SWISS SECURIUM®

HIGH-SECURITY COLLABORATION

MAIL SECURIUM™

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 **Mail**Securium™ WEB

To login to **Mail**Securium™:

1. Go to start page:

https://ProductID.securium.ch/

2. Click on **Mail**Securium™ logo.

3. Enter your Username & Password.

4. Click Login.

SWISS SECURIUM®

- SWISS SECURIUM™
- CLOUD SECURIUM™
- PASS SECURIUM™ Only via VPN
- MAIL SECURIUM™ Only via VPN
- DESK SECURIUM™
- CONTROLIUM Login
- English

SWISS SECURIUM™

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.

[Proceed to Login]

Available on the App Store | ANDROID APP ON Google Play

You can download more clients under CONTROLIUM/Applications

MAIL SECURIUM™

User name

| User name |

Password

| •••••••••• |

[Login]

1.1   Mailbox

The **Mail**Securium™ web mailbox has the appearance and functionality similar to other email services:
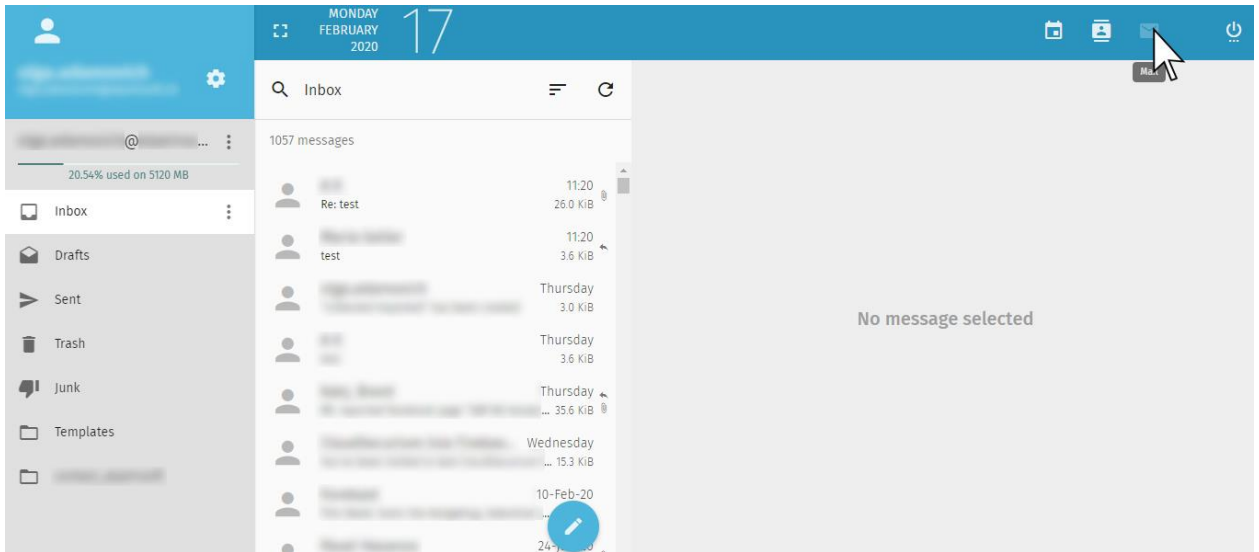
To view general email settings, click on the settings icon next to your Username in the upper left corner:
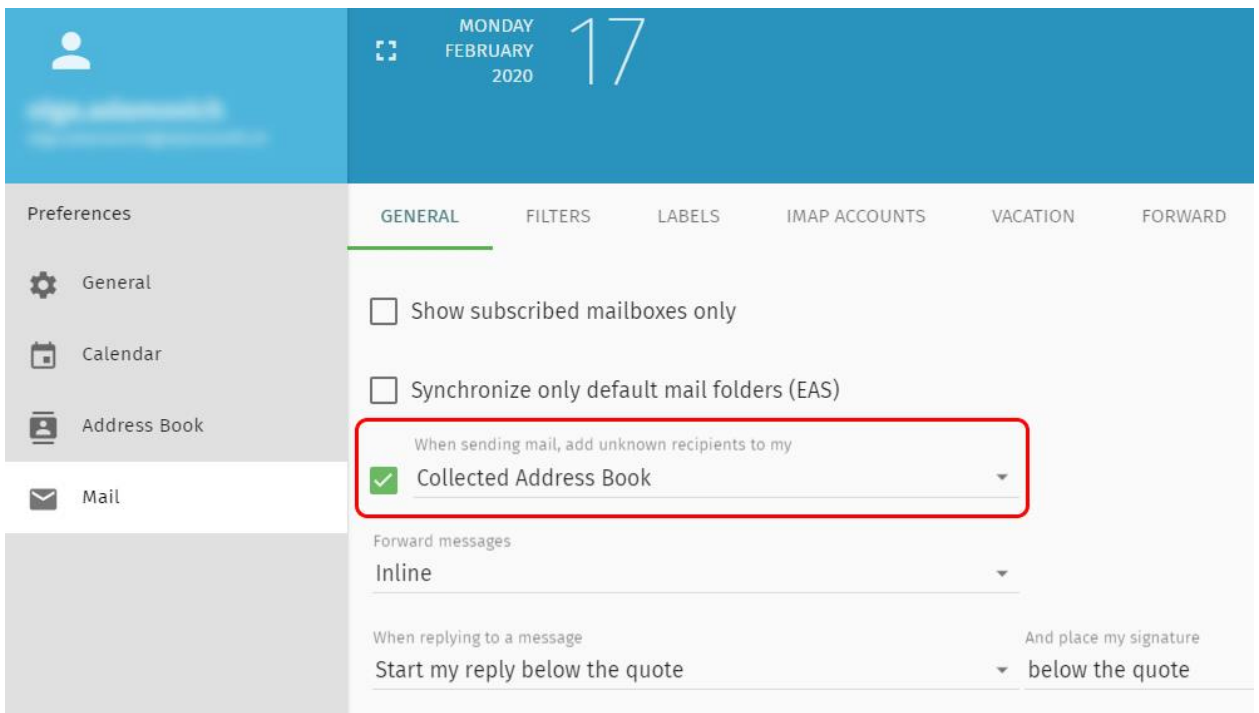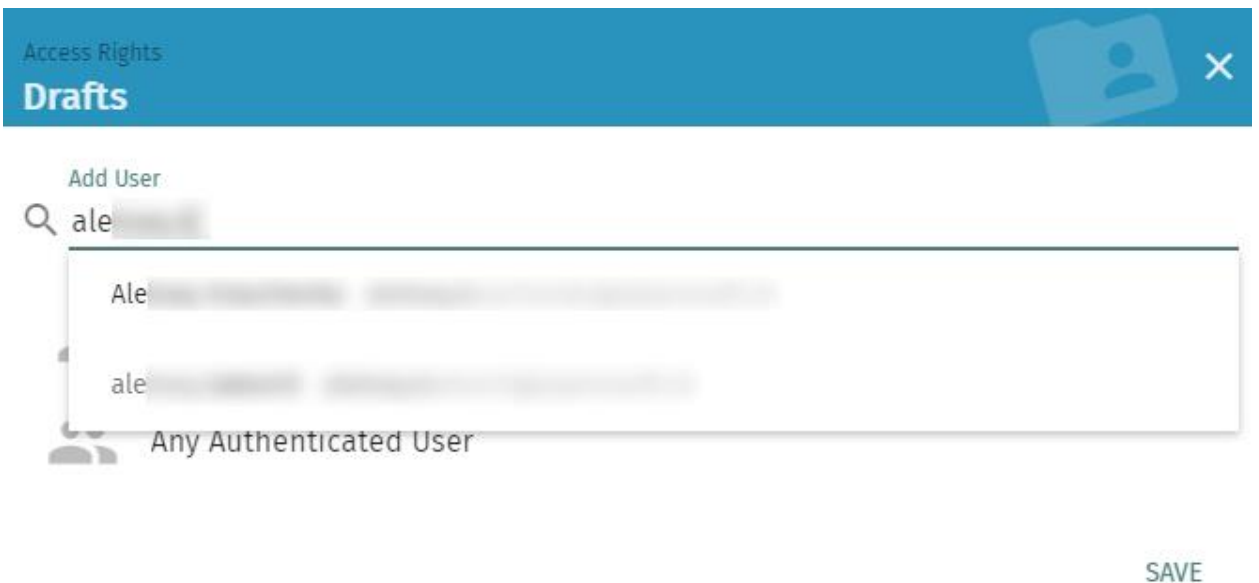
⚠️ Attention! If you want the email addresses of outgoing messages to be collected in some Address Book, tick the appropriate checkbox and select the Address Book to save.

