powered by SECOM

- Anti-Virus Software is powered by F-Secure

- Servers at IBM Data Center Makuhari are securely installed inside 2 Firewalls


Please refer to the User’s Manual for further details.

1. INTRODUCTION

@Securemail System is designed to send encrypted emails and large attachment files with out adding heavy load to the mail servers. Data Bank feature enables users to securely maintain and share large amount of files for each department, or sections. @Securemail system enables you to securely exchange data you need whenever and wherever you may be. @Securemail System is a must-have tool to live through the Internet era.

2. Functional explanation

2.1. Signup (Signing up on Web)

Signing up a New Group

Signup page

I. Customer Info.

- (A) Email
- (B) Company
- (C) Department
- (D) Full Name
- (E) ZIP Code
- (F) State
- (G) Address
- (H) TEL
- (I) GROUP ID
- (J) Plans
- (K) History reference

II. Billing Address

- (L) ZIP Code
- (M) State
- (N) Address
- (O) TEL
- (P) Name

Register

1. Fill in from (A)Email to (K)History reference as *I. Customer Info.* section.
2. If you wish to send the bills to a different address, please fill in from (L)ZIP Code to (P)Name in the *II. Billing Address.* section.
3. Click on the [Register] button.

2.1.1. Member Login

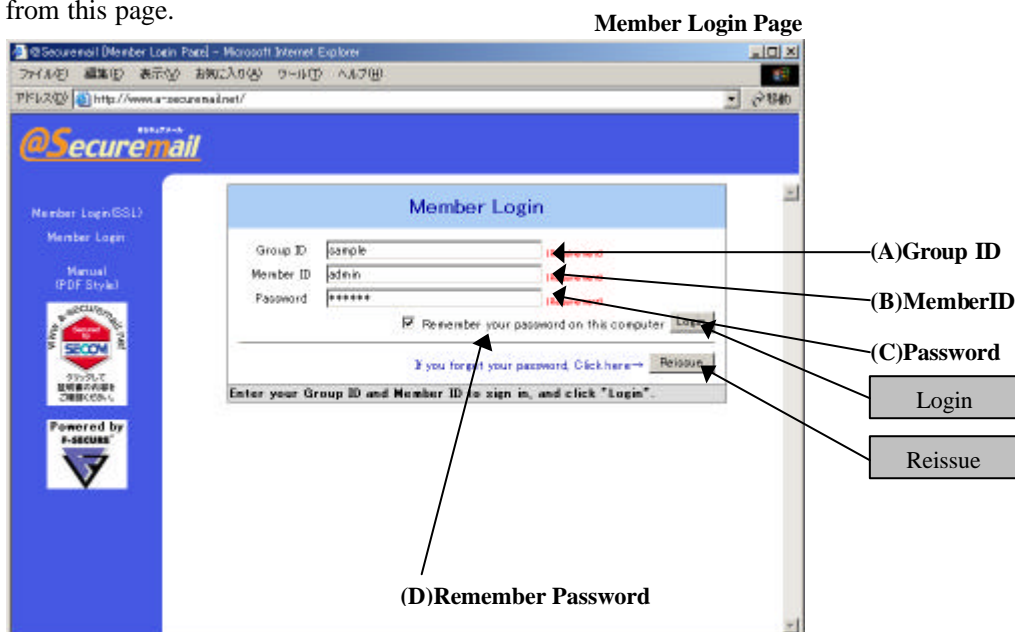
Jump to the Login page.

2.1.2. Manual

Jump to the Manual page.

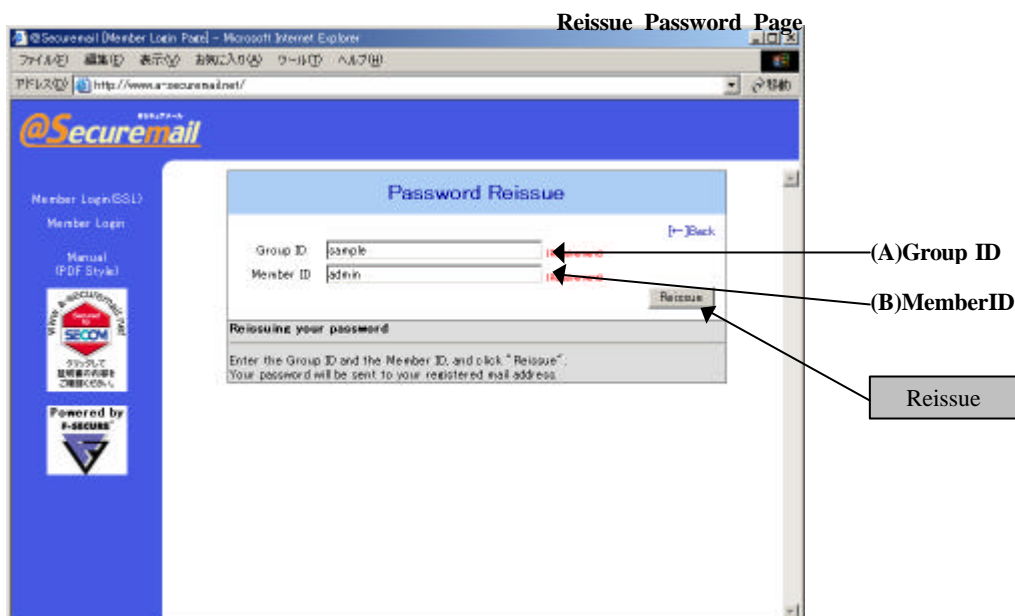
2.2. Member Login

Members can login from this page.



