

How to access a secure message sent to you as secure HTML file (KickMail HTML)

Content:

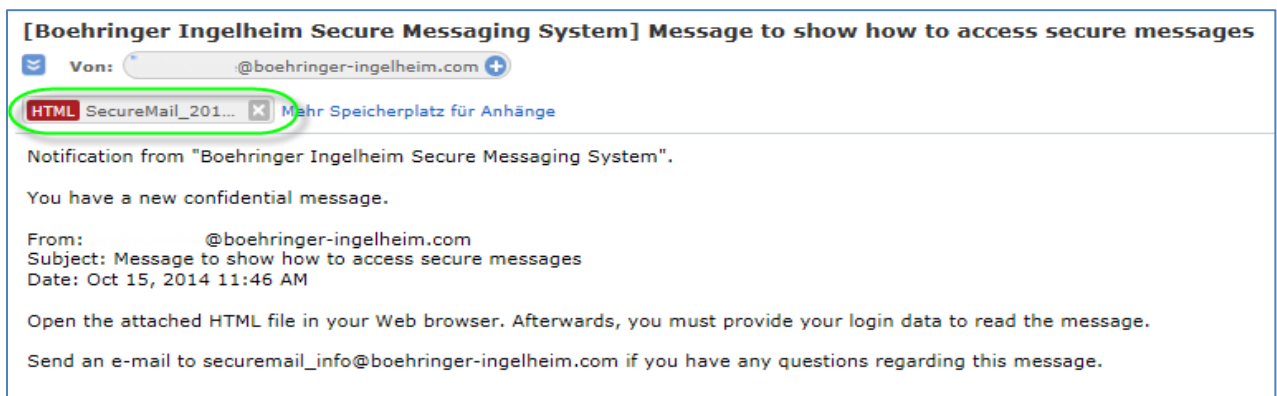
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First time

First time you receive a secure e-mail from Boehringer Ingelheim you have to activate your account. Therefore you receive a notification in your mailbox with the subject “[**Boehringer Ingelheim Secure Messaging System**] **Activate Your Account**” Please follow the embedded link for activation. Enter a self-created password, choose and answer a security question, select your preferred delivery type (default type is KickMail PDF) and accept the “**Terms of Use**”. When your account is activated properly you will receive the secure messages in your regular mailbox.

How a message appears in your mailbox

Once your account is activated properly you will receive only a notification of a new secure message in your regular mailbox. The notification contains a secure attachment in the format **SecureMail_20xxxxxx.HTML**

