



MAIL SECURIUM[™] USER MANUAL

YOUR SECURE EMAIL SERVICE

THIS USER MANUAL APPLIES TO MAIL SECURIUM™

AN ALPEIN SOFTWARE SECURITY PLATFORM PRODUCT

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INTRODUCTION

MailSecurium[™] is a part of the SWISS **SECURIUM**[®] Platform, which is a special platform for secure communication, storage and exchange of information and documents. Reliable data centre ensures maximum security.

Since foundation we have been successfully protecting communication. The highest corporate communication security is our main goal.

100% are made and protected in Switzerland.

FUNCTIONALITY

MailSecurium[™] is an email service of the SWISS **SECURIUM**[®] Platform. It can be used through an email application as well as through a browser.

Public email services can't provide full privacy, they also may contain advertisement while **Mail**Securium[™] may be stored on your own servers or in our protected data centre and doesn't contain ad.

Key functions:

- Mailbox
- Calendar
- Address book
- Synchronization with Thunderbird

1 MailSecurium[™] WEB

To login to **Mail**Securium[™]:

1. Go to start page:

https://ProductID.securium.ch/

- 2. Click on MailSecurium[™] logo.
- 3. Enter your Username & Password.
- 4. Click Login.



SWISS SECURIUM™	70		Lassan Interior Inter	100:
With the SWISS SECURIUM Messenger you can send files, text messages, make calls and video calls completely encrypted and comfortably. The app uses Cypherpunks «Off-the-record» and «SRTP» protocol for text messages and calls.	2	Long Variante Long Va	holds whoersche alter under der bot op de server alt op itte oberke alter dater wich alter erweitet op er server ing the mission	viction 7 viction 7
Available on the App Store			¢ anne	
You can download more clients under CONTROLIUM/Applications	A manufacture A manuf			



User name

User name

Password

.....



1.1 Mailbox

The **Mail**Securium[™] web mailbox has the appearance and functionality similar to other email services:

±	MONDAY FEBRUARY 2020		ä	t e
•	Q Inbox	≞ G		
@ :	1057 messages			
20.54% used on 5120 MB		11:20 26.0 KiB		
Inbox	Re: test			
Drafts	test test	11:20 3.6 KiB		
> Sent		Thursday 3.0 KiB		
Trash		Thursday	No message selected	No message selected
		3.6 KiB		
4 I Junk	• • • • • • • • • • • • • • • • • • • •	Thursday 👞 35.6 KiB 🕅		
Templates		Wednesday		
	-	15.3 KiB		
	<u>.</u>	10-Feb-20		
	a line man	24-7		

To view general email settings, click on the settings icon next to your Username in the upper left corner:

2	*	
*	MONDAY FEBRUARY 2020	
Preferences	GENERAL FILTERS LABELS IMAP ACCOUNTS VACA	ATION FORWARD
Calendar	Synchronize only default mail folders (EAS)	
Mail	Collected Address Book	
	Inline *	
		And place my signature below the quote

Attention! If you want the email addresses of outgoing messages to be collected in some Address Book, tick the appropriate checkbox and select the Address Book to save.

Any folder from your mailbox has a number of options. To see them, click the menu icon near the folder name .

Mark Folder Read

New Subfolder...

Compact

Export

Search

Sharing...

You can share mailbox folders with all users, groups of users or separate users of the SWISS ${\rm SECURIUM}^{\circledast}$ Platform:

Access Rights Drafts	×
Add User Q ale	
Ale	
ale	
Any Authenticated User	

SAVE

1.2 Address Book

Web interface of **Mail**Securium[™] allows to manage your Address Books easily and conveniently.

±	MONDAY FEBRUARY 2020	t		ö
•	Q Personal Address Book 🖛 C	5	Address Bouk	:
Address Books	3 contacts	•		
Personal Address Book	±	A Page Street and a local set		
Collected Address Book		Work		
Collected Imported	· North Annual Control of Control	@gmail.com		
Subscriptions 🕀		±		
Global Addressbooks				
Shared Addresses				
	+			

Any Address Book has a number of options. To see them, click the menu icon near its name 🖲.