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

You can share mailbox folders with all users, groups of users or separate users of the SWISS **SECURIUM**® Platform:
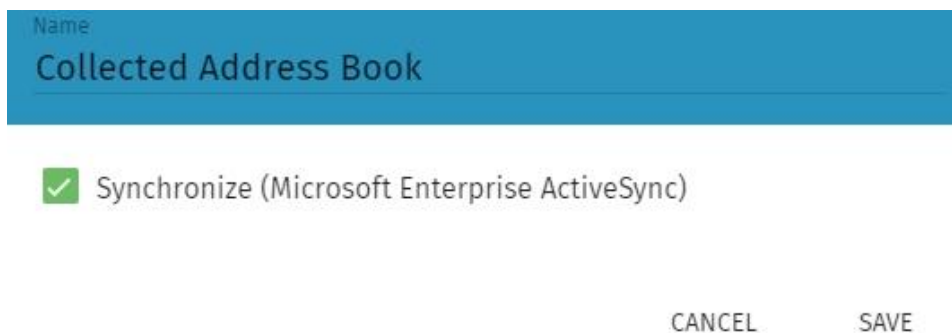
1.2 Address Book

Web interface of **Mail**Securium™ allows to manage your Address Books easily and conveniently.
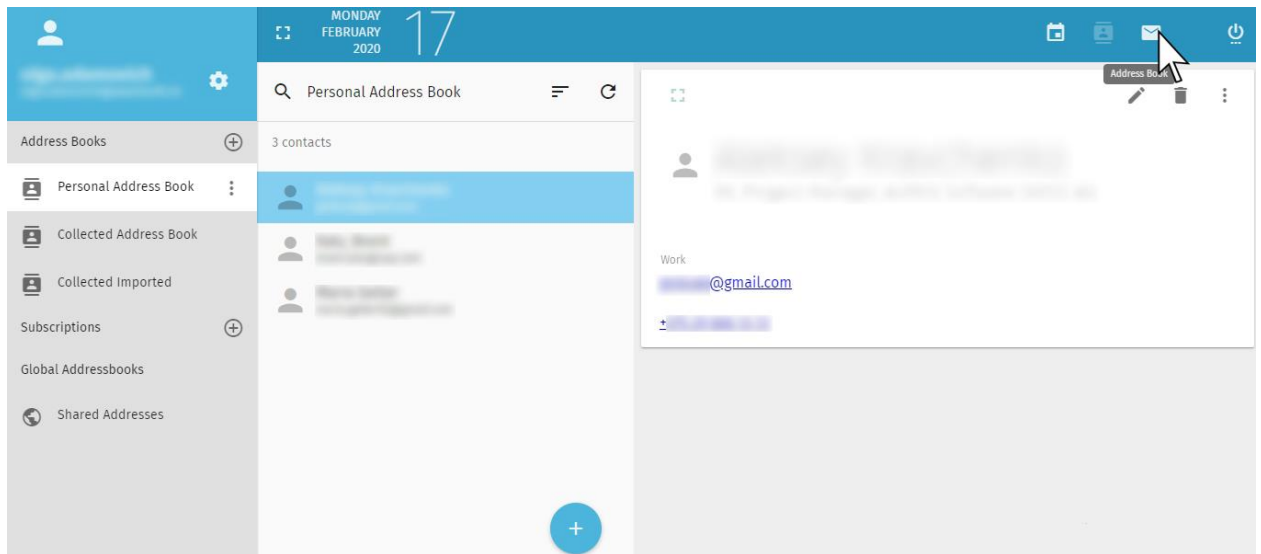
Any Address Book has a number of options. To see them, click the menu icon near its name ⋮ .
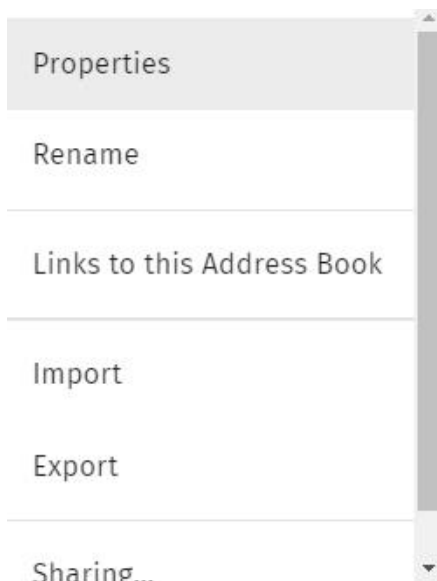

