

Secure Email from AmeriCU Credit Union

User Guide



To better protect your sensitive information, AmeriCU uses Secure Email through ZixCorp.

You may receive an email with the message “New ZixCorp secure email message from AmeriCU Credit Union”. The message will be sent from americu.notification@zixmessagecenter.com

When you open the message, it will look like the picture below.

To view the message, click “Open Message”.

New ZixCorp secure email message from AmeriCU Credit Union

[Open Message](#)

To view the secure message, click Open Message.

The secure message expires on Sep 25, 2015 @ 01:36 PM (GMT).

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

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=americu&>



If this is the first secure email you have you received, you will need to register and create a password before accessing your secure email.

AmeriCU
CREDIT UNION

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

Email Address:

Password:

Re-enter Password:

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.

← Create password

← Re-enter password



If you already have a registered account, type in your password and click “Sign In”.

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

For Member Support, send an email message to support@americu.org.

enter password

click “Sign In”

Click here if
you forgot your
password

Click here if
you are
registering for
the first time



Once you have signed in, you will be able to read and reply to the secure email from AmeriCU.

AmeriCU
CREDIT UNION

Inbox | Address | Compose | Sent Mail | Drafts

Reply | Delete | More Actions

Sign Out

Last Sign In: Aug 10, 2015 9:30 AM

Received: Sep 11, 2015 9:36 AM
Expires: Sep 25, 2015 9:36 AM
From: example@americu.org
To: example@somewhere.com
Cc:
Subject: Test

Attachments: ▼ image001.png

This message was sent securely using ZixCorp.

Test encryption

When you are finished, click here to sign out.



If you would like to begin an encrypted communication with AmeriCU (without having received an encrypted email from us first), you may do that by visiting <https://web1.zixmail.net/s/e?b=americu> and then following the instructions to log in or register.

The screenshot shows the AmeriCU Credit Union Secure Email Message Center interface. At the top left is the AmeriCU logo. Below it is the heading "Welcome to the AmeriCU Credit Union Secure Email Message Center". The main section contains a login form with two input fields: "Email Address:" (containing "example@somewhere.com") and "Password:" (containing masked characters). To the right of these fields is a dark blue "Sign In" button. Below the password field is a "Remember Me" checkbox. At the bottom of the form are three buttons: "Reset" (under "Forgot your password?"), "Register" (under "New to secure email?"), and "Help" (under "Need more assistance?"). At the bottom of the page, there is a link "Learn more." and an email address "support@americu.org".

enter password

click "Sign In"

Click here if
you forgot your
password

Click here if you
are registering for
the first time



Click Compose, enter the recipient's email address, compose your message, and then click Send.

The screenshot shows an email client interface with the following elements:

- Navigation tabs: **Inbox**, **Address**, **Compose**, **Sent Mail**, **Drafts**. A blue arrow points from the text "Click here to start a new message" to the **Compose** tab.
- Buttons: **Send**, **Save Draft**, **Attach File**, and **Sign Out**. A blue arrow points from the text "After you have sent your message, click here to sign out." to the **Sign Out** button.
- Form fields: **To:**, **Cc:**, **Subject:**, and **Attachments:** (set to **-- None --**).
- Rich text editor: Includes a toolbar with **B**, **I**, **U**, bulleted list, numbered list, indent, outdent, text color, and background color. Below the toolbar is a large text area for composing the message. A blue arrow points from the text "Type your message here." to this area.

Click here to start a new message

Type your message here.

Click here to send your message

After you have sent your message, click here to sign out.

For more information, please visit

<https://www.americu.org/protect/secure-email>

Questions?

Visit your local AmeriCU Financial Center, or

Call our Member Service Center at 1.800.388.2000.