1. Fill in (A)Group ID, (B)MemberID, (C)Password text box.
These fields must be filled in to proceed.
2. You can put a check on (D)Remember Password to make your browser to remember the password for you.
3. Click on the [Login]Button.
4. If you forget your password, click [reissue] button.

2.3. Reissue Password

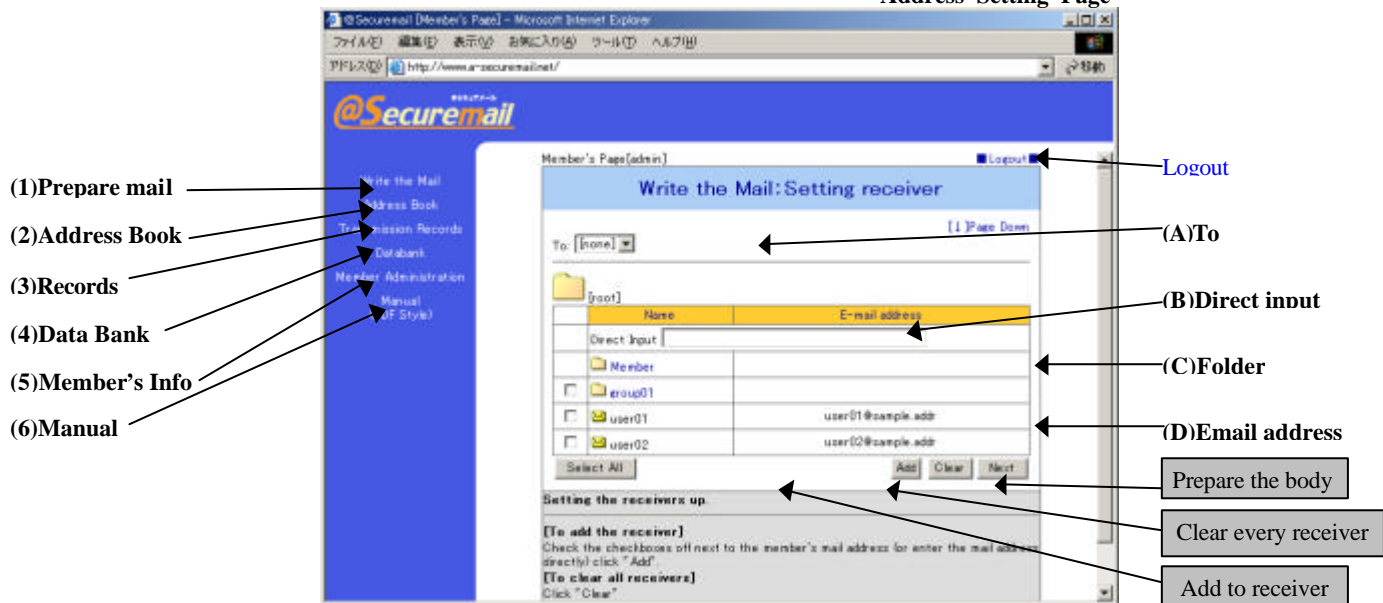


- 1.Fill in (A)Group ID, (B)MemberID text box. These fields must be filled in to proceed.
- 2.Click [reissue] button, your password will be sent to your resided mail address.