4

Properties	
Rename	
Links to this Address Book	
Import	
Export	
Sharing	-

To enable **Address Book synchronization** across your devices (and for shared users), tick <Synchronize> in the Properties section of the menu:



CANCEL SAVE

You can share your Address Books with all users, groups of users or separate users of the SWISS

SECURIUM[®] Platform: click the menu icon next to the Address Book name and choose <Sharing...> section in the drop-down menu. Then choose users to share the Address Book with:

Access Rights Personal Address Book	×
Add User Q ale	
Ale	
ale	
	SAVE

And specify access rights for the chosen users:

Access Rights Personal Address Book	×
Q Add User	
Any Authenticated User	
This person can read the cards of this addressbook.	
This person can add cards to this addressbook.	
This person can edit the cards of this addressbook.	
This person can erase cards from this addressbook.	

Similarly, you can **subscribe to available Address Books** of users in your company's SWISS **SECURIUM**[®] instance: click the + icon next to the <Subscriptions> section of the Address Book menu.

Subscriptions

Then enter the name of the user whose Address Book you want to subscribe to:

Subscribe to a shared folder	×
Search User Q ale	
Ale ale	^
Personal Address Book	SUBSCRIBE
Collected Address Book	SUBSCRIBE
myprivateab	SUBSCRIBE

<Shared Addresses> section contains the list of all the platform instance users. To see them all, just type "." in search. Otherwise you can search by username, email, category or organization labels.

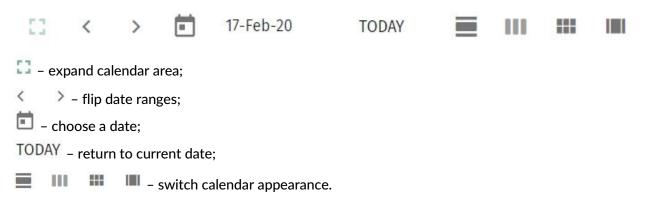
2	MONDAY FEBRUARY 2020	
•	Kearch . Name	•
Address Books	190 matching contacts	
Personal Address Book		•
Collected Address Book	•	
Collected Imported		
Subscriptions		
Global Addressbooks		
Shared Addresses		

1.3 Calendar

One of the most convenient features of webmail **Mail**Securium[™] is calendars. You can easily engage in personal time management, creating events and tasks in a Personal Calendar, as well as watch and participate in joint work by subscribing to Shared Calendars of a company, teams or individual employees.

.		MONDAY FEBRUARY 2020	7			نة <mark>ق</mark> 🗖 ۾
2.000	•	Q	÷ ≞ G		17-Feb-20	TODAY
Calendars	÷	EVENTS TASKS	A	Monday Tuesday 17 18	Wednesday Thursday	Friday Saturday Sunday 21 22 23
Personal Calendar	:	Next 7 days		Feb 2020		
Subscriptions	\oplus	0	10-Feb-20	and a second	100-	=
CRM (:		Today	× 100000		8
personal (:	0	Today	12:00		
Web Calendars	\oplus		12:00	14:00		
			12:00 5	15:00		
		0	Tom	16:00		a and a second s
O Filter	_	· The state of the	a, +	18:00		

The calendar view menu allows you to customize its appearance for your convenience:



To create new calendar, click + icon next to the <Calendars> section of the side menu:

2	•
Calendars	Ð
Personal Calendar	:

Then enter a name for the new calendar:

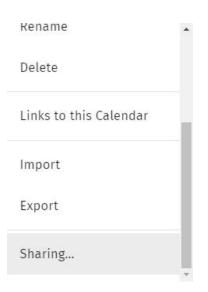
New calendar	
Test Calendar	
CANCEL	ОК
You can manage calendar settings through the calendar menu: click in name.	ts icon next to the calendar

Show Only This Calendar	Î
Show All Calendars	
Properties	
Rename	
Delete	
Links to this Calendar	•

<Properties> section in the drop-down menu allows you to adjust completeness of displaying calendar items and notification sending:

