

Tumbleweed Secure E-mail

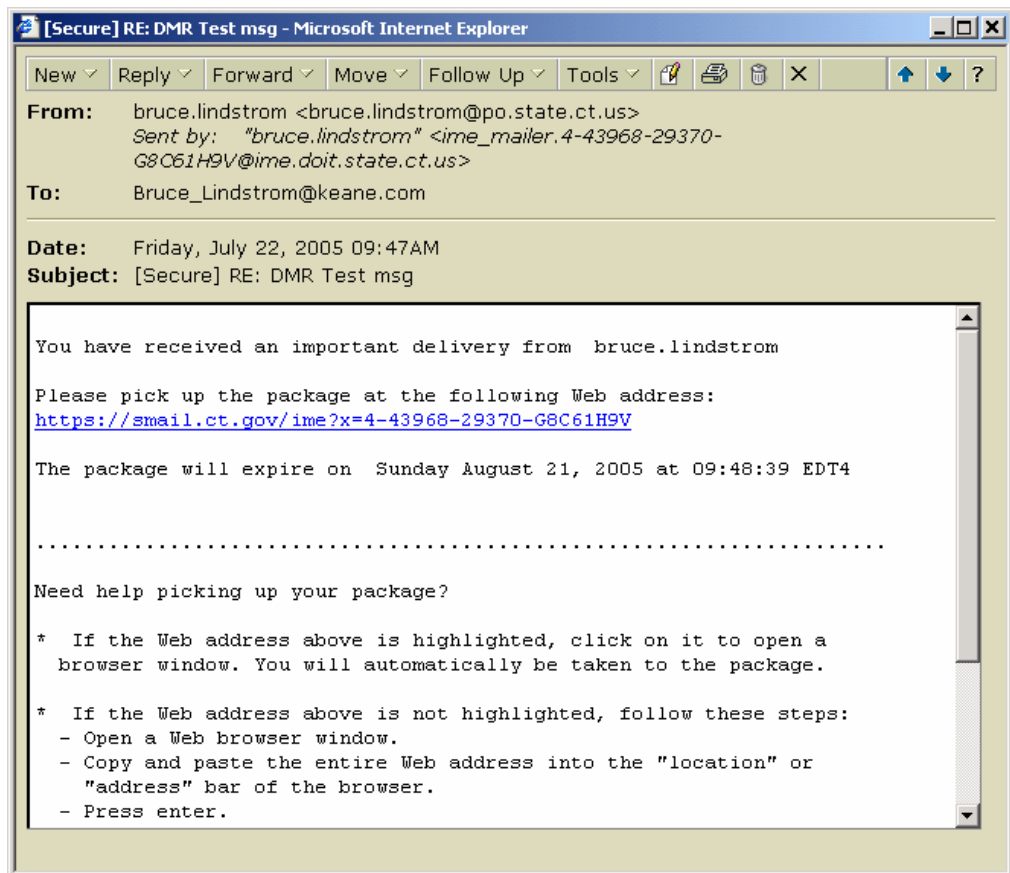
Background

To comply with the Federal Health Insurance Portability and Accountability Act of 1996 or HIPAA, the State of Connecticut purchased secure e-mail software for communications with private providers, doctor's offices, hospitals, etc. Recipients of secure messages will have the ability to reply with secure e-mail. But the software *does not* provide a means for an external user, such as a private provider, to initiate (create) a new secure message.

1. Recognizing a secure message.

Notification that you have a secure message from DCF will appear as a message in your email window. Upon opening the mail you will see a message similar to the screen print below.

To access your message, place your mouse on the blue hypertext and click.



NOTE: *Tumbleweed secure mail automatically purges all messages older than 30 days as indicated in the third paragraph. It is advised that recipients save email attachments promptly for future reference later on.*

If Tumbleweed purged a message from your mailbox and you wish to reply to that message, you must notify the sender and have them re-send the original email.

2. Creating your secure mail identifier and password.

- Your email address is your unique identifier.
- Create your password by completing the form. It is strongly suggested that you create a hint for your password to provide a clue just in case you forget the password. (The clue is only sent to the e-mail address indicated.)

IME - Complete Account Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://small.ct.gov/ime?x=4-43968-29370-G8C61H9V>

Complete Account Information

IME Menu
Help

POWERED BY
TUMBLEWEED

Package [Secure] RE: DMR Test msg
From bruce.lindstrom (bruce.lindstrom@po.state.ct.us)
Sent Today, 07/22/2005 09:47:39, EDT4
Expires 30 days later, 08/21/2005 09:48:39, EDT4

Complete Account Information

To ensure security, the sender of this package requires all recipients to have a validated IME account.
Please complete this one-time account setup to receive your package.

Email Address : Bruce_Lindstrom@keane.com
First Name :
Last Name :
New Password /
The password requires a minimum of 6 character(s) and at least 0 digit(s) and at least 0 alphabetical character(s).
Re-enter New Password /
Password Hint Phrase :

Continue

3. Reading or replying to a message using the Tumbleweed web site.

Open an existing message. Click the reply button.