2.4. Prepare Mail

2.4.1. Address settings

Address Setting Page

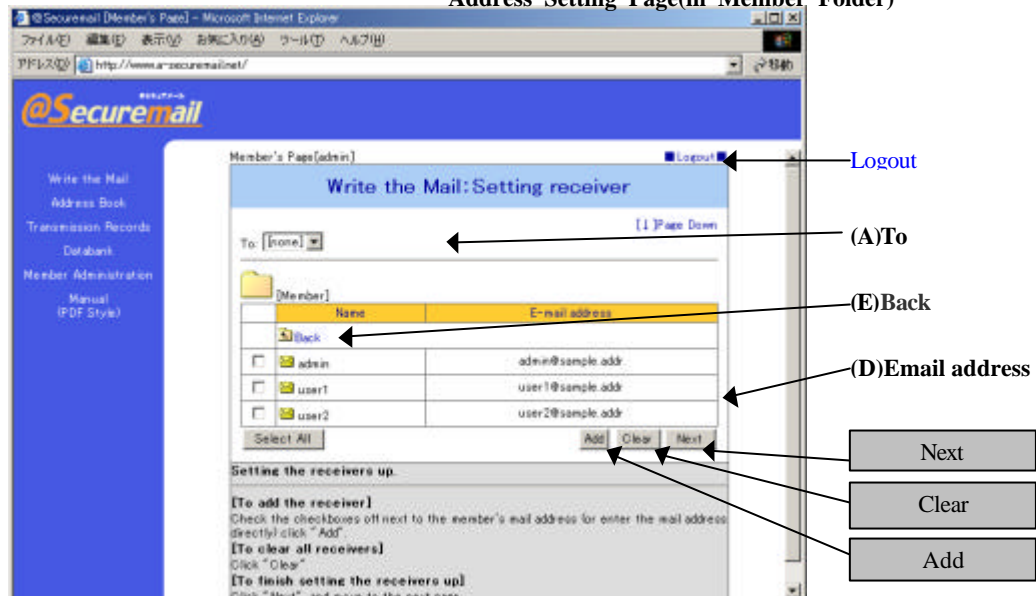


1. Set the receivers of the mail from Address Setting Page.

1-1. If you want to send to a receiver who is not on the Address Book, input their address in the **(B)Direct** input text box.

1-2. If you want to send to a receiver who is listed on the address book, put a check beside the **(C)Folder** or the **(D)Email address** row. If you want to send to all of the members in a certain group, put a check beside the **(C)Folder** resembles the group you want to send the message.

Address Setting Page(in Member Folder)

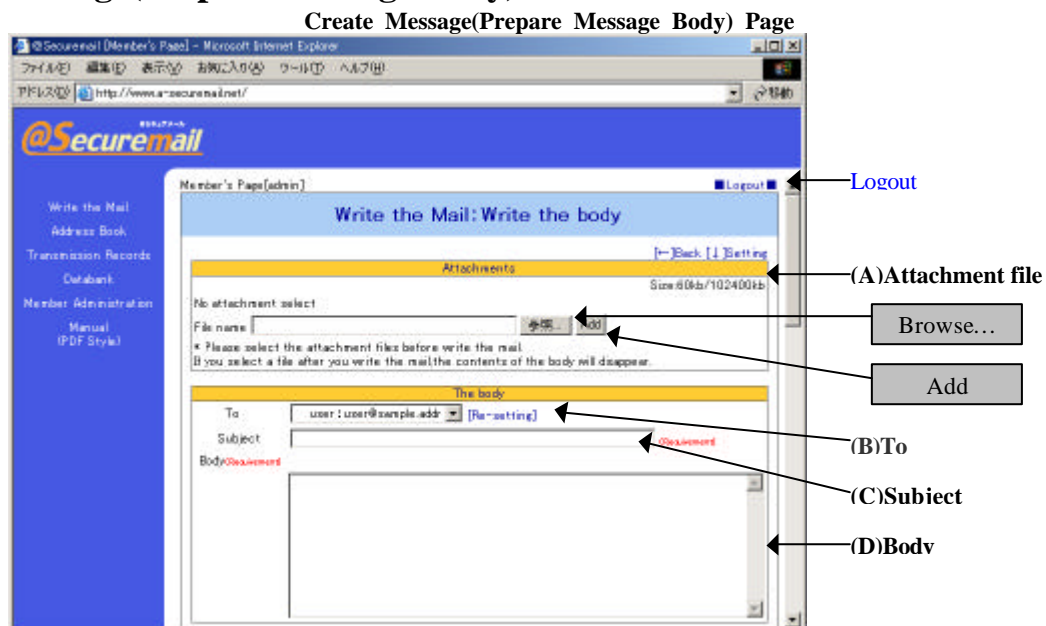


1-3. If you want to send to a part of the members in a group, click on the folder name and put a check beside those members who you want to send the message.

1-4. If you click on the link labeled "Back" in the Receiver setting page within a group, you can go back to the Receiver setting page.

1-5. If you have completed choosing the receivers and are ready to prepare the message body, click on the [Prepare Body] button.

2.4.2. Create Message(Prepare Message Body)



2. You write a message at this page.

2-1. In the I. Attachment file section of Create Message Page, Choose the file you want to attach to the message by either inputting the file name of the file or by select the file or folders by clicking on the **[Browse...]** button.

You can cancel the selection by clicking on the link labeled "Delete".

2-2. Fill in these to areas **(B)Subject**, and **(C)Body**. These fields must be filled in to send the message.

2.4.3. Transmitting setup

Create Message(Prepare Message Body) Page

The screenshot shows the 'Create Message(Prepare Message Body) Page' in a Microsoft Internet Explorer browser window. The page has a blue header with the '@Securemail' logo and a left sidebar with navigation links: 'Write the Mail', 'Address Book', 'Transmission Records', 'Database', 'Member Administration', and 'Manual (PDF Style)'. The main content area is titled 'Sending Address' and contains several sections:

- (E) Encryption Settings:** Three radio buttons for 'No Encryption (send only the body and the URL)', 'Encryption only attachments (send only the body and the URL)', and 'Encryption (send only the URL)'. The second option is selected.
- (F) Password Settings:** A checkbox 'Attach the password (affect only if with attachments or with encryption?)' is unchecked. Below it are 'Password' and 'Re-type' text input fields.
- (G) Notice Feature:** A checkbox 'Setting Notification (affect only if with attachments or with encryption?)' is unchecked. Below it are two checkboxes: 'Notice when the mail is unsealed' and 'Notice when the mail is expired', both unchecked.
- (H) Sending time setting:** 'Send time' has two radio buttons: 'Immediately' (selected) and 'Time appoint'. To the right are date and time input fields and a 'Time' dropdown menu.
- (I) Expiration Setting:** 'Expiration date' has two radio buttons: 'Days' (selected) and 'Date appoint'. To the right are date and time input fields. Below these is a note: '* The term of validity is set maximum days from the sent time. † you appoint the time to send a mail, you have to set the expiration date.'