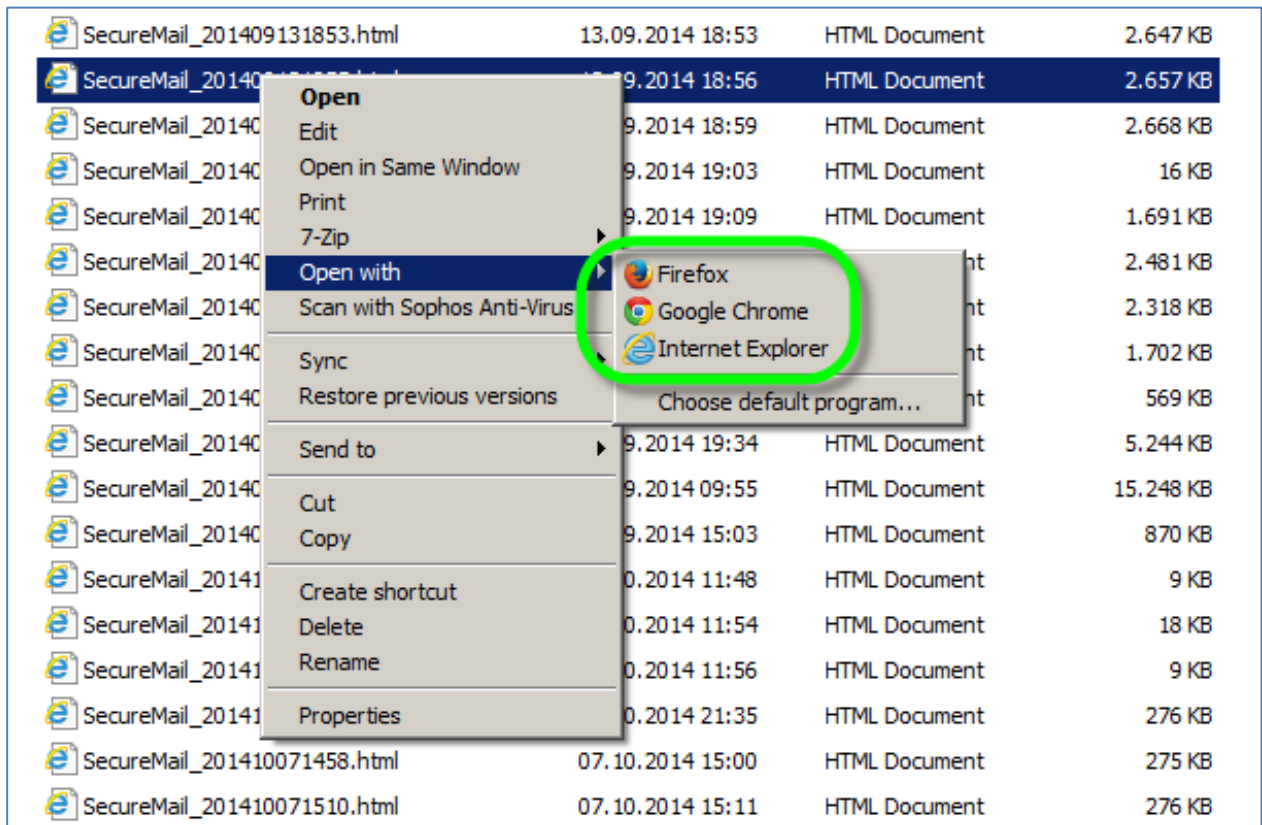


Save this secure attachment on your computer.

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Open the Secure Mail

Navigate to the destination where the file is located now and open it by using an Internet browser of your own e.g. **Chrome, Firefox** or **Internet Explorer** (version 9 and higher).



You will be forwarded to the Boehringer Ingelheim Secure Messaging customer portal:

Boehringer Ingelheim

English

"Welcome to Boehringer Ingelheim Secure Messaging System"

E-mail address

Password

[Forgot your password?](#)

