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Digital Fortress Mail-In

The Step-by-Step Guide: Mail-In

Important documents are often sent as email attachments (e.g. insurance documents or invoices). Since these documents are often relevant for years, it is important to have them safely stored and accessible. For this reason, we have the *Mail-In* function as an alternative to our standard file upload feature. This function enables you to send email documents from other parties directly to your safe. This makes your Digital Fortress a central repository for important emails and their attachments. To ensure the best possible level of Spam protection, we have various measures working in the background to protect your data. One consequence of these security measures is that there may be a delay in processing your emails while the sender is verified. This process may take up to 30 minutes and will be reduced for each subsequent delivery until it takes only 30 seconds to complete this process.



Overview: Mail-In Features

- **Viewing emails:** emails are automatically sorted by sender. To view the senders, navigate through your *Private Safe* and then select *Mail-In*. By clicking on the sender's email address you can view all the processed emails.
- **Emails without attachments:** for emails without attachments, a PDF document of the email text is created and stored as a file in your safe.
- **Emails with attachments:** for emails with attachments, the attached document(s) from the email are automatically extracted and stored by sender.

Activate Mail-In Function

Step 1: Log in and check the Mail-In tab

1. First log in to your Digital Fortress via any browser on your PC or Mac.
2. Click the **Mail-In** tab in the left sidebar.
3. Select **Settings**.

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4. Slide the **ON/OFF** button from **OFF** to **ON** to activate Mail-In.



Your Mail-In email address will be automatically generated and displayed in the middle of the screen.

You can now use this email address to send documents (e.g. bank statements) to your safe.

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Mail-In Tips

- To make sending emails to Mail-In easier, click on the “Copy” button to copy the email address to your clipboard.
- Save your Mail-In email address into your email address book. For example, under the name "SecureSafe Mail-In."

NOTE: To update your built-in functions use the circular arrow at the top right of your safe or the refresh button (not the browser function).

Move Attachments to File Safe

Step 1: Log in and check the Mail-In tab

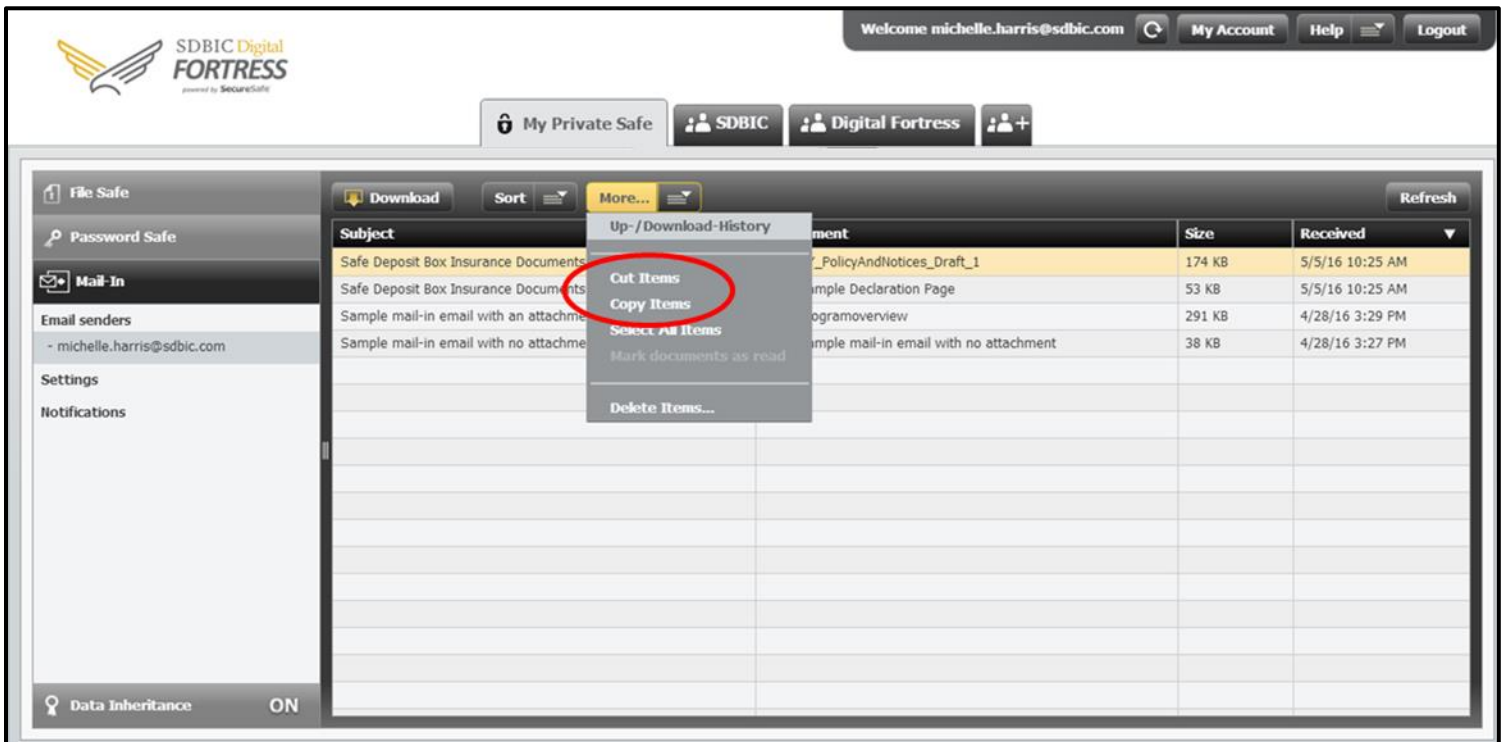
1. Log in to your Digital Fortress and click the **Mail-In** tab in the left sidebar.
2. Select the **Email sender** to find the document(s) to be saved into your File Safe.

