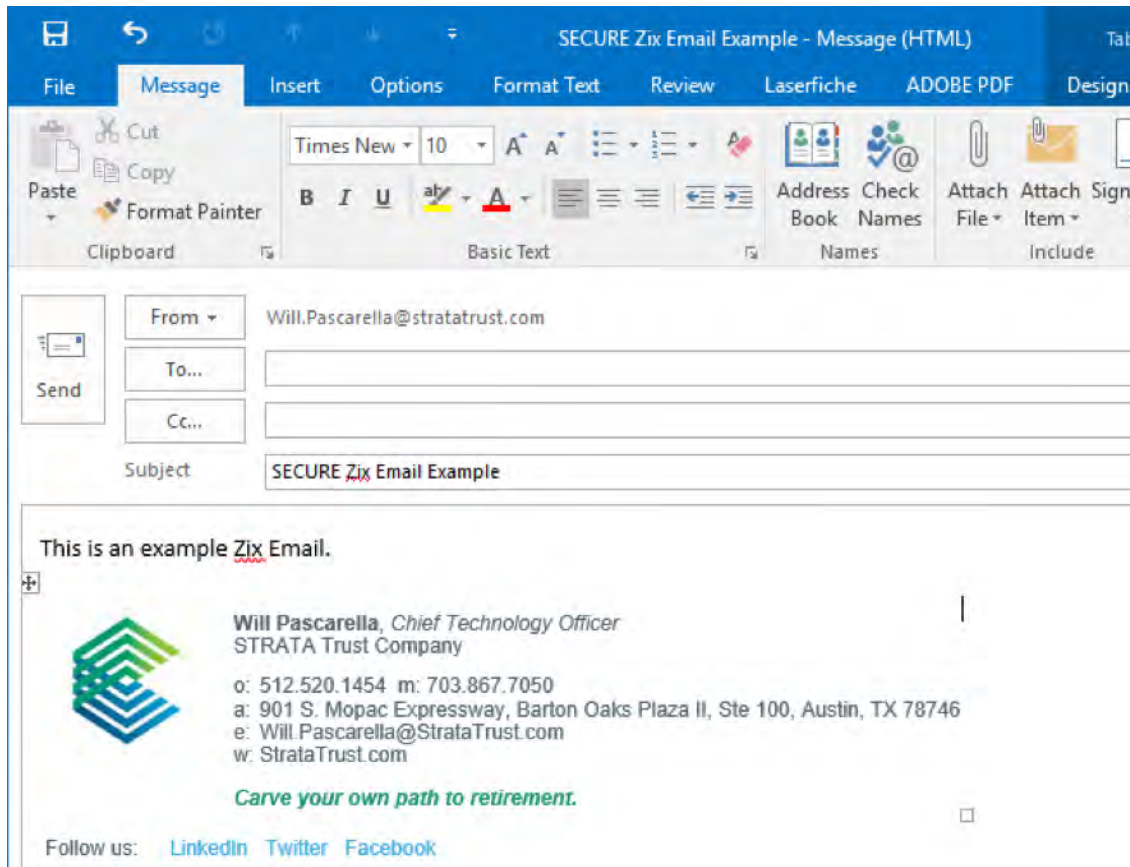




Zix Secure Email Guide

Introduction

STRATA Trust Company provides a secure and encrypted email platform to any individual wishing to transfer messages and documents to STRATA securely. The platform is called ZixMail and is provided by a corporation called Zix. Any individual at STRATA can initiate an outbound secure Email by placing the word SECURE in the subject line. For Customer Support related to Zix or any questions, send an email message to Info@StrataTrust.com.

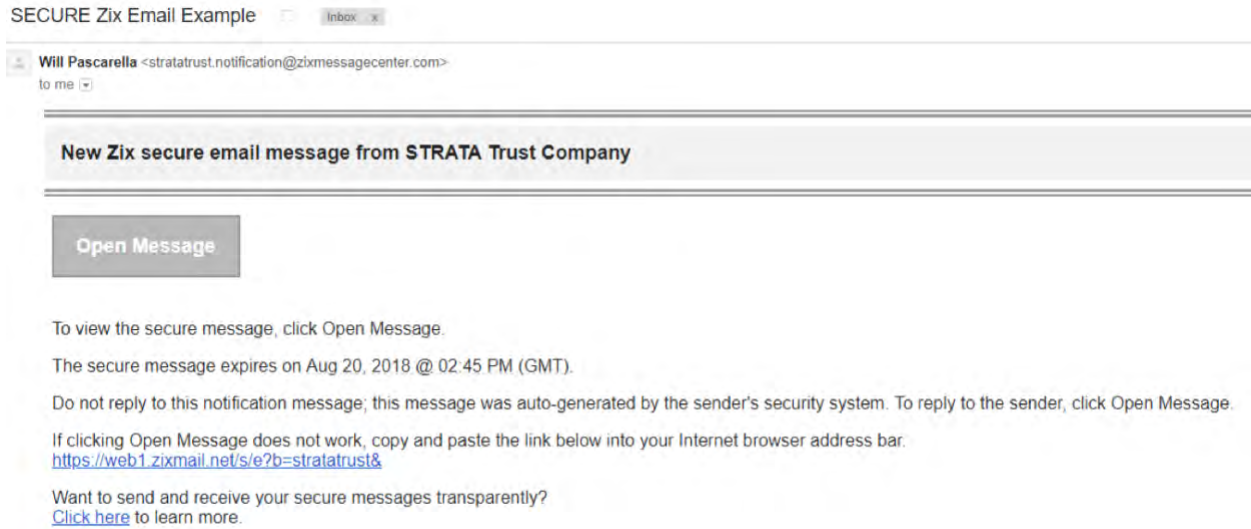


When alternative IRA custody is this easy, the possibilities are endless.