Login

Boehringer Ingelheim

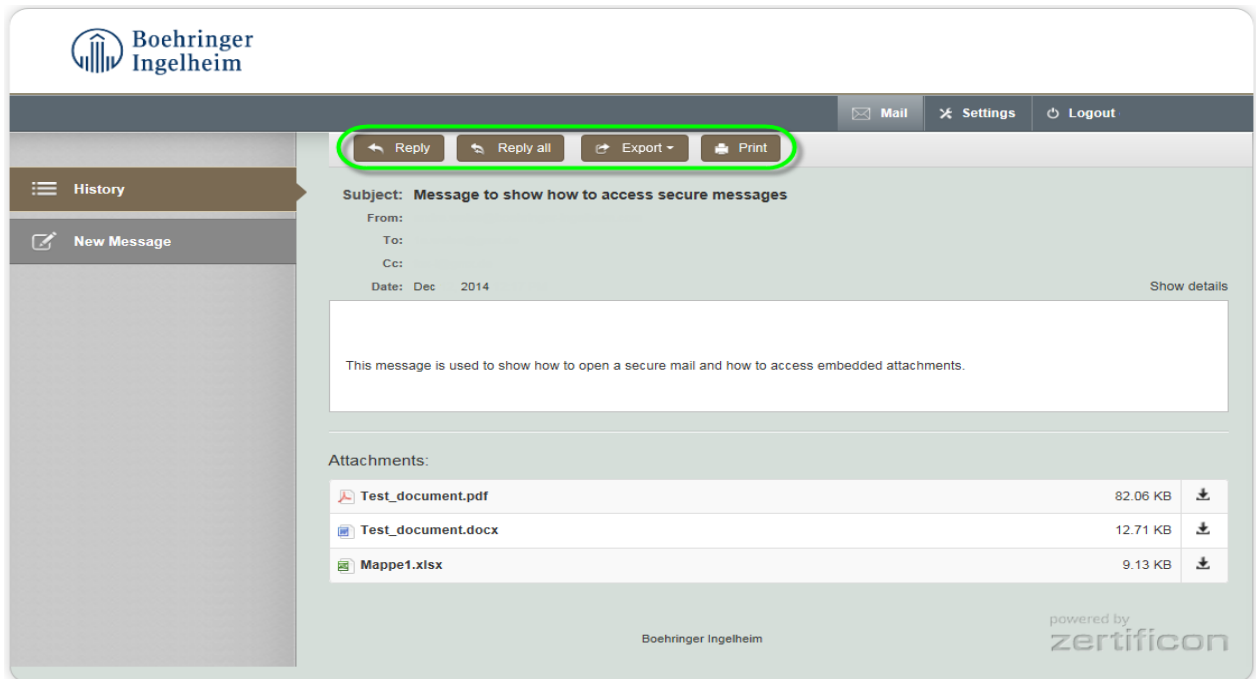
powered by zertificon

Your e-mail address might appear already. Please enter your password and click **Login**

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Proceed the message

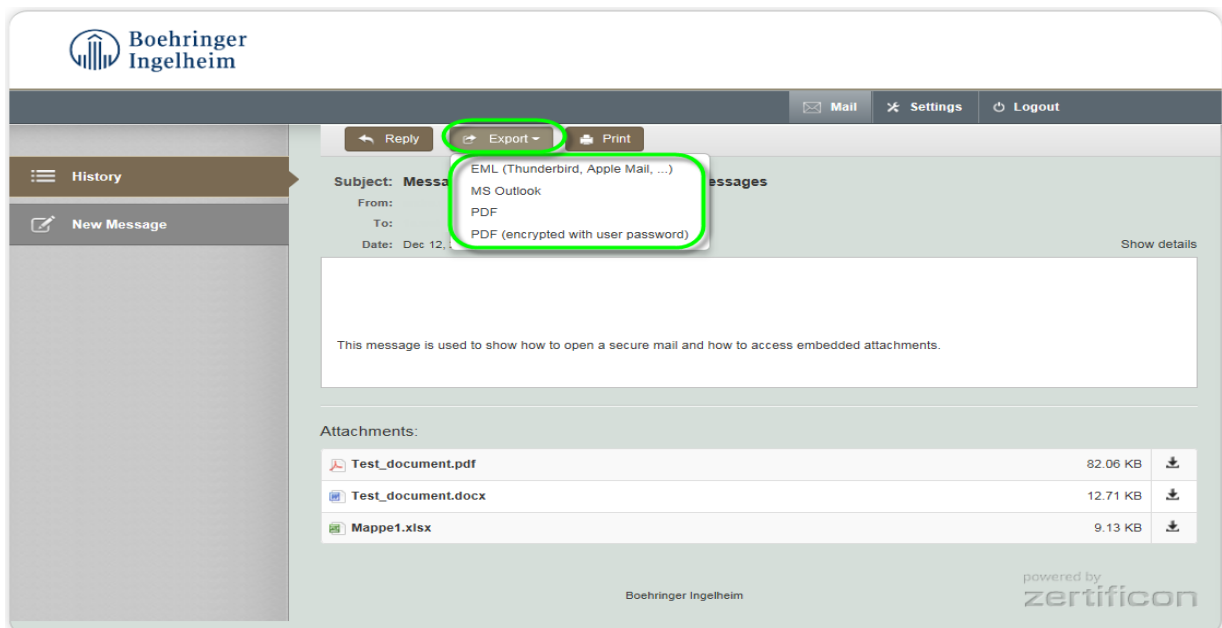
If your authentication was successful the message will open within your browser in this style.



You can proceed with this message by using the green marked options (e.g. **Reply**, **Reply all**, **Export**, **Print**).

