



### **SCAN & SEND ENCRYPTED**

**RMail for Xerox:** Track, Prove, Encrypt, Secure File Share, E-Sign

Securing & Digitizing Workflows



# ONE MINUTE INSTALLATION

Runs inside Xerox MFP, Outlook Office 365, Salesforce, Gmail, Gateway, browsers, mobile, or use APIs. Click to <u>install RMail</u> or <u>login to RSign</u>.

# XEROX CONNECT FOR RMAIL APP XEROX INTERFACE & PARELLEL DESKTOP/WEB FEATURES

- An MFP Connector providing seamless workflow for converting paper documents to electronic and sending RMail<sup>®</sup> encrypted.
- RMail transmits encrypted with
  - Transmission or Message Level encryption
  - Automatic convert to large file send mode
  - Automatic open tracking
  - Automatic certified e-delivery proof
  - Send files up to 1GB/send (business plans)
  - Receipt certificate of privacy compliance
- RMail for Outlook & Salesforce.com included
  - HIPAA and GDPR compliant encrypted email from any email program in parallel.



### **XEROX CONNECT FOR RMAIL INCLUDES...** SIMPLE TO USE, ESPECIALLY SIMPLE FOR THE RECIPIENT



Xerox

### **Encrypted Email**

**Secure Large File Sharing** 

**Registered Email™ Track, Prove** 

**Receipt for Privacy Compliance** 

**E-Signatures** 





### SIMPLE TO GET STARTED CREATE ACCOUNT, LOG-IN FROM MFP PANEL

1. Upon first use, create your RMail user account at <u>www.rmail.com/xerox</u> (no cost to start using, no credit cards needed)

#### 2. In Xerox MFP interface:

- a. Open RMail app
- b. At log-in, enter your RMail account email address and RMail password
- c. Choose "Save my email" (saves for the specific machine only)
- d. Press the "Enter" key
- e. Enter your password, press the "Enter" again, press "OK".

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### SIMPLE TO USE: FEATURES MAIN SCREEN

#### Main "Connect for RMail" App screen after login:

- 1. User Info: Username and click to log out
- 2. Account Info: RMail units available (i.e. per month). —
- 3. Add Recipients: Add scan & send recipients click Add\* —
- Add (Optional) Subject: Add subject or do nothing and the default "Xerox Scan" subject will be used.
- 5. Add (Optional) Cover Message: If you wish to add a short message in the body of the email, click on the Message field.
- 6. Add RMail Services: Registered Email<sup>™</sup> Settings click to select the RMail options you wish to use.\*
- 7. Add Scan Settings: Scroll down to see settings "further down"

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Subject: Xerox Scan	
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\* Additional details provided.





### SIMPLE TO USE: FEATURES (CONT.) SCAN SETTINGS

- 7. Add Scan Settings: (continued)
- a. Filename click here to change the default file name ("Xerox Scan" with date and time of scan appended).
- **b.** File type click here to change the file type. (PDF is default, you may change it to "PDF Searchable.")
- **c.** Scan settings push to select settings appropriate for your document.
- d. Save Settings if you wish to save the Registered Email settings, or the Scan Settings (resolution, original size, etc.), or both, click here. To reset back to default settings, click the Reset button. RECOMMENDED.

**8. Send:** click here once all required fields are entered to scan the document and send the email.

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# SIMPLE TO USE: FEATURES (CONT.)

### **ADDING RECIPIENTS**

#### **Adding Recipients:**

- Enter Addresses: Click on the "To:" field and enter the email address.
- 2. Address Suggestion Shortcut (Recommended): As you type, previously used email addresses (sent from this device), which match what you have typed so far will be displayed. To use a suggestion, simply click it.
- **3. CC/BCC:** If you wish to change the address to be "Cc" or "Bcc," click on "To" and select as appropriate.
- 4. Confirm: When the address is correct, press "Enter," then "OK." Confirm the address is correct. If you are done adding addresses, click "OK." If you wish to add more, click on "+ Add Recipient."
- 5. Exit Address Area: When you are finished adding addresses, click "OK."