To enable **Address Book synchronization** across your devices (and for shared users), tick <Synchronize> in the Properties section of the menu:
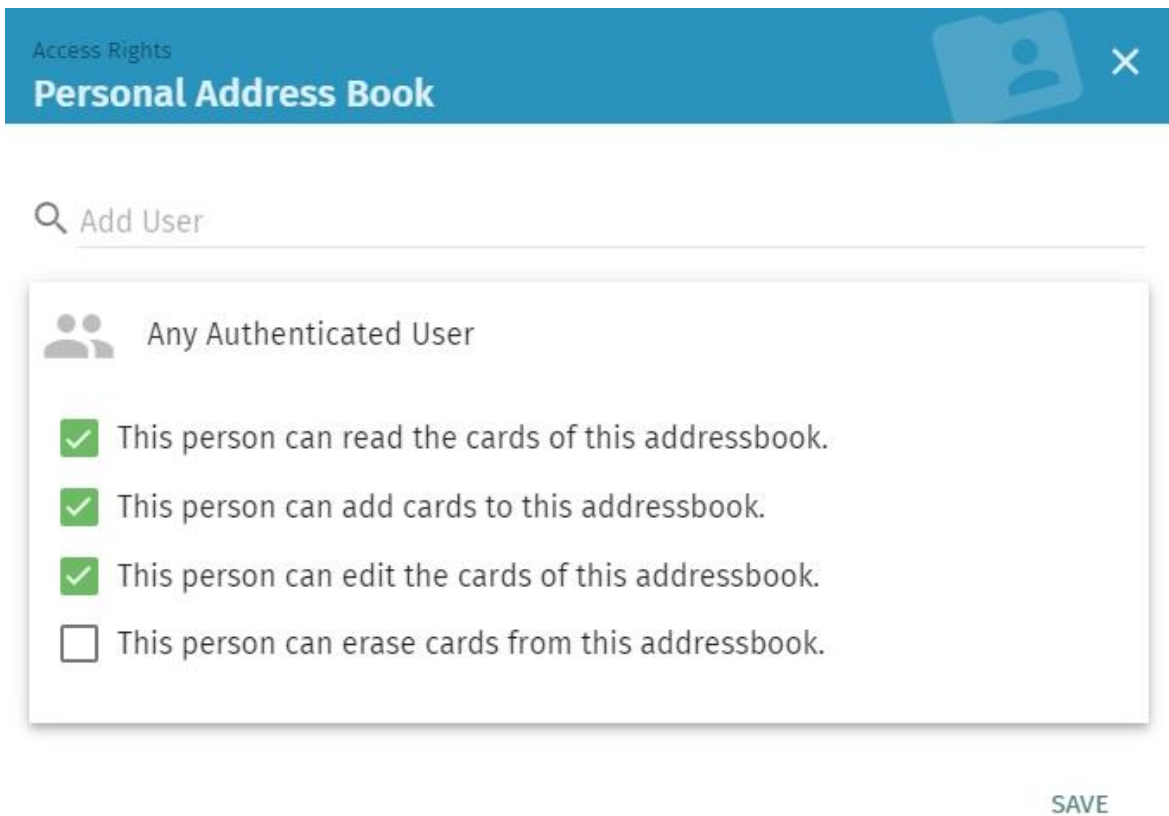
You can **share your Address Books** with all users, groups of users or separate users of the SWISS

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:
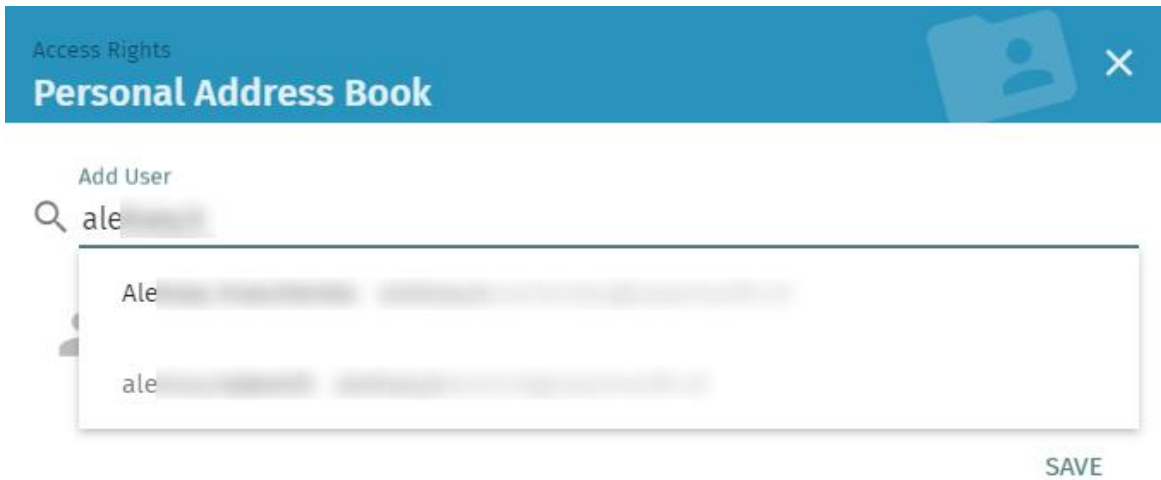
And specify access rights for the chosen users:

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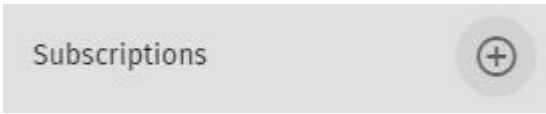
Then enter the name of the user whose Address Book you want to subscribe to:
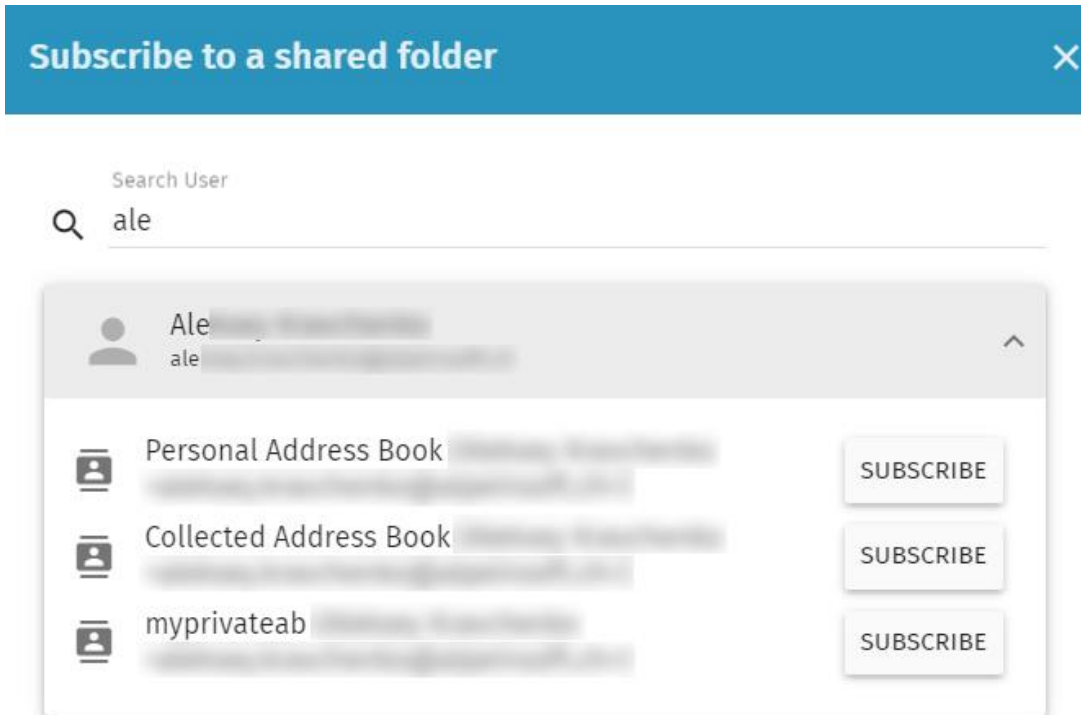

<Shared Addresses> section contains the list of all the platform instance users. To see them all, just type "." in search. Otherwise you can search by username, email, category or organization labels.
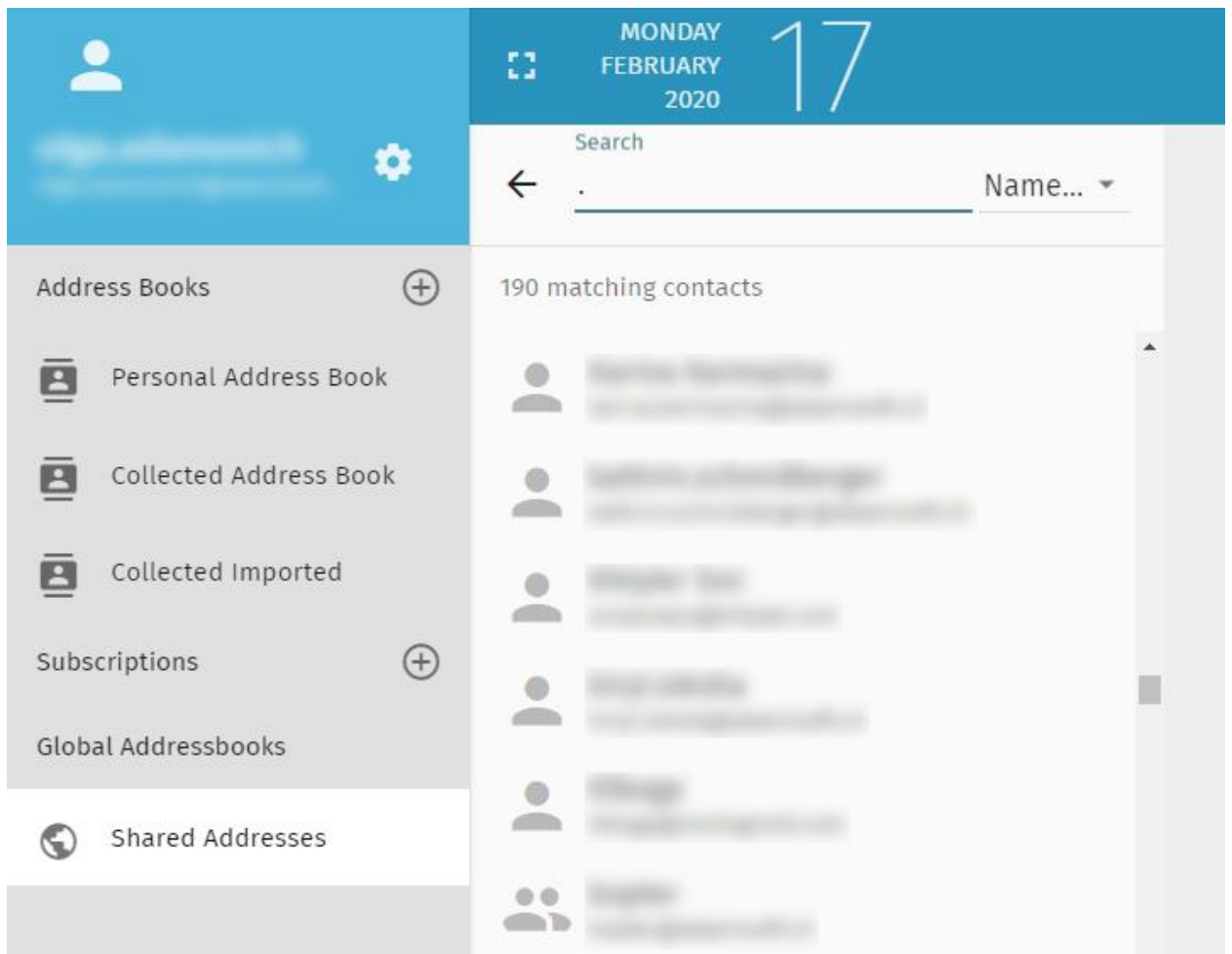
1.3   Calendar