A 'Submit' button is at the bottom right of the form, and a separate 'Send' button is shown to its right.

3. You can set how to send the message.

- 3-1. At **(E)Encryption Settings**, you can choose from, No Encryption (Send plain message body and URL), Encrypt only attachment files(Send plain message body and send URL), Full Encryption(Send URL only).
 - 3-2. If you want to password protect your message, put a check on Use Password and enter the password in the text box at **(F)Password Settings** area.
 - 3-3. If you want to use the **(F)Notice Feature**, put a check beside “Notice when the message was opened”, and/or “Notice when message was expired”.
 - 3-4. In the **(G)Sending time settings**, choose when to send from “Immediately”, or “Specify Date”. If you choose “Specify Date”, fill in date and time to send the message.
 - 3-5. In the **(H)Expiration Settings**, you can set the expiration date from either of “X days later” or “Specify Date”. Maximum Expiration period is 50 days.(Some type can be set to Maximum of 50 days)
4. Click on the **[Send]** button.

2.5. Address Book

Add and Edit Group Folders and register an email address to a folder.

2.5.1. Add Email address

Address Book Page

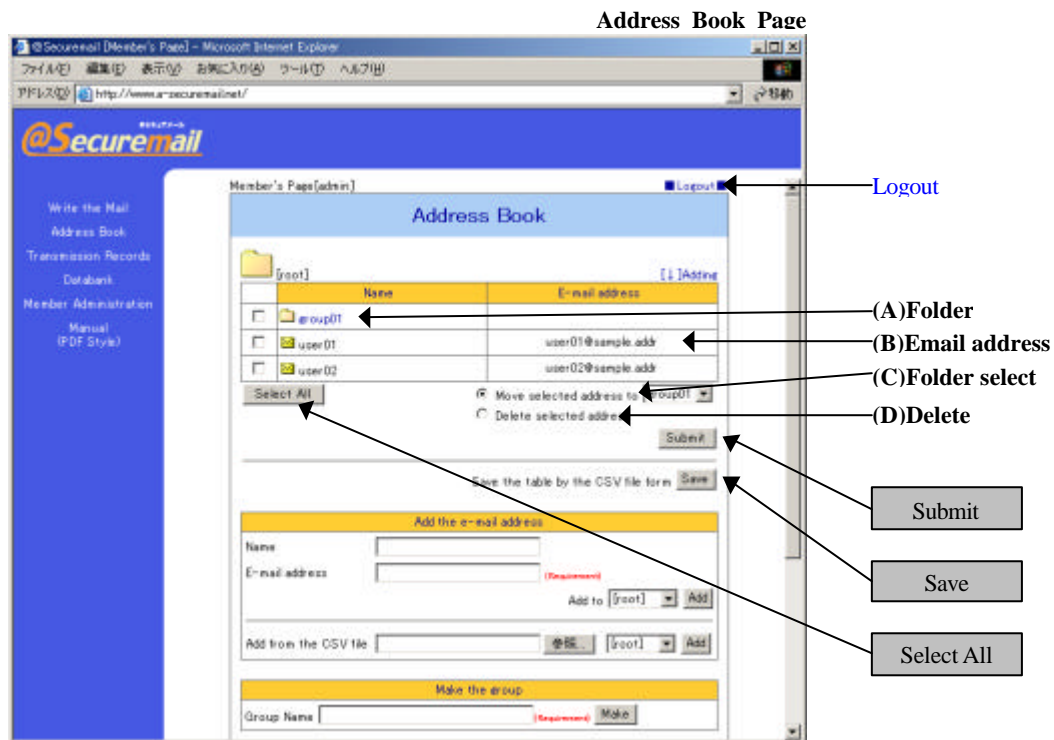
The screenshot shows the 'Address Book' page in a web browser. The page title is 'Address Book Page'. The browser address bar shows 'http://www.a-securemail.net/'. The page content includes a sidebar with navigation links like 'Write the Mail', 'Address Book', 'Transmission Records', 'Database', and 'Member Administration'. The main content area is titled 'Address Book' and contains a table with columns 'Name' and 'E-mail address'. Below the table are options to 'Move selected address to' and 'Delete selected address'. There are two main sections: 'Add the e-mail address' and 'Make the group'. The 'Add the e-mail address' section has input fields for 'Name' and 'E-mail address', a dropdown for 'Add to', and an 'Add' button. The 'Make the group' section has a 'Group Name' input field and a 'Make' button. Annotations with arrows point to these elements: 'Logout' points to a button in the top right; '(A)Name' points to the 'Name' input field; '(B)Email address' points to the 'E-mail address' input field; '(C)Folder Select' points to the 'Add to' dropdown; 'Add' points to the 'Add' button; 'Browse...' points to the 'Browse...' button; '(D)Folder Name' points to the 'Group Name' input field; and 'Make' points to the 'Make' button.

