SecureSafe

Tutorial– Mail---In

SWISS SAFE

YOUR DATA. SECURE.

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1.1   Introduction

Often important documents are sent as email attachments (eg, insurance documents or invoices). Since these documents can often have relevance years later, it is important to have them safely stored and accessible.

For this reason, we have introduced the *Mail‑‑‑In* function as an alternative to our standard file upload feature. This new function enables you to send email documents from other parties directly to your Swiss Safe. This makes your Swiss Safe a central repository for important emails and their attachments.

NOTE: As the transmission of data via email can be subject to security risks, we cannot guarantee the security of your data until it is securely delivered into your Swiss Safe. For highly confidential information we suggest continuing to use the standard file upload process.

1.2 Mail---In Function Activate

Login to your existing account using the following URL:

https://www.securesafe.com/mylogin

(1) Click on the *My Private Safe* tab

(2) Click on the *Mail---In* option and then select *Settings*

Activate the switch with one---click.

Your email address will be automatically generated and displayed.

Click on the *Copy* button to copy the address to your clipboard.

TIP:

• Save the new email address into your email address book. For example under the name "SecureSafe Mail---In".

• You can now use this email address to deposit documents (eg, telephone bills to your safe.

• The email address can also be entered into the CC or BCC field of your email if you want to save more recipient addresses.


The SecureSafe Mail-In functionality allows you to directly upload documents to your SecureSafe. If your email has attachments, they are stored in your SecureSafe - if not a PDF from the e-mail content is generated instead (this only applies to e-mails without attachments).
Please note that it can take several minutes until a sent e-mail is visible in your SecureSafe. To check for new received documents, please press the "reload" button (circular arrow) at upper right.

Mail-In is deactivated **Off**

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Please note that it can take several minutes until a sent e-mail is visible in your SecureSafe. To check for new received documents, please press the "reload" button (circular arrow) at upper right.

Mail-In is activated **On**

| SecureSafe email address: | test4-kk$m@mail-in.it1.securesafe.com | Copy | i |
| Email address type: | Generated email address | | i |

1.3 Mail---In Function Deactivate

To deactivate the Mail---In Function, login to your account using the following URL:

https://www.securesafe.com/mylogin

(1) Click on the *My Private Safe* tab

(2) Click on the *Mail---In* option and then select *Settings*

Deactivate the switch with one---click. Your email address will not be displayed, however, the feature will be deactivated immediately.

If you wish to enabled the Mail---In Function in the future you can use the same email address.
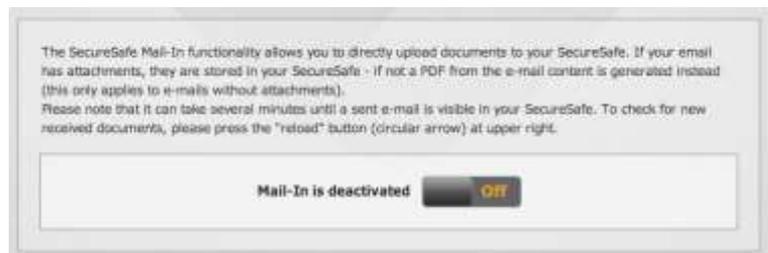
2   Mail---In Features

2.1   Introduction

To ensure the best possible level of Spam protection, we have various measures working in the background to protect your data. One consequence of these security measures is that there may be a delay in processing your emails whilst the sender is verified. This process may take up to 30 minutes and will be reduced for each subsequent delivery until it takes only 30 seconds to complete this process.

NOTE: To update your Swiss Safe built-in functions use the circular arrow at the top right of your safe or the refresh button (not the browser function).
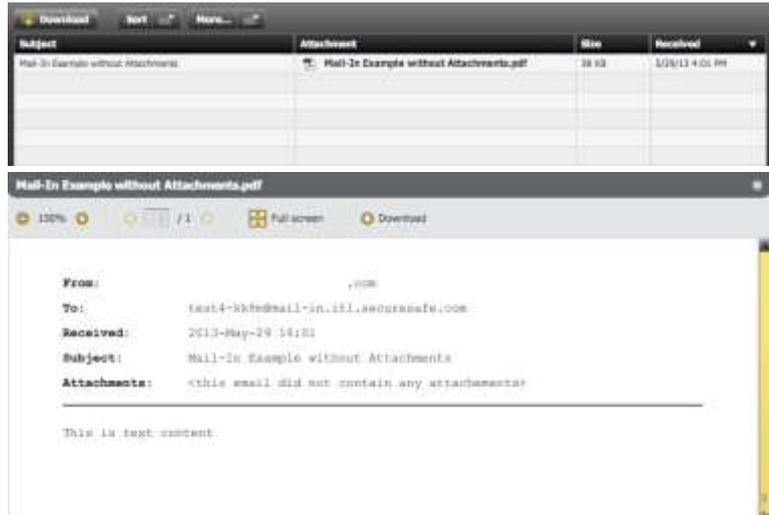
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Viewing emails Emails are automatically sorted by sender. To view the sender navigate through your *My Private Safe* and then select *Mail---In.* By clicking on the sender's email address you can view all processed emails.	
Email without attachment For emails without attachments, a PDF document of the email text is created and stored as a file in your SecureSafe.	
Email with attachment For emails with attachments, the attached document from the email can be automatically extracted from the email and stored by sender.	

Copy attachments to My Private Safe

To copy an attachment into the *My Private Safe*, follow these steps:

  (1) Highlight the attachment you wish to copy

  (2) Using the *More* Menu or the Context Menu (right mouse button) and select one of the following options

      a. *Cut Items* (file is deleted in step (3) of the mailbox

      b. *Copy Items* (file is deposited in Step (3) of the mailbox)

  (3) Navigate to the *File Safe* and select the folder that you wish to copy the attachment into

  (4) Select *Paste Items* on the *More* Menu or the content menu (right mouse button) to complete the action

Delete email

To delete an attachment follow these steps:

(1) Highlight the required attachment

(2) Select *Delete Items* on the *More* Menu or use the context menu (right mouse button) to complete this action

3   Additional Information

3.1   Mobile Applications

Swiss Safe is not only available through your computer browser, it is also accessible through our iPhone, iPad and Android apps. These apps offer you the possibility to access your data from anywhere and anytime. The iPhone and iPad apps can be downloaded from the iTunes store and the Android app is available from the Google Play store.

3.2   Support

If you have any questions regarding Swiss Safe or need assistance with the applications, please contact us at: support@privacyabroad.com.

Our support staff will respond to your query as soon as possible.