Ame Test Calendar
Include in free-busy
Show alarms
Show tasks
Synchronize (Microsoft Enterprise ActiveSync)
Receive a mail when I modify my calendar
Receive a mail when someone else modifies my calendar
When I modify my calendar, send a mail to
Email Address

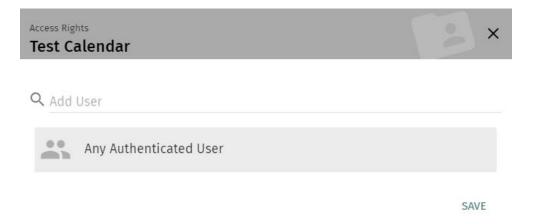
If you want to **share a calendar**, choose <Sharing...> section in the drop-down calendar menu:



Then enter username of the user / user group you want to share your calendar with.

Access Rights Test Calendar	×
Add User Q ale	
Ale	
ale	
	SAVE

You can also share the calendar with all users of your SWISS **SECURIUM**[®] instance:



Next step is to select settings and permissions for the shared calendar:

Access Rights

Test Calendar

Q Add User

ublic	
iew All	•
onfidential	
iew the Date & Time	*
rivate	
lone	*
This person can create objects in my calendar.	

SAVE

×

You can **subscribe to any shared calendar**. To do this, click the + icon next to the <Subscriptions> section of the menu:



Then enter username or name of the user group whose calendar you want to subscribe to, and select necessary calendar(s):

Subscribe to a shared folder

Search User

•	Ale	
—	Personal Calendar	SUBSCRIBE
	linuxadmins	SUBSCRIBE
Ē	team	SUBSCRIBE

To subscribe to a web calendar, click on the + icon next to the corresponding menu section:

Web Calendars

Attention! Only CalDAV protocol links are supported:

Subscribe to a web calendar...

URL of the Calendar*

CANCEL OK

×

2 WORK WITH MailSecurium[™] VIA THUNDERBIRD

You can use any email client to work with **Mail**Securium[™], however Thunderbird is a popular and stable cross-platform client with a large number of add-ons and connectors, so we recommend that you use it (but don't insist).

Below there'll be described how to synchronize webmail with Thunderbird. Other mail clients synchronize in a similar manner, but may have their own features.

2.1 Adding of mailbox

Open File menu (to show the menu bar, press 'Alt' key) and select item $\langle New \rangle \rightarrow \langle Existing mail account \rangle$:

Set Up an Existin	g Email Account		\times
Your <u>n</u> ame:	First Last	Your name, as shown to others	
<u>E</u> mail address:	you@example.com	Your existing email address	
	<u>G</u> et a new email address		
<u>P</u> assword:	Password		
	Remember password		
Manual config	i i	<u>C</u> ontinue C <u>a</u> ncel	

Usually email and password are enough to configure email automatically. But in some cases in Thunderbird it may be required to specify SMTP and IMAP servers and their security settings manually in <Manual config>:

		Server hostname	Port		SSL	Authentication
Incoming:	IMAP ~	productid.securium.ch	993	\sim	SSL/TLS	✓ Autodetect ✓
Outgoing:	SMTP	productid.securium.ch 🛛 🗸	465	~	SSL/TLS	✓ Autodetect ✓
Username:	Incoming:	user.name			Outgoing:	user.name

Server names are of the form: productID.securium.ch (where "**productID**" is unique identificator of your company's SWISS **SECURIUM**[®] instance and standard part "**.securium.ch**"). Choose also SSL/TLS protocol from the drop-down menu in the SSL column.