1. If you want to register mail address, fill [Add the e-mail address] area.
 - 1-1. Fill in (A)Name, (B)Email address text box. (B)Email Address must be filled in to add an address.
 - 1-2. Choose where to add the address at (C)Select Group.
 - 1-3. Click on the [Add] button and the address will be added.
 - 1-4. If you want to add an addresses using CSV format file, click on the [Browse...] button and select the CSV file, which contains the addresses.
 - 1-5. Click on the [Add] button and the addresses will be added.

2.5.2. Make Folder

2. A folder is created by the item of folder creation.
 - 2-1. Fill in (A)Folder Name.
 - 2-2. Click on the [Make] button and the folder will be created.

2.5.3. Edit Address



3. You can move and delete addresses between Folders.
 - 3-1. To put an address in a group select the **(B)Email addles** you want to put in a group and select the **(C)Folder** you want to put the address in, and click on the **[Exec]** button.
(By clicking on the **[Select All]** button you can chose all Addresses)
 - 3-2. If you want to delete an address, choose an address like you did in step **3-1.** and select **(D)Delete** instead of choosing the destination Folder.
 - 3-3. If you want to save your Address Book in a CSV format, click on the **[Save]** button and Select where to save the CSV file.
 - 3-4. If you click on one of **(A)Folder**, you will proceed to a view inside the folder, and you can edit addresses inside the folders.

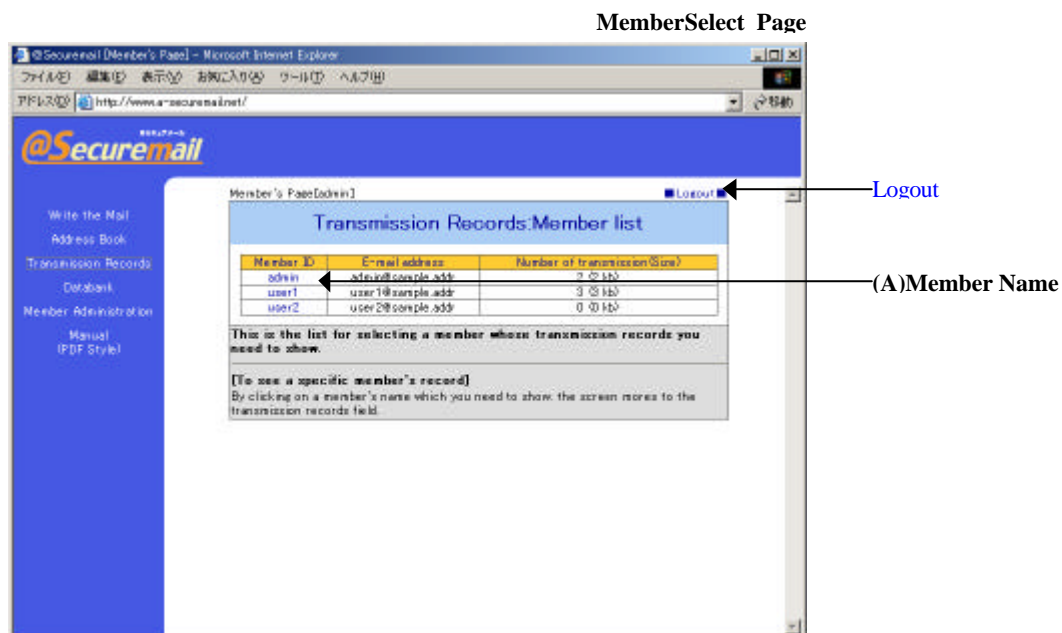
2.6. Records

You can see the status list of sent and unsent messages.