Waco office 7901 Woodway Drive, Suite 200 · Waco, TX 76712 Mailing address PO Box 23149 · Waco, TX 76702
Phone 512.637.5739 · Fax 512.495.9554 · www.StrataTrust.com



When the message arrives, it will look like the following:



Registering with Zix

Click “Open Message” to open the Zix messaging site to begin setting up your account. Alternatively, you can register your account here <https://web1.zixmail.net/s/welcome.jsp?b=stratatrust>. Enter a desired password in the two fields highlighted below and click Register. You may receive an activation email to confirm your new password if you have previously registered with Zix, but your account password has expired.

Register Account

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

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Reading/Replying to Messages in Zix

Clicking Open Message from the Email will take you to the login page if you are not already logged in. Upon login, you will then be taken to the message. You can reply to the message using the Reply button at the top and also view when it will expire and no longer be available in Zix.

Inbox Address Compose Sent Mail Drafts

Reply Reply All Forward Delete More Actions ▾

Received: Jun 21, 2018 9:45 AM
Expires: Aug 20, 2018 9:45 AM
From: will.pascarella@stratatrust.com
To: [REDACTED]
Cc:
Subject: SECURE Zix Email Example

This message was sent securely using Zix®

This is an example Zix Email.



Will Pascarella, *Chief Technology Officer*
STRATA Trust Company

o: 512.520.1454 m: 703.867.7050
a: 901 S. Mopac Expressway, Barton Oaks Plaza II, Ste 100, Austin, TX 78746
e: Will.Pascarella@StrataTrust.com
w: StrataTrust.com

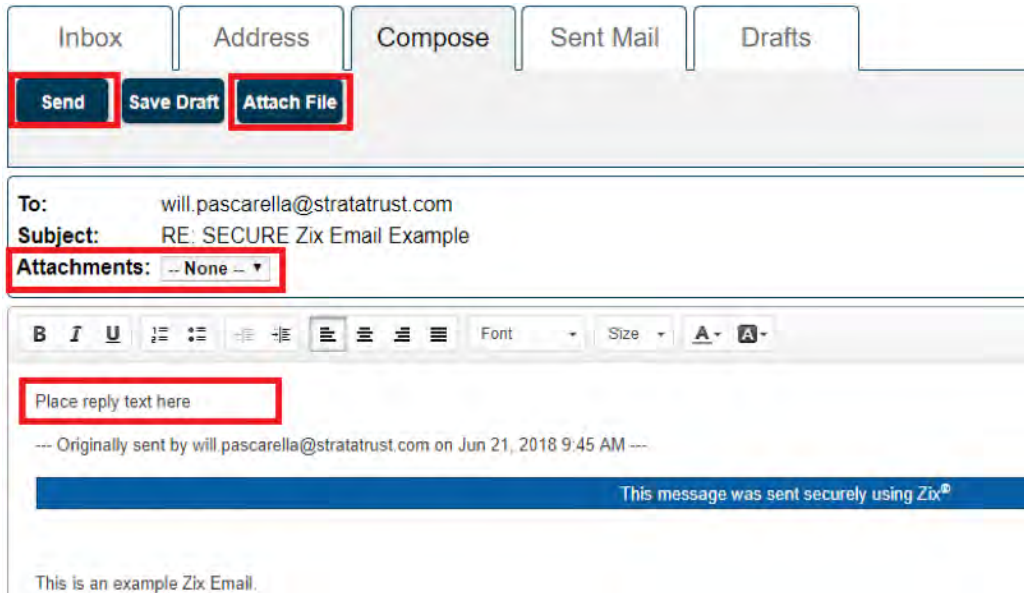
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Attaching Documents to Replies and Sending

The screenshot below outlines the key areas to composing and sending a reply in Zix.

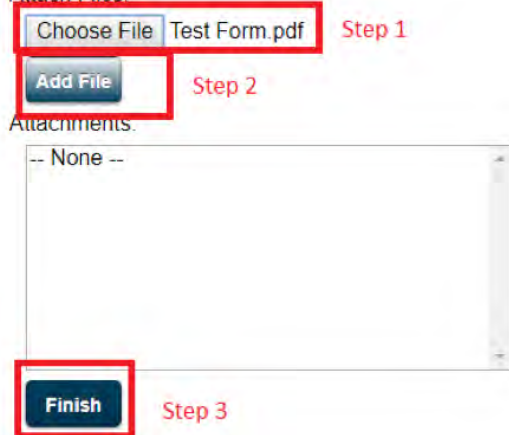


The screenshot below shows the steps to attaching a document.

Attach File

To attach a file, select a file and choose Add File. Choose F
You may attach as many as 10 files up to a total of 15 MB.

Attach Files:



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