Subject	Attachment	Size	Received
Sample mail-in email with no attachment	Sample mail-in email with no attachment	38 KB	4/28/16 3:27 PM
Sample mail-in email with an attachment	programoverview	291 KB	4/28/16 3:29 PM
Safe Deposit Box Insurance Documents	Sample Declaration Page	53 KB	5/5/16 10:25 AM
Safe Deposit Box Insurance Documents	NY_PolicyAndNotices_Draft_1	174 KB	5/5/16 10:25 AM

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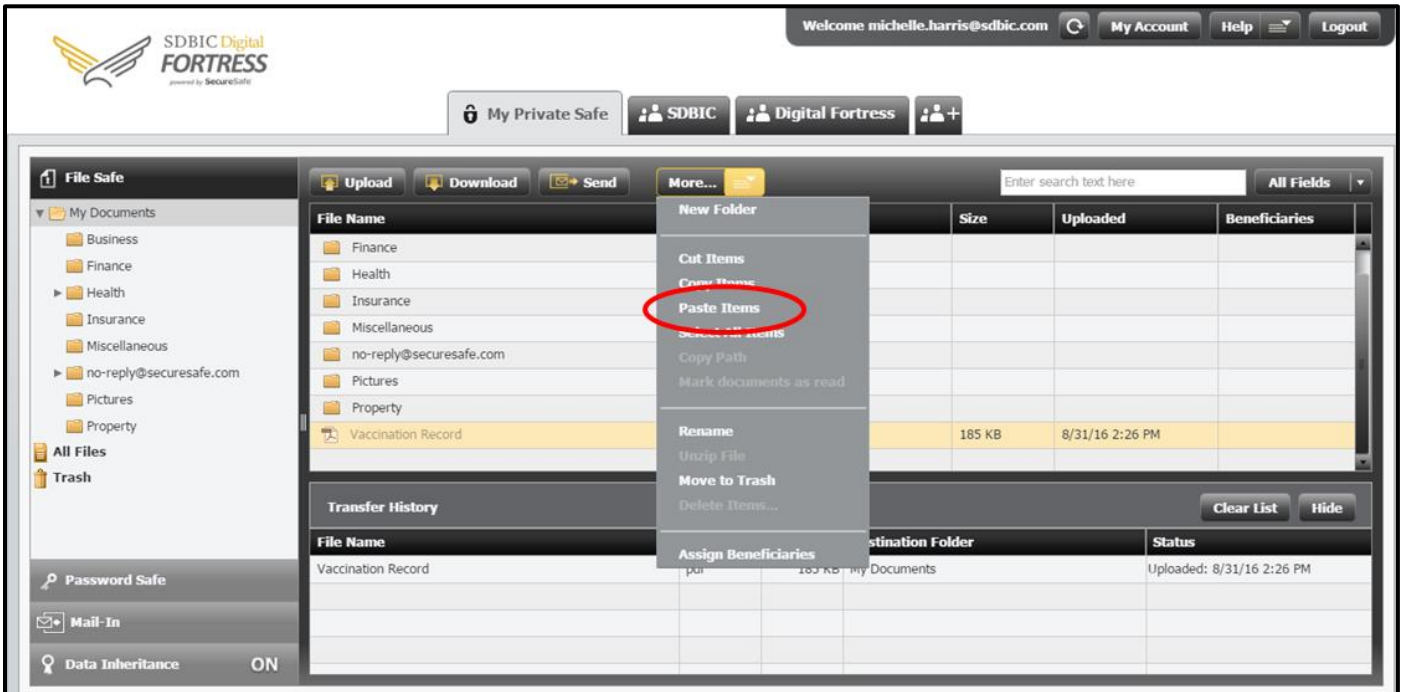
Step 2: Move Mail-In attachments to File Safe