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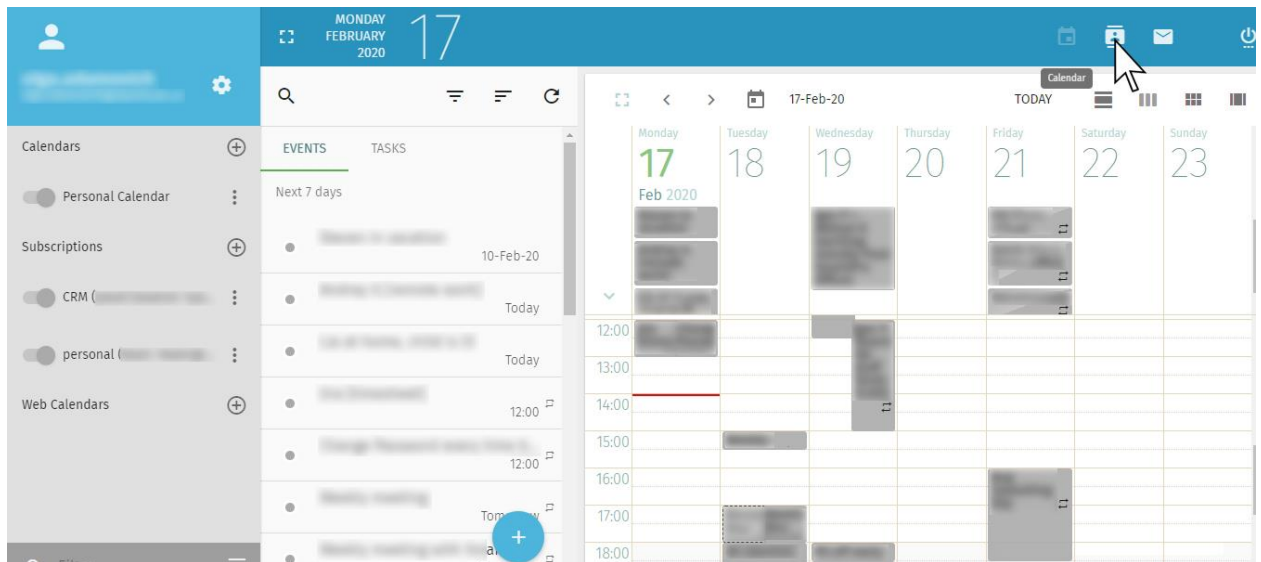
The **calendar view menu** allows you to customize its appearance for your convenience:
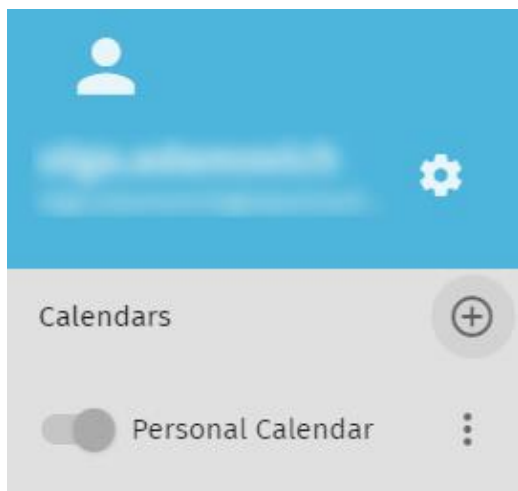

⛶ – expand calendar area;

‹   › – flip date ranges;

📅 – choose a date;

TODAY – return to current date;

▬ ▐▐▐ ▦ ▐█▌ – switch calendar appearance.

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

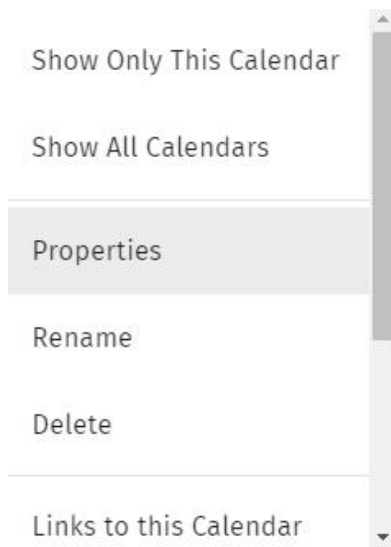Then enter a name for the new calendar:

New calendar

Name of the Calendar *

Test Calendar

CANCEL   OK

You can **manage calendar settings** through the calendar menu: click its icon ⋮ next to the calendar name.

Show Only This Calendar

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:

Name
Test Calendar

✓ Include in free-busy
✓ Show alarms
✓ Show tasks
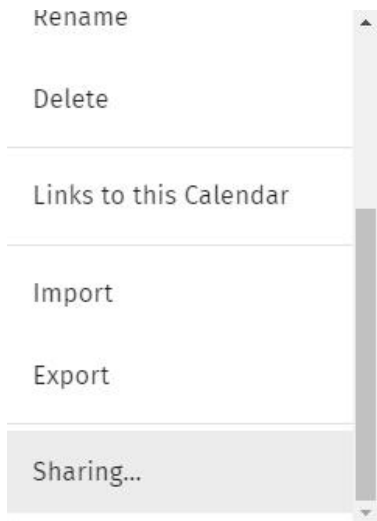✓ Synchronize (Microsoft Enterprise ActiveSync)