IME Inbox - Package - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://small.ct.gov/ime?s=ac&t=TW_TxnAccDeliveryPageEntry.tpl&i=1210254185&k=U8DPW501E9&afi=1135&si=43955&tsi=0

Inbox > Package Help

IME Menu
Inbox
Outbox
Find Package
Account Info
Preferences
Help
Logout

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Package [Secure] RE: DMR Test msg
From bruce.lindstrom (bruce.lindstrom@po.state.ct.us)
To Bruce_Lindstrom@keane.com
Sent Today, 07/22/2005 09:47:39, EDT4
Expires 30 days later, 08/21/2005 09:48:39, EDT4

1 of 1 package(s)

Reply Delete

Message from Sender

Message Redirected by Tumbleweed MMS.

Original Recipients:
To: Bruce_Lindstrom@keane.com
Cc:
<<Anti-Scald Survey Private.xls>>

4. Returning a secure attachment.

Open an existing message. Click the reply button.

- Type a reply to the message.
- Click the Browse button to locate the document to be sent.
- Click the Add button.

Attachments are identified individually; if multiple documents need to be sent, you must repeat the Browse and Add steps.

IME New Package - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://smail.ct.gov/ime?s=ac&t=TW_TxnAccDeliveryPagePrepaidReply.tpl&i=1210254185&k=U8DPW501E9&afi=1135&tsi=0&sft=1&sfo=0&sil=4395E Go

IME New Package Help

IME Menu

- Inbox
- Outbox
- Find Package
- Account Info
- Preferences
- Help
- Logout

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To: bruce.lindstrom@po.state.ct.us
CC:
BCC:
Subject: Re: [Secure] RE: DMR Testmsg

Message:

```
"bruce.lindstrom" <bruce.lindstrom@po.state.ct.us> wrote:  
> Message Redirected by Tumbleweed MMS.  
>  
> Original Recipients:  
> To: Bruce_Lindstrom@keane.com  
> Cc:  
>  
> <<Anti-Scald Survey Private.xls>>  
> -----Original Message-----
```

Add files to package

Filename	Type	Size	Action
H:\My Documents\Anti-Scald_Surve	Browse...		Add

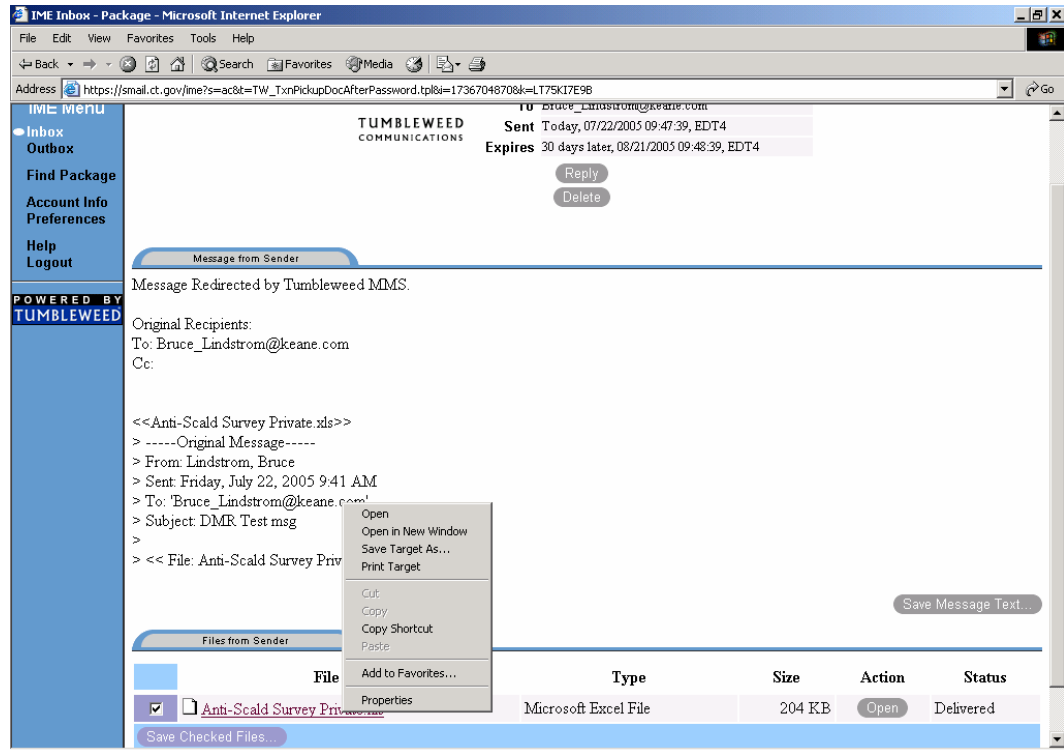
0 File(s)

javascript:DoClick('command_add_file')

Internet

5. Saving attachments.

To save an attachment found in your message, right-click on the file name and then select Save Target As . . . for each file.



If you need to save several files, check each file and then use the Save Checked Files button on the window.

6. Accessing secure messages at a later time.

When you want to reply to a message, read an existing message again, or work with your secure mail in any other way, you can access the secure web site directly by completing the following steps.

- 6.1 Open a web browser window, (i.e., the Internet)
- 6.2 Type **https://smail.ct.gov** in the address line and hit **enter** key to access the IME Secure Login window.
- 6.3 **Log in** by entering your email address and the password.