2.6.1. Member Select

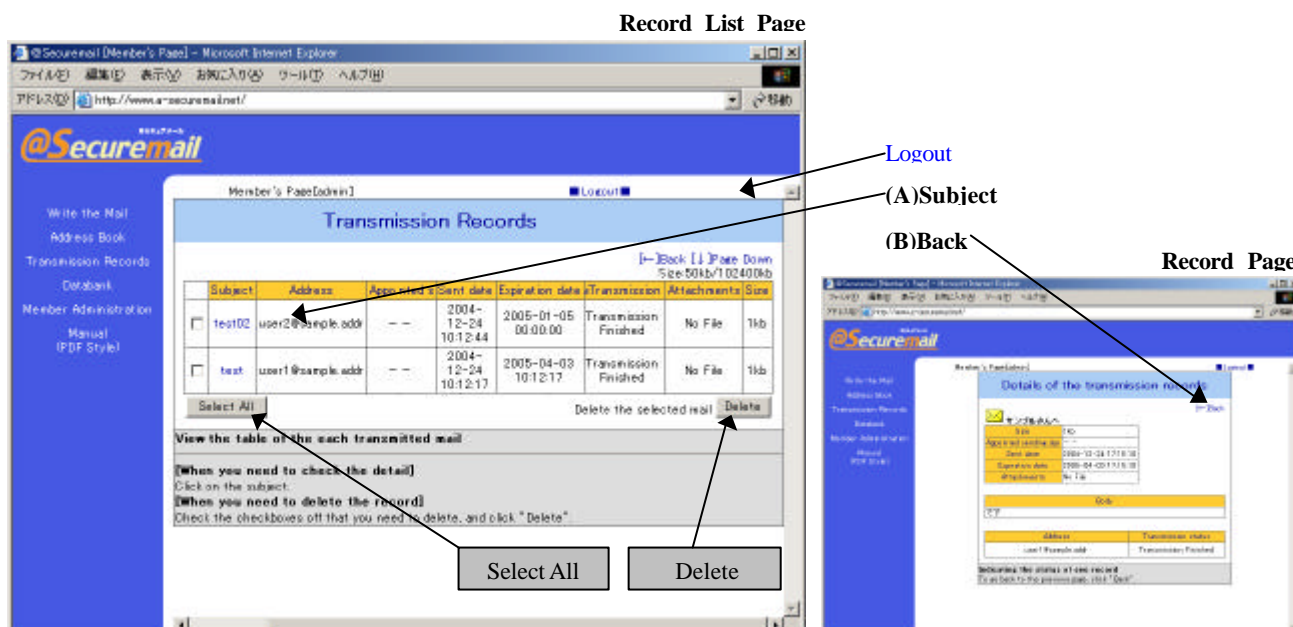
Select member to want to view.

This page can be inspect by parent member, if you contract to ktk with [Show Transmission Records].



1. Click a member, then go to Record List Page.

2.6.2. Record



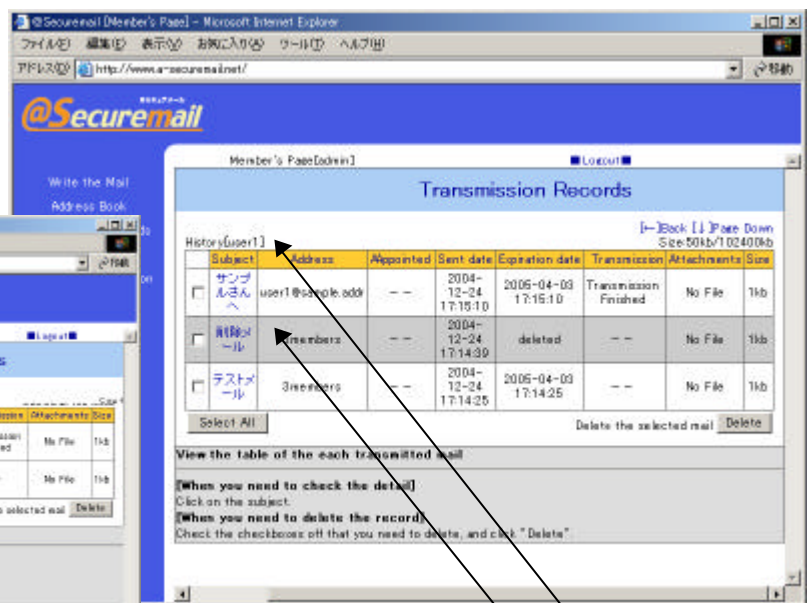
2-1. If you click on (A) **Subject**, you can see a detailed description of the message. You can go back to the Record List Page by clicking the link labeled “Back to the List”.

2-2. If you want to remove records you do not need, put a check beside the records you want to delete and click the **[Delete]** button to delete. You can put a check on all records by clicking the **[Select All]** button.

2.6.3. Transmission Records

- If you contract to ktk with [Show Transmission Records]. Parent Member can inspect child member's mail transmission records.
- MemberID is displayed at [(A)MemberID to send mail].
- If you contract to ktk with [Show Transmission Records], Deleted mail by child member as [(B)Deleted Mail] is remained without deleting mail by parent member. [(B)Deleted Mail] is not displayed at child member.

Transmission Records(Parent Member)



Transmission Records(Child Member)



(A)MemberID to send mail

(B)Deleted Mail

2.7. Data Bank Feature

Data Bank Page

Logout

(A) Keyword

Search

(B) Folder

(C) Change

(D) File

(E) Attach to email

(F) Move to folder

(G) Delete

Submit

(H) File name

Browse...