☐ Receive a mail when I modify my calendar
✓ Receive a mail when someone else modifies my calendar
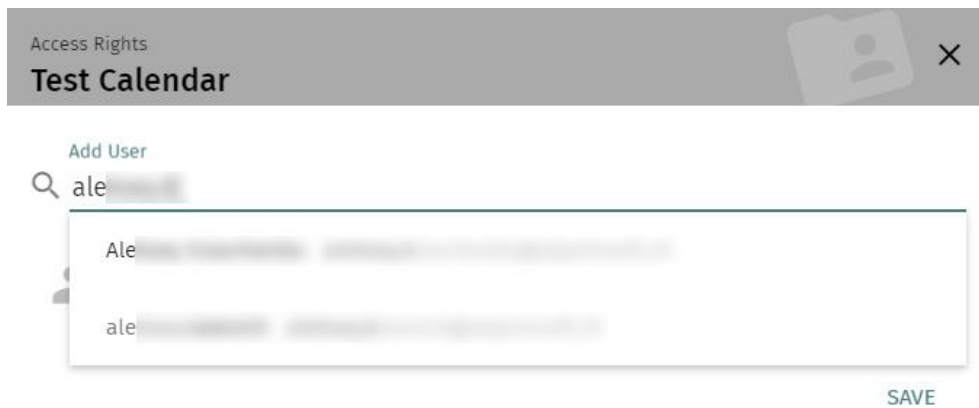☐ When I modify my calendar, send a mail to
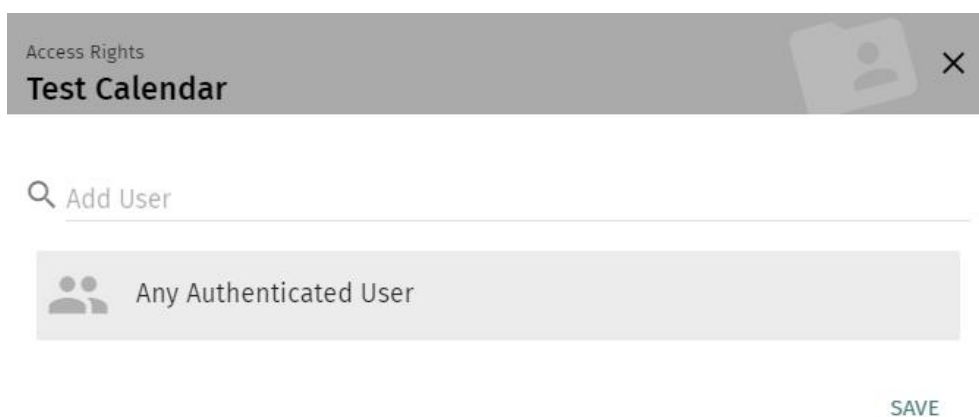
Email Address

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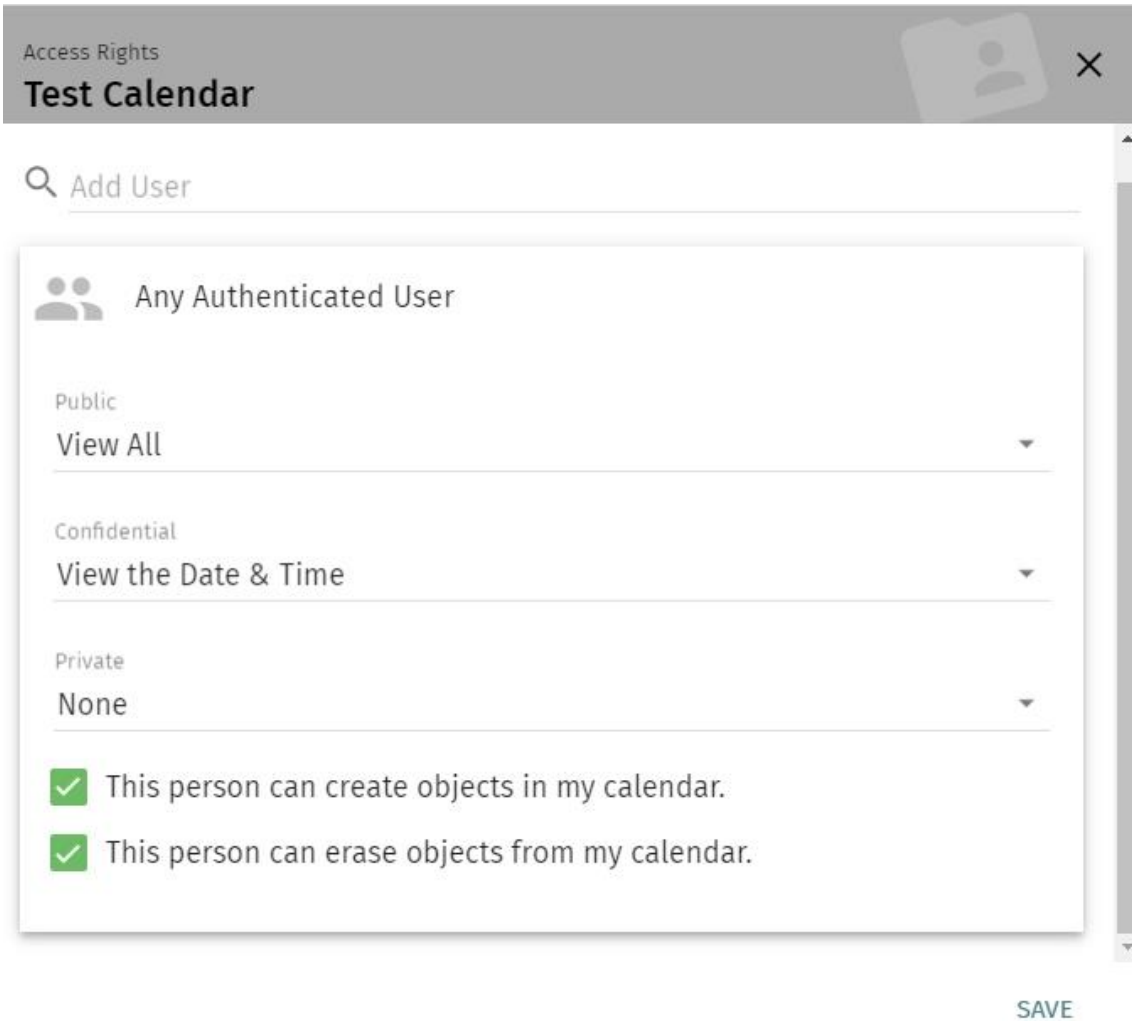

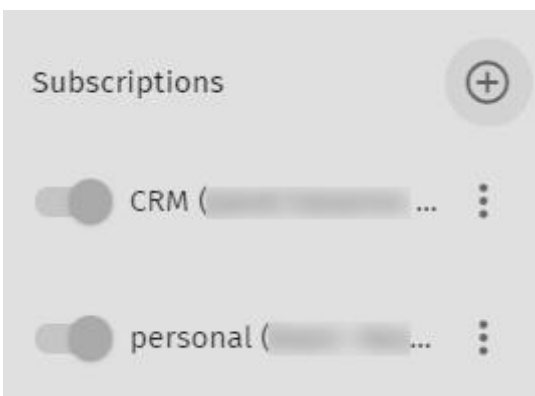Then enter username of the user / user group you want to share your calendar with.