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# SIMPLE TO USE: FEATURES (CONT.) RMAIL SECURITY: REGISTERED EMAIL™ SETTINGS

#### **R**egistered Email<sup>™</sup> Settings:

- 1. Encryption:
  - Encryption. Turned <u>on</u> by default.
  - Track, Prove. All encrypted messages are sent with Registered Email<sup>™</sup> open tracking, certified e-delivery proof.
- 2. Transmission <u>or</u> Message Level Encryption: With Encryption selected, you may choose the Encryption Type. *Message Level* encryption always requires a password at recipient.
- Track & Certify E-Delivery Proof, No Encryption: If you turn encryption off, your message will still be sent using the RMail Registered Email<sup>™</sup> service without extra encryption.
  - Marked: default sent marked as Registered Email<sup>™</sup> message
  - **Unmarked:** Registered Email<sup>™</sup> message with no special markings at the recipient.

*Large Files*. Sends >17 MB file size auto-convert to RMail secure large file share format with certified trackable e-delivery. Max size 1GB/send.





## SIMPLE TO USE: FEATURES (CONT.) MORE ENCRYPTION OPTIONS

#### **R**egistered Email<sup>™</sup> Settings: Encryption

- Transmission Encryption (default): messages are attempted to be sent using a secure transmission protocol (minimum levels can be set by the customer administrator). If the minimum level cannot be accomplished, the message automatically converts to Message Level encryption.
- 2. Message Level Encryption: a password is always required to open the message and scan file attachments. Messages may auto-convert to this method as noted above or may be forced to transmit this way.
  - a. Passwords Default: emailed system generated one-time passwords.
  - b. User Defined: Users may select a user defined password
  - *c. Password Delivery:* Users may select the password <u>not</u> to go by email – they can deliver the password by other means.
  - *d. Recipient Password Options:* In any received Message Level encrypted email, recipients can opt, on their own at any time, to create their personal password. This personal password overrides any sender password from any sender for any new message.

(Recommended for power receivers).





# XEROX RMAIL SUPPORT

# **SUPPORT & RESOURCES**

### Xerox Support Center:

<u>www.support.xerox.com</u> – search for Xerox Connect App for RMail

- Gallery: <u>https://forum.support.xerox.com/t5/Xerox-App-Gallery/bd-p/XeroxAppGallery</u>
- Email: <u>Xerox.app.gallery.feedback@xerox.com</u>

### RMail Support Center:

https://support.rpost.com - search for RMail for Xerox App

- Website Info: <u>www.rmail.com</u>
- App Direct: <a href="http://www.rmail.com/apps/xerox">www.rmail.com/apps/xerox</a>





### **OFFICE 365 OUTLOOK**

### **XEROX MFP**

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One RMail account works for all RMail apps. Find RMail for Outlook, Gmail, Salesforce.com or Web Apps at <u>www.rmail.com/apps</u>



#### CUSTOMIZABLE WITH OPTIONS OR XML FILE

## SENDER VIEW: RMAIL ENCRYPTION XEROX MFP USER INTERFACE



- Automatically Simple
- Recipients Love it
- Proof of Compliance



# **RECIPIENT VIEW: TRASMISSION ENCRYPTION** SIMPLE FOR RECIPIENT = HAPPY SENDER





Send Registered™, Registered Email™ are RPost trademarks. RPost patents US 7966372; 9100355; 7707624 & more.

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### **RECIPIENT VIEW: MESSAGE-LEVEL ENCRYPTION**

### IF NEEDED, AUTO-CONVERTS TO SECURE PDF FORMAT... ...OR FORCE-CONVERT, TO ENSURE PRIVACY THRU RECIPIENT SERVERS

#### TRACKED ENCRYPTED DELIVERY

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#### SECURE MESSAGE VIEW, ATTACHMENT ACCESS





### **RECIPIENT VIEW: MESSAGE-LEVEL ENCRYPTION**

### SELF-CONTAINED ENCRYPTED PDF

### EMAIL BODY PRINTED INTO PDF & ATTACHMENTS WRAPPED IN PDF





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### RECIPIENT VIEW: SECURE LARGE FILE SHARING IF NEEDED, AUTOMATICALLY CONVERTS IF FILES >10MB UP TO 1GB (BUSINESS PLANS)





RMail®, Registered Email™, RSign®, RPost® are RPost trademarks. RPost patents US 7966372; 9100355; 7707624, more.

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# RECIPIENT VIEW

#### 💦 Registered Email<sup>®</sup> | Encrypted Transmission

You have received an encrypted email from Mark Smith. To reply to this message encrypted, please click here.

Jim,

Please note the changes to your policy.