(I) Select Folder

Add

(J) Folder name

Make

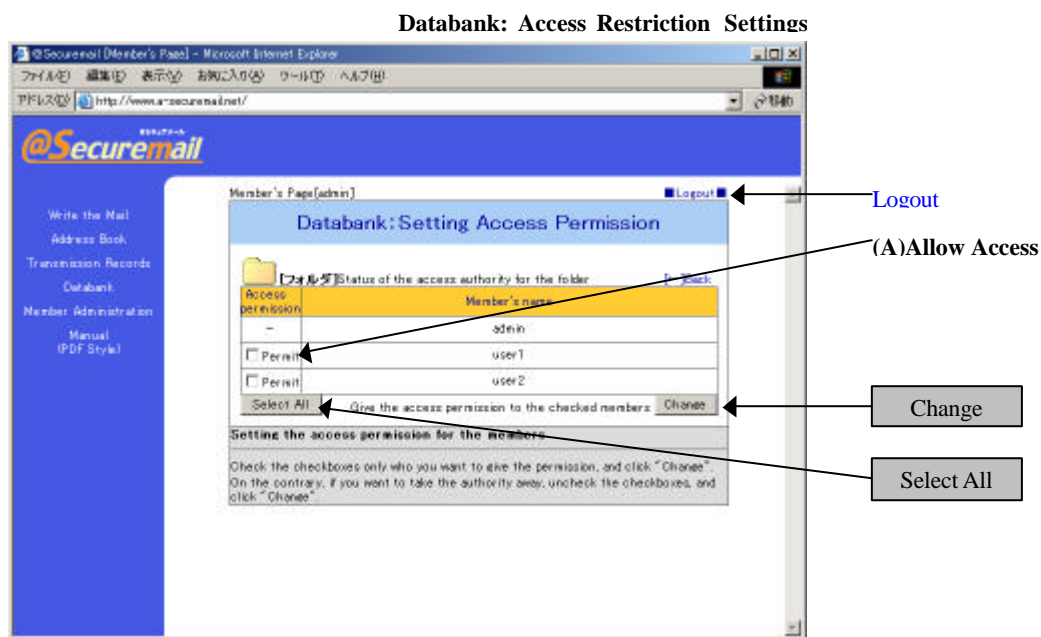
2.7.1. Adding Files / Create Folder

- 1-1. Click on the **[Browse...]** button of Folder Page and select the file to add to the folder. Select the destination folder at **(B) Folder** and click on the **[Add]** button, and the file will be added to the folder.
- 1-2. Enter the name of the folder to create in the **(F) Folder Name** text box and click on the **[Make]** button to create the folder.

2.7.2. Folder Settings

- 2-1. Put a keyword in the **(A) Keyword** text box and click on the **[Search]** button to Search for file/folders. Result will be displayed.
- 2-2. To send files/folders by email, put a check beside the files/folders you want to send and select **(B) Attach to email** and click on the **[Submit]** button.
- 2-3. To move files to another folder, put a check beside the files you want to move and select the destination folder at **(C) Move to folder** and click on the **[Submit]** button.
- 2-4. To delete files/folders, put a check beside the files/folders you want to delete and select **(D) Delete** and click on the **[Submit]** button.
- 2-5. If you click on the Folder name, you can see the content of the file. You can go back to the Folder page by clicking on “Back”
- 2-6. If you click on the file name in the Folder Page or in the Subfolder Page, you can download the file you have just clicked.
- 2-7. If you click on the **[(C)Change]**, you can go to Access Restriction Settings page.

2.7.3. Access Restriction Settings



1. In the Access Restriction Setting Page, put a check beside members you want to give access to the Folder you are setting, and click on the **[Change]** button.

NOTICE.

- 1 . If you want to share files by all of members in a Department or a Groups, it will be convenient to create a folder (ex. Sales Dept., Accounting Dept., Nagoya BO, Tokyo BO, etc.) and set the Access Restriction before adding files. Files uploaded to each folder afterward can be shared by all members in the allowed list.
- 2 . To a folder, which cannot be shared with all members, give access to only those members who should be sharing files.
- 3 . When a member creates a folder, it can be used as a private folder, which the creator of the folder is the only one who has the access to the folder. Folder cannot be created if the same name already exists within the folder.

2.8. Editing Member's Info

2.8.1. MemberList

Inspect registered member list.

Member List Page

Logout

(A)Change

Delete

Add

(B) The remaining number

(C) A display setup of a member folder

Change

Member ID	E-mail address	Number of transmission (Size)	
admin	admin@example.addr	2 (2 kb)	[Change]
<input type="checkbox"/> user1	user1@example.addr	3 (3 kb)	[Change]
<input type="checkbox"/> user2	user2@example.addr	0 (0 kb)	[Change]