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:

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):

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

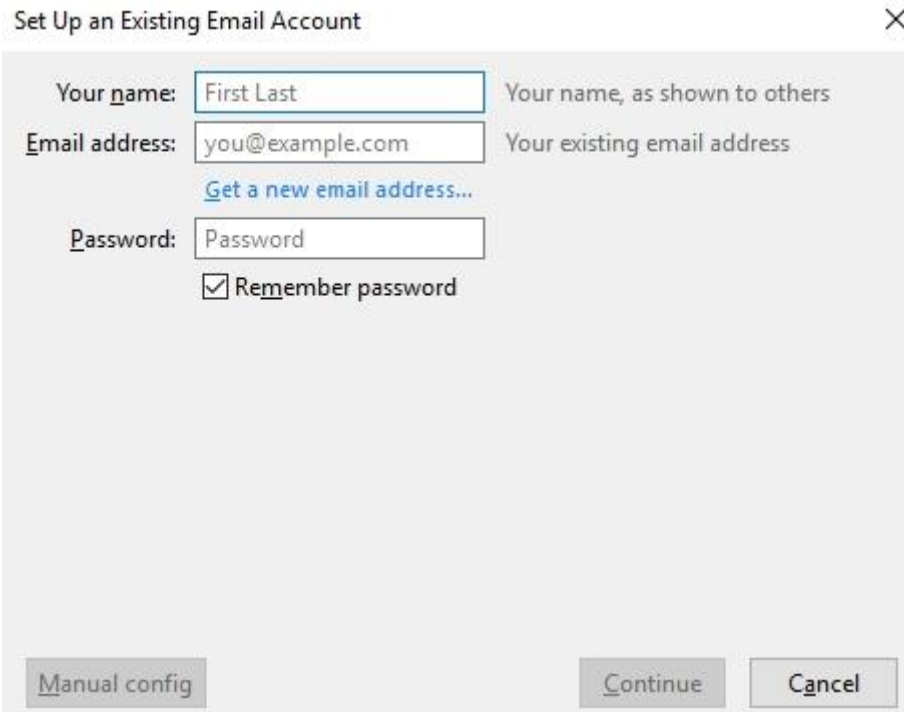⚠ Attention! Only CalDAV protocol links are supported:

2 WORK WITH **Mail**Securium™ 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 <New> → <Existing mail account>:

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 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: https://sogo.nu/download.html#/frontends;
2. Choose Tools → Add-ons in Thunderbird menu;
3. Install downloaded Add-on from file:
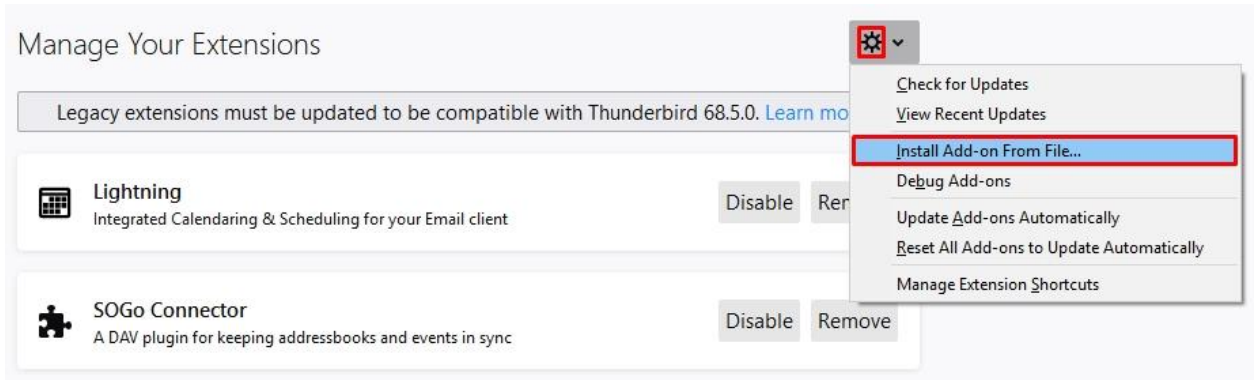
4. Login to your account of **Mail**Securium™ and go to the Address Books tab;
5. Choose the Address Book to synchronize and click the menu icon ⋮ next to it, then choose <Links to this Address Book> :
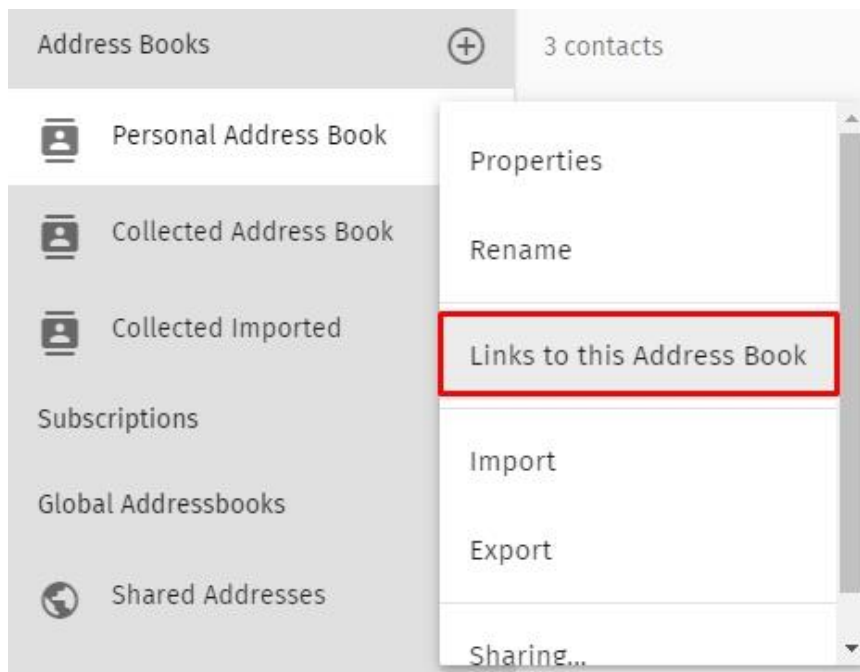