Export

Double click this option will export the secure message to a format of your own. You can save it on your computer and open it with an appropriate application.



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Reply / Reply all

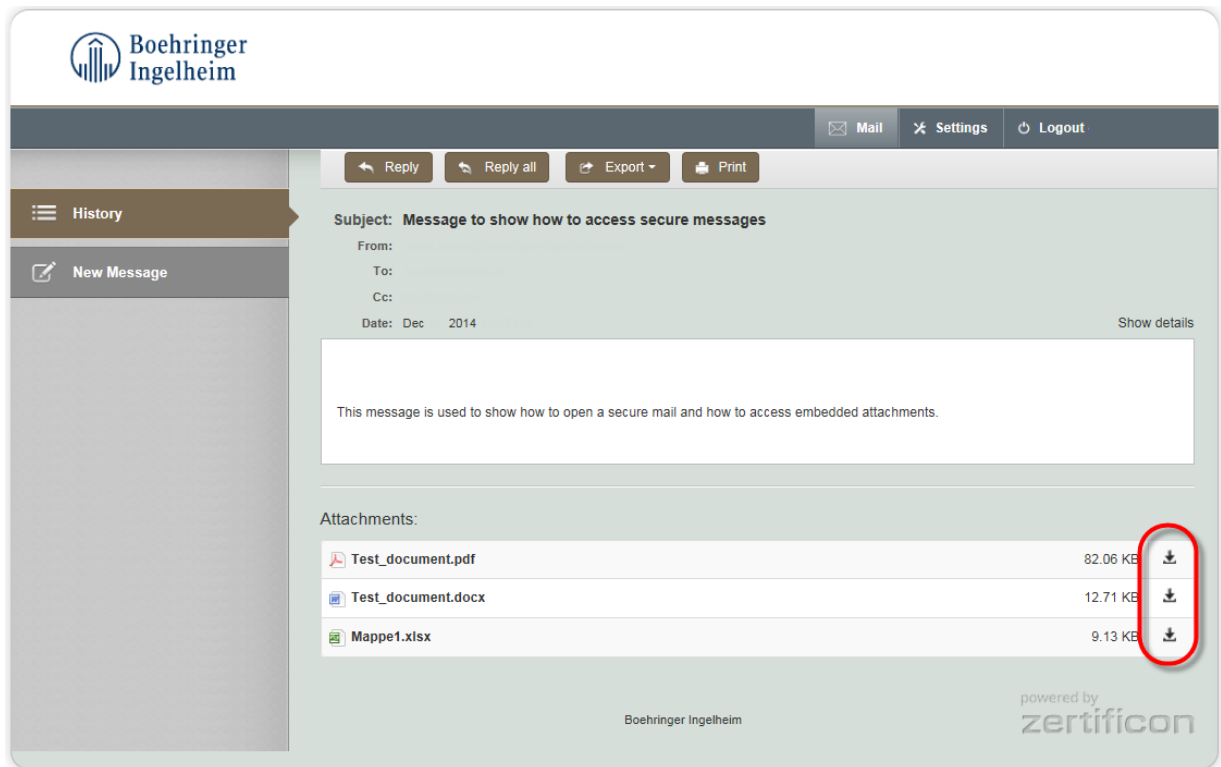
Double click one of these options will open the Reply template. You can add additional recipients (**1**). Separate the e-mail addresses by semicolon < ; > or comma < , >. Only BI recipients or registered Boehringer Ingelheim secure mail system users are allowed.

If you like to add a permanent signature (**2**), navigate to the **Settings** tab and enter the **Signature** section. Here you can add your personal signature. It will automatically appear in all your composed messages.

To add attachments (**3**) browse your computer and attach the files.

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Embedded Attachments (in this example **Mappe1.xlsx**, **Test_document.docx**, **Test_document.pdf**)



Please click on the download arrow beside the attachment (marked in red) to access the embedded attachments and save the attachment on your computer. Navigate to the destination where the file is located now and open it by using an appropriate application.

Please be aware that other browser applications might show the message and functions in a different style. The behavior will be kept unchanged. Please refer to your application how to proceed in this case.