1. Select the attachment you want to move.
2. Click the **More** dropdown menu and select **Cut Items** or **Copy Items**.
 - a. **Cut Items** will move the attachment to the File Safe and remove it from Mail-In mailbox.
 - b. **Copy Items** will create a copy of the attachment in the File Safe and the original will stay in the Mail-In mailbox.



3. Select the **File Safe** tab, on the left side of the screen.
4. Click the **More** dropdown menu and select **Paste Items**.

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The screenshot shows the SDBIC Digital Fortress Mail-In interface. At the top, there's a header with the logo and 'Welcome michelle.harris@sdbic.com'. Below the header, there's a navigation bar with 'My Private Safe', 'SDBIC', 'Digital Fortress', and a user icon. The main area is divided into a left sidebar and a main content area. The sidebar has 'File Safe' and 'Password Safe' sections. The 'File Safe' section shows a tree view of folders like 'My Documents', 'Business', 'Finance', 'Health', 'Insurance', 'Miscellaneous', 'no-reply@securesafe.com', 'Pictures', 'Property', 'All Files', and 'Trash'. The main content area has a table of files. A context menu is open over the 'Vaccination Record' file, showing options like 'New Folder', 'Cut Items', 'Copy Items', 'Paste Items' (highlighted with a red circle), 'Delete Items', 'Copy Path', 'Mark documents as read', 'Rename', 'Unzip File', 'Move to Trash', 'Delete Items...', and 'Assign Beneficiaries'. Below the file table is a 'Transfer History' section with a table showing the history of file transfers.

File Name	Size	Uploaded	Beneficiaries
Vaccination Record	185 KB	8/31/16 2:26 PM	

File Name	Destination Folder	Status
Vaccination Record	put	Uploaded: 8/31/16 2:26 PM

Your file will now appear in the list of files in your safe. If you want to change the location of the file, simply repeat the **Cut Items** action and **Paste Items** in the desired location.