2.2 Address Book synchronization

You can synchronize your Address Books collected in both webmail and Thunderbird:

- 1. Download webmail connector from the website: <u>https://sogo.nu/download.html#/frontends;</u>
- 2. Choose Tools \rightarrow Add-ons in Thunderbird menu;
- 3. Install downloaded Add-on from file:

Mana	age Your Extensions		*	v i
Le	gacy extensions must be updated to be compatible with Th	underbird 68.5.0. Lear	n mo	<u>C</u> heck for Updates <u>V</u> iew Recent Updates
				Install Add-on From File
_	Lightning			De <u>b</u> ug Add-ons
	Integrated Calendaring & Scheduling for your Email client	Disable	Rer	Update Add-ons Automatically
				Reset All Add-ons to Update Automatically
				Manage Extension Shortcuts
ġ.	SOGo Connector A DAV plugin for keeping addressbooks and events in sync	Disable	Remov	e

- 4. Login to your account of MailSecurium[™] and go to the Address Books tab;
- 5. Choose the Address Book to synchronize and click the menu icon * next to it, then choose <Links to this Address Book> :

Addr	ess Books	\oplus	3 contacts	
₽	Personal Address Book	Pro	perties	Î
ً₿	Collected Address Book	Ren	ame	
ً₿	Collected Imported	Link	s to this Address Book]
Subs	criptions	Inne	- 4	
Glob	al Addressbooks	Imp	ort	
~	Shared Addresses	Exp	ort	
G	Silareu Audresses	Sha	ring	•

6. Copy CardDAV URL:

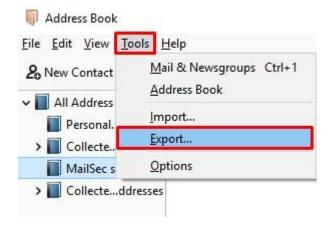


7. Go to Address Book in your Thunderbird and click File → New → Remote Address Book and enter a name for new Address Book, insert copied CardDAV link and adjust settings (if you need).

Now your Address Books are synched.

If you previously used the Thunderbird for another email service and collected many contacts in its address books, then you can transfer these addresses to web interface of **Mail**Securium[™] using contact export/import:

1. Go to Thunderbird Address Book and choose Tools \rightarrow Export...



2. Export your Address Book in LDIF format (supported by MailSecurium[™]):

File name:	MailSec sync	~
Save as type:	Comma Separated (System Charset)	~
∧ Hide Folders	Comma Separated (System Charset) Comma Separated (UTF-8) Tab Delimited (System Charset) Tab Delimited (UTF-8)	
	vCard LDIF	

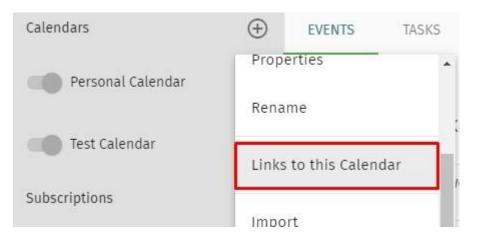
- 3. Login to your account of **Mail**Securium[™] and go to the Address Books tab;
- 4. Choose the Address Book to upload your file and click the menu icon in next to it, then choose choose choose the file from your computer.

2.3 Calendar synchronization

MailSecurium[™] has very convenient and functional calendars that simplify collaboration and planning. And if you prefer to use the mail client, you can configure the synchronization of personal and corporate Web calendars with it:

- 1. Click Tools \rightarrow Add-ons in your Thunderbird menu;
- 2. Search for "Lightning" add-on and install it (requires restart of Thunderbird);
- 3. Login to your account of MailSecurium[™] and go to the Calendar tab;

4. Choose the Calendar to synchronize and click the menu icon next to it, then choose <Links to this Calendar> :



5. Copy CalDAV link to this Calendar:

Links to this Cale		ට	×
	ated User Access		
CalDAV URL https://	.securium.ch/	/Calendar/personal/	
WebDAV ICS URL https://	securium.ch/	/Calendar/personal.ics	
WebDAV XML URL https://	securium.ch/	/Calendar/personal.xml	

- 6. Create new calendar in Thunderbird: File \rightarrow New \rightarrow Calendar \rightarrow On the Network;
- 7. Choose CalDAV format, enter your Username (part of your SWISS **SECURIUM**[®] Platform email before @) and copied link:

Provide info	about what is needed to access your remote calendar
Format:	🔿 iCalendar (ICS)
	CalDAV
	O Sun Java System Calendar Server (WCAP)
Username:	user.name
Location:	2
	Offline Support

8. Enter a name for new Calendar.

Now you can see your calendars from **Mail**Securium[™] in Thunderbird.