6. Copy CardDAV URL:

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 → Export...
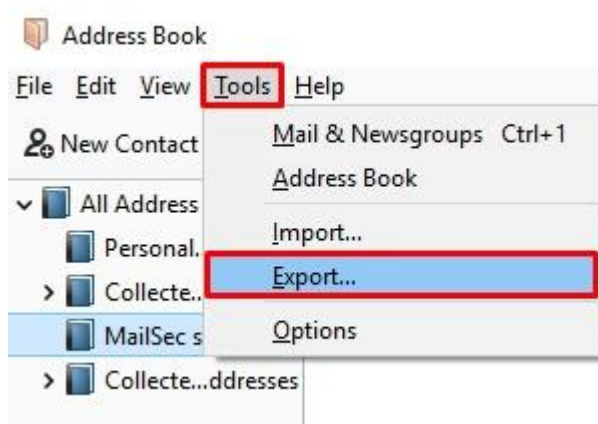
2. Export your Address Book in LDIF format (supported by **Mail**Securium™):
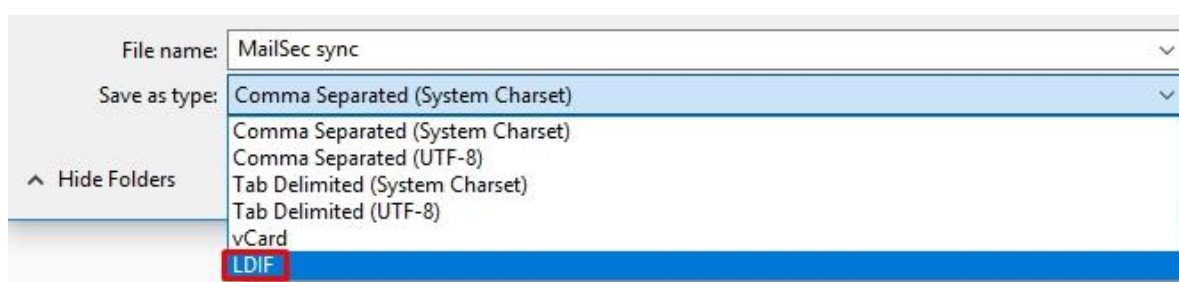
3. Login to your account of **Mail**Securium™ and go to the Address Books tab;

4. Choose the Address Book to upload your file and click the menu icon ⋮ next to it, then choose <Import> and 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 → 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 **Mail**Securium™ and go to the Calendar tab;
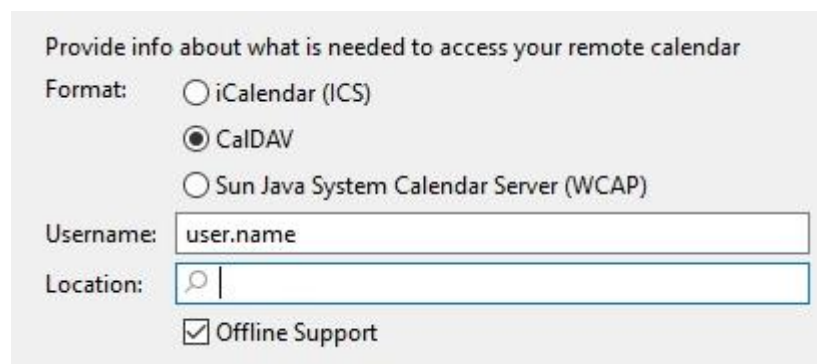
4. Choose the Calendar to synchronize and click the menu icon ⋮ next to it, then choose <Links to this Calendar> :
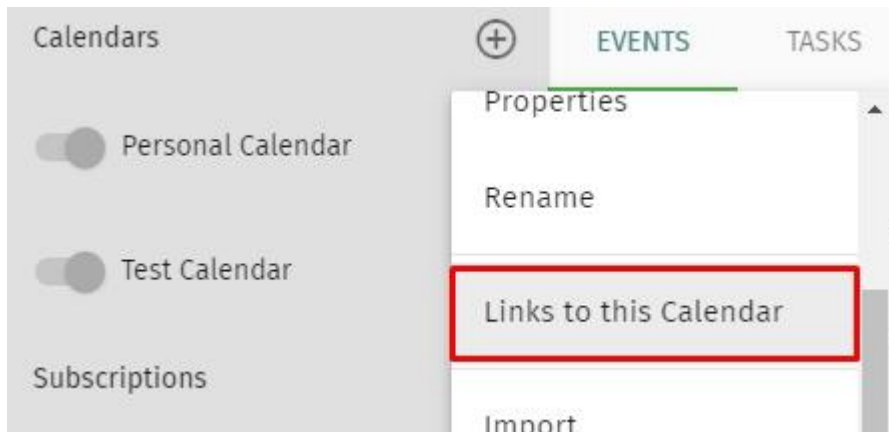
5. Copy CalDAV link to this Calendar:
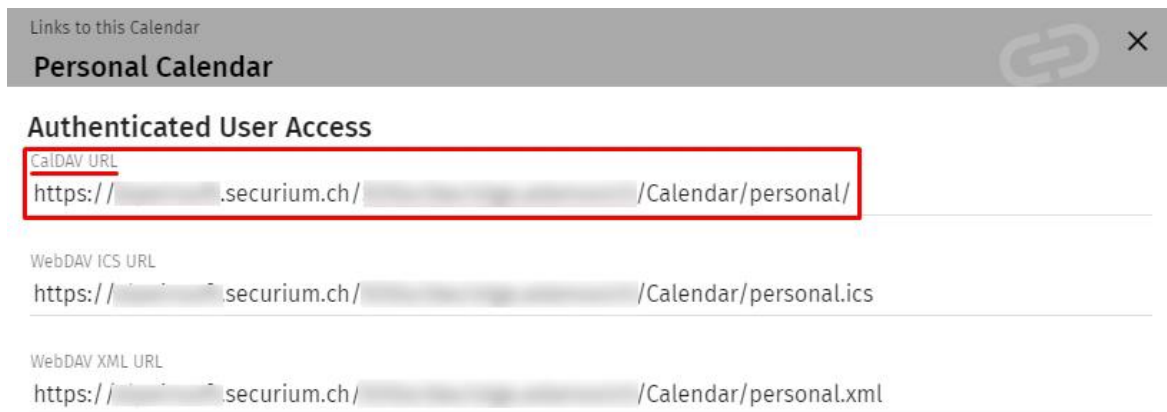
6. Create new calendar in Thunderbird: File → New → Calendar → On the Network;
7. Choose CalDAV format, enter your Username (part of your SWISS **SECURIUM**® Platform email before @) and copied link:

8. Enter a name for new Calendar.

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