Select All Delete selected members Delete

Currently 3 member(s) can be added. The remaining number is 0. Add member Add

The state of a member folder

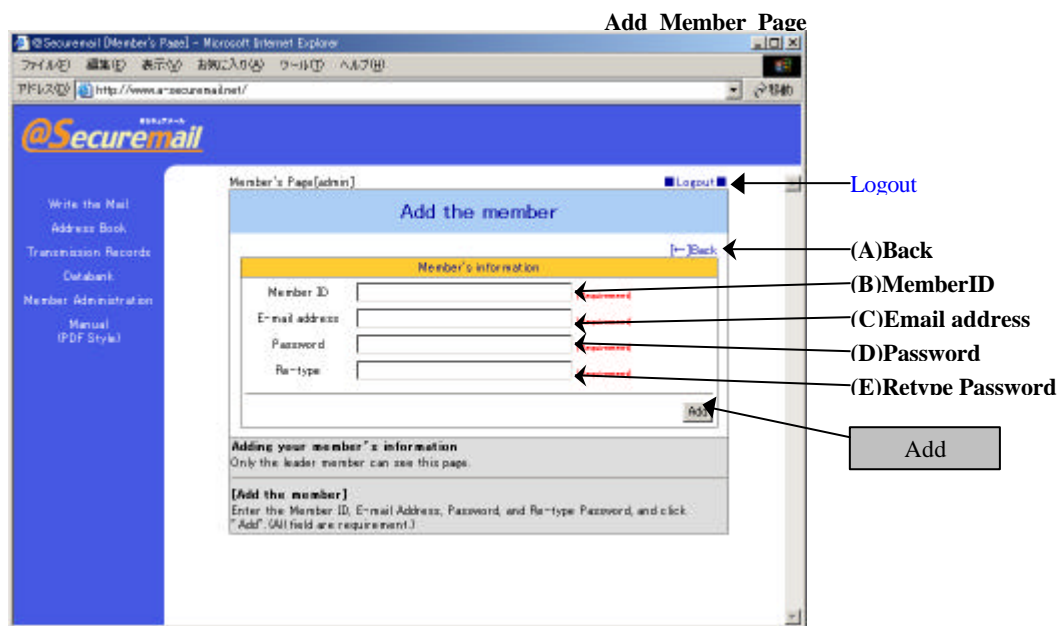
Display Not displaying Change

View the table of the all member's.
Only the leader member can see this page.

[To add the member]
Click "Add" and follow the instructions.
[To edit the member's information]
Click "Change" in the right row, and follow the instructions.
[To delete the member]
Check the checkbox next to Member ID, and click "Delete"

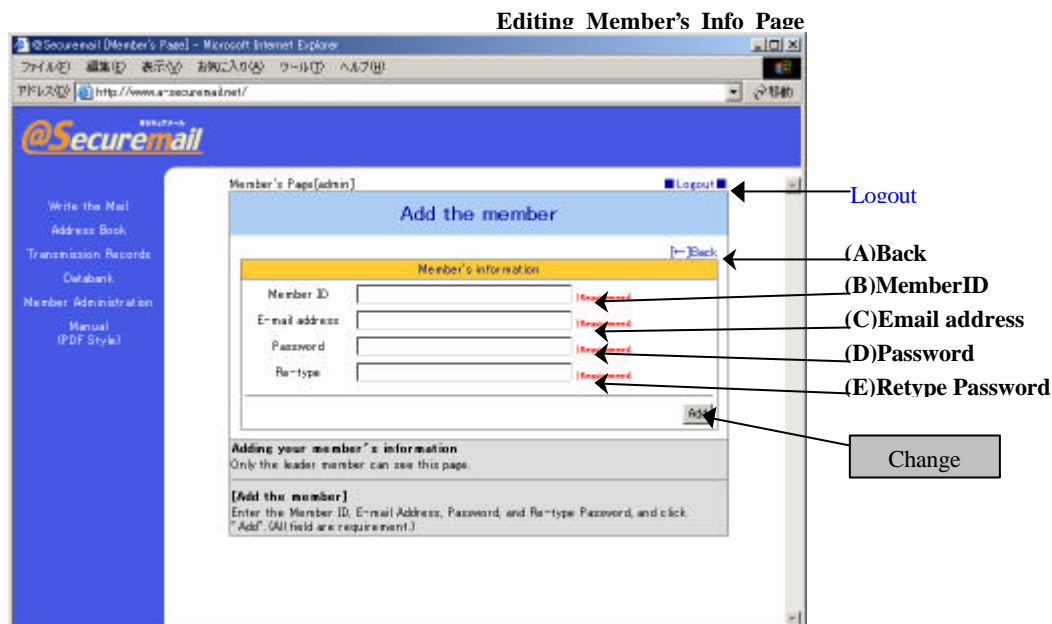
- 1.If you want to add a member, then click the **[Add]** button. You can add if **[(B)The remaining number]** is remained.
- 2.If you want to change member's information, Click the **[(A)Change]** button.
3. Put a check beside a member to delete from the members list and click on the **[Delete]** button.
4. If you want to display member folder in address book, Select radio button and click the **[(C)Change]**.

2.8.2. Add Member



1. On the Add Member Page fill in **(A) Member ID**, **(B) Address**, **(C) Password**, and **(D) Retype Password** field. This password is the password, which the child member will use to log in to this system.
- 2 Click on the **[Add]** button and the member will be added.
- 3 Click on the link labeled "Back" to go back to the Member Info page.

2.8.3. Editing Member's Info



1. Edit the member's information. ((**A**) **Name** and (**B**) **Address** field must be filled in.)
2. Click on the **[Change]** button to make changes to take effect.
3. Click on the link labeled "Back" to go back to the Member Info page.

2.8.4. Logout

Clicking on "Logout" in any page will log you out from this system.

@Securemail Support Center

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Fax 052-979-8887

Email support@actmail.net

Monday to Friday from 9AM to 5:30PM

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