Sincerely,

Mark Insurance Agency

RPOST <sup>®</sup> PATENTED

Xerox™

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### **REGISTERED RECEIPT**<sup>™</sup> SENDER PROOF



Address	Status	Details	Delivered (UTC*)	Delivered (local)	Opened (local
drlucasjones@outlook.com	Delivered and Opened	MUA+HTTP-IP:76.118.20.145	4/6/2020 2:40:19 AM (UTC)	4/5/2020 10:40:19 PM (- 4.0)	4/5/2020 10:40:37 PM (- 4.0)
bobdavisinsurance@gmail.com	Delivered and Opened	HTTP-IP:74.125.151.18	4/6/2020 2:40:20 AM (UTC)	4/5/2020 10:40:20 PM (- 4.0)	4/5/2020 10:40:23 PM (- 4.0)
alice@northendassoc.com	Delivered to Mail Server	relayed;mx-biz.mail.am0.yahoodns.net (67.195.228.75)	4/6/2020 2:40:22 AM (UTC)	4/5/2020 10:40:22 PM (- 4.0)	
mark@northendassoc.comm	Delivery Failed	5.1.2 (bad destination system: no such domain)	<b>业大大</b>	大大大	

Message Envelope		
From:		tom@northendassoc.com< tom@northendassoc.com >
Subject:		Insurance Policy Review
Го:		< <u>drlucasjones@outlook.com</u> > < <u>bobdavisinsurance@gmail.com</u> >
Ce:		< <u>alice@northendassoc.com</u> > < <u>mark@northendassoc.comm</u> >
Bee:		
letwork ID:		<0bfd01d60bbc\$b093ed10\$11bbc730\$@northendassoc.com>
Received by RMail System:		4/6/2020 2:40:18 AM (UTC)
Client Code:		
Message Statistics		
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 File Name:

 460330
 Insurance Policy Review.pdf

#### Delivery Audit Trail

4/6/2020 2:40:18 AM starting outlook.com/mta-tls \n 4/6/2020 2:40:18 AM connecting from mta21.r1.rpost.net (0.0.0.0) to outlookcom.olc.protection.outlook.com (104.47.0.33) in 4/6/2020 2:40:18 AM connected from 192.168.10.11:54337 \n 4/6/2020 2:40:18 AM >>> 220 HE1EUR01FT033.mail.protection.outlook.com Microsoft ESMTP MAIL Service ready at Mon, 6 Apr 2020 02:40:18 +0000 \n 4/6/2020 2:40:18 AM <>>> EBL 0 mta21 et most ball ball 6/2020 2:40:18 AM >>> 260 UE1EUR01ET032 mail.protection.outlook.com Hollo.



### **SENDER RECORD: REGISTERED RECEIPT™**

### PORTABLE, VERIFIABLE, DURABLE PROOF

All Mail Folders
Personal Folders     Or Deleted Items
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476 Junk E-mail Tai Outbox Tai Sent Items

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Delivery Status							
Address	Status	Details	Delivered (UTC*)	Delivered (local)	Opened (local)		
drlucasjones@outlook.com	Delivered and Opened	MUA+HTTP-IP:76.118.20.145	4/6/2020 2:40:19 AM (UTC)	4/5/2020 10:40:19 PM (- 4.0)	4/5/2020 10:40:37 PM (- 4.0)		
bobdavisinsurance@gmail.com	Delivered and Opened	HTTP-IP:74.125.151.18	4/6/2020 2:40:20 AM (UTC)	4/5/2020 10:40:20 PM (- 4.0)	4/5/2020 10:40:23 PM (- 4.0)		
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*UTC represents Coordinated U	niversal Time: <u>ht</u>	tps://www.rmail.com/resources/coordinated	d-universal-time/				

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### **SENDER RECORD: REGISTERED RECEIPT™**

### **ORIGINAL CONTENT & FORENSIC DATA EMBEDDED**

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Delivery Audit Trail

Audit trail is part of the forensic record. Authenticate by forwarding to RPost for complete record. RPost does not store a copy.

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# XEROX RMAIL SUPPORT

# **SUPPORT & RESOURCES**

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<u>www.support.xerox.com</u> – search for Xerox Connect App for RMail

- Gallery: <u>https://forum.support.xerox.com/t5/Xerox-App-Gallery/bd-p/XeroxAppGallery</u>
- Email: <u>Xerox.app.gallery.feedback@xerox.com</u>

### RMail Support Center:

https://support.rpost.com - search for RMail for Xerox App

- Website Info: <u>www.rmail.com</u>
- App Direct: <a href="http://www.rmail.com/apps/xerox">www.rmail.com/apps/xerox</a>



