# Registration at the SecureMail-System of the Fritzenwallner-Gandler GmbH for email encryption – a brief instruction

Digital communication is essential in everyday life. But it is also fraught with security threats such as **data loss**, **data theft and data manipulation**. **Messages and files including highly sensitive data** are essential to be communicated daily around the world in both ways: safely and user-friendly.

## Why businesses need encryption

In order to protect both, **corporate data and the data of customers and partners**, a number of legislative frameworks governing business' data use emerged. These include the General Data Protection Regulation (EU-GDPR) at European level which entrepreneurs need to operate within. Also, data protection is a personal matter of importance to us.

In order to meet these requirements, we decided to only e-mail you confidential information/data in a coded form.

### Start login procedure:

We kindly ask you to login at our online access point for using the SecureMail-System Fritzenwallner-Gandler and to take a few minutes of time for it (if you have already logged in, please ignore this message):

Login at our homepage: <u>http://www.fritzenwallner-gandler.at</u>  $\rightarrow$  log in at the access point

by pressing the button



Or follow this link: <u>https://securemail.fritzenwallner-gandler.at/web.app</u>

 Press the button "Registrierung"/"registration" in the menu on top left – you will be forwarded to the page "Neuen Benutzer registrieren"/"register new user" (see illustration below).

Key in your mail-address (with which we can reach you) and your full name. Choose a password and a security question (with an answer, of course) – in case you forget your password, you can reset it with the help of the security question. Your mobile phone number is helpful when we need to send you a new password via SMS. Only you know your password and you security question.

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🍀 Sicherheitsfrage:		
	Geben Sie eine Sicherheitsfrage ein oder wählen Sie.	``
* Antwort:		

Click on "Weiter"/"forward".

- Please control the gathered registration data on the following screen. If the data is ok, click on "Speichern"/"save" – registration is then completed. If you made a mistake while registration, please restart the registration (revise point 1).
- 3. After successful registration, you receive the following message.



After confirmation of the activating e-mail (double-click on the link in the mail) the registration process in completed.

### You receive an encrypted email from us:

Using your email-address and your password, you can now open encrypted emails from us. Follow the instructions of the received email by keying in your email-address and your password and you can read the plaintext of the encrypted email and open attached files. By pressing "Speichern als"/"save as" you can open the email in your own outlook-system and save it in an outlook-folder.

#### You would like to send us an encrypted email:

Use our SecureMail-System Fritzenwallner-Gandler <u>https://securemail.fritzenwallner-gandler.at/web.app</u> for sending us confidential emails (with attachments).

Further information of the registration at the SecureMail Fritzenwallner-Gandler, a guideline for usage and further information related to our E-Mail encryption can be found <u>https://www.fritzenwallner-gandler.at/de/service\_info/seppmail/</u>.

If you have any questions, please do not hesitate to contact us.