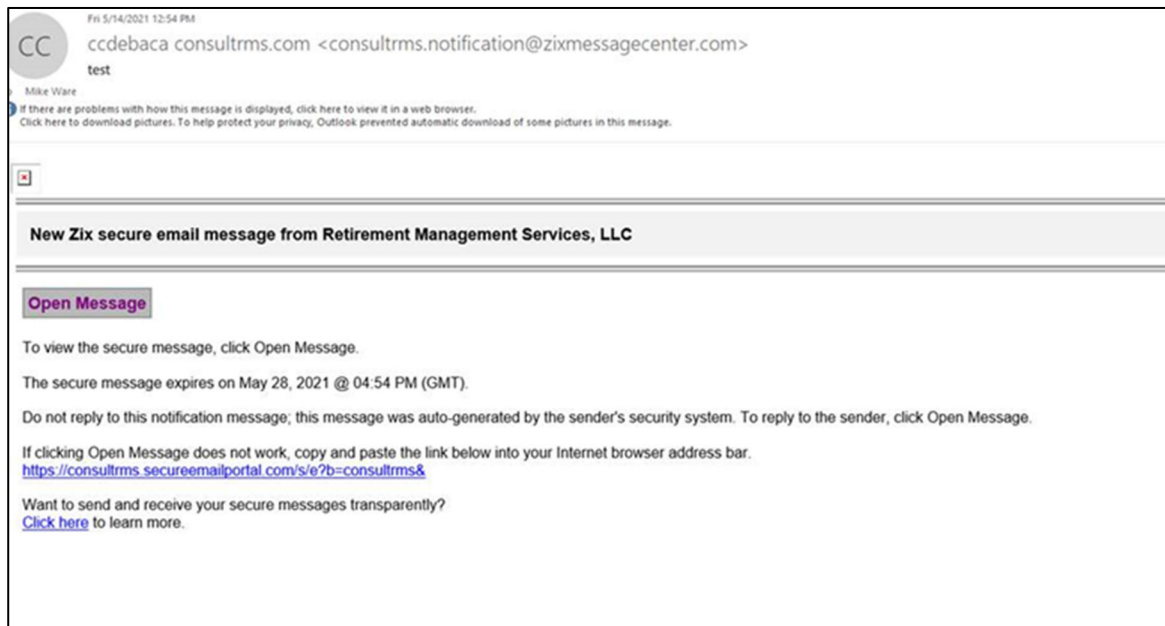


Welcome! RMS uses Zixmail so you can easily transfer information and documents via a secure internet connection. This document is designed to help you access and navigate using Zixmail secure email system.

When you receive a Zixmail encrypted email from RMS, it will look like this:

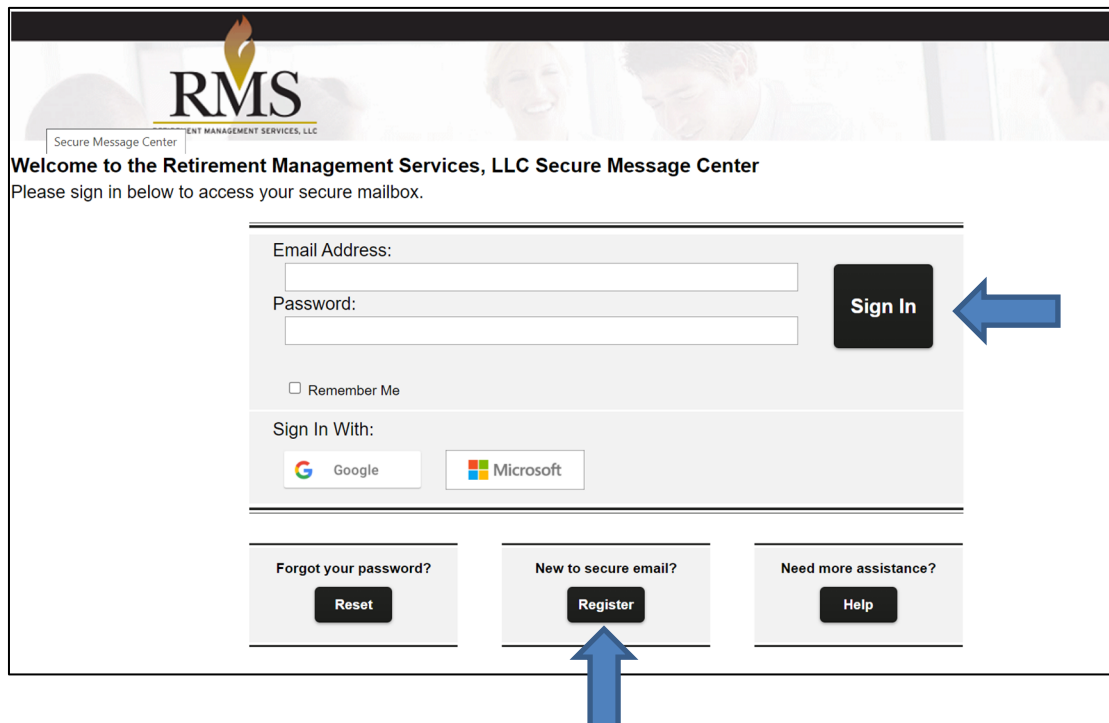


Logging in:

You will log in to Zix in order to open the email. You can access the log-in from an email sent by RMS (as in the picture above), or by using the link provided on our website:

<https://www.consultrms.com/secure-file-sharing/zixmail.html>

The link (via the website or in our email message) will take you to the Zixmail log-in screen (pictured below). When you reach this screen, either sign in, or register with your email and create your password.



Once you log in, you will reach the screen shown below. If you used a link from an email directly sent by RMS, you will see the email here. **Click on the “Compose” tab and draft your email in this screen:**

test

Inbox Contacts **Compose** Sent Mail Recall Drafts

Reply Reply All Forward Delete More Actions caitlyncdebaca@gmail.com Sign Out

Received: May 28, 2021 11:33 AM
Expires: Jun 11, 2021 11:33 AM
From: dlindauer@consultrms.com
To: caitlyncdebaca@gmail.com
Cc:
Subject: test

Attachments: image001.png

This is a test.

Diana Lindauer
Senior Plan Specialist II

Retirement Management Services, LLC
Main Office: (502) 429-0767
Fax: (502) 423-7672
905 Lily Creek Road
Louisville, KY 40243

dlindauer@consultRMS.com
www.consultRMS.com

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Your reply to an email from your contact at RMS will be sent securely. Or, if you want to compose a new email you may sign in anytime and compose a secure email to anyone at RMS. To compose an email, just click the compose tab and draft your email in this screen:

Compose

Inbox Contacts **Compose** Sent Mail Recall Drafts

Send Save Draft Attach File caitlyncdebaca@gmail.com Sign Out

To:

Cc:

Subject:

Attachments: No attachments, to attach files drag the file to this window or select Attach File.

B I U [List of icons] Font Size [Color icons]

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