Digital Fortress Mail-In

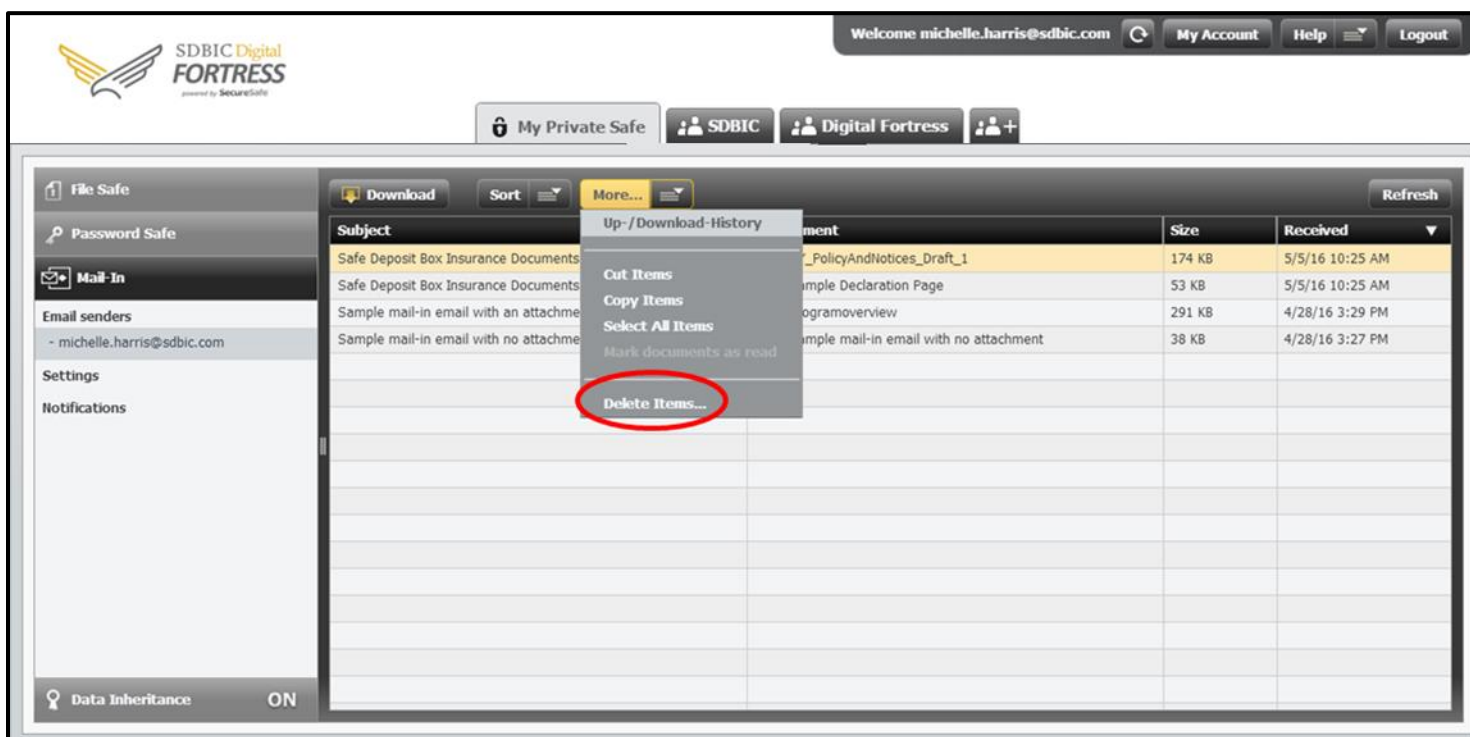
Delete Attachments from Mail-In Mailbox

Step 1: Log in and check the Mail-In tab

1. Log in to your Digital Fortress and click the **Mail-In** tab in the left sidebar.
2. Select the **Email sender** to find the document(s) to be deleted.

Step 2: Delete attachment

1. Select the attachment you want to delete.
2. Click the **More** dropdown menu and select **Delete Items**.



The screenshot shows the Digital Fortress Mail-In interface. The left sidebar has a 'Mail-In' tab selected. The main area displays a list of email attachments. A 'More...' dropdown menu is open over the first row, showing options: 'Up-/Download-History', 'Cut Items', 'Copy Items', 'Select All Items', 'Mark documents as read', and 'Delete Items...'. The 'Delete Items...' option is circled in red. The table has columns for 'Subject', 'Attachment', 'Size', and 'Received'.

Subject	Attachment	Size	Received
Safe Deposit Box Insurance Documents	PolicyAndNotices_Draft_1	174 KB	5/5/16 10:25 AM
Safe Deposit Box Insurance Documents	Sample Declaration Page	53 KB	5/5/16 10:25 AM
Sample mail-in email with an attachment	Programoverview	291 KB	4/28/16 3:29 PM
Sample mail-in email with no attachment	Sample mail-in email with no attachment	38 KB	4/28/16 3:27 PM

Attachments deleted from your Mail-In mailbox will be permanently deleted from your Digital Fortress.

NOTE: As the transmission of data via email can be subject to security risks, we cannot guarantee the security of your data until it is securely delivered into your safe. For highly confidential information we suggest continuing to use the standard file upload process.