

Secure Messaging

The Secure Messaging system is a web-based application that allows you to securely send and receive documents directly with the court.

Acquiring an Account

Before you can create an account for the system, you must first be invited by a court employee. There are two ways in which a court employee may invite you:

1. By sending you a message through the system, or
2. By giving you a system-generated PIN either by email, phone, in person, or by some other means.

In both cases, you must create an account the same day you receive the invitation. If you do not create an account within that time frame, a new invite will need to be sent by a court member. The account you create is directly tied to your email address, and cannot be changed afterwards.

If you were invited by receiving a message through this system, follow the steps listed in the email to create your account. If you instead received a PIN from a court employee, visit <https://ecf.ksd.uscourts.gov/sm> and select "Create Account".

Logging In

To begin sending secure messages, visit <https://ecf.ksd.uscourts.gov/sm> and log in with your username and password. Your username will be the email address you used when creating an account.



The screenshot shows the login page for the Secure Messaging system. At the top left is the District of Kansas seal. To its right, the text reads "SECURE MESSAGING" in a large, serif font, with "DISTRICT OF KANSAS" in a smaller, sans-serif font below it. The main content area is a white box with a blue border. Inside, it says "Enter your username and password to continue." Below this are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. At the bottom of the box, there are two links: "Create Account" and "Lost password?", followed by a blue "Login" button.

Exploring the Interface

Once logged in, you will be greeted with a screen that seems like any regular, simplified webmail client (such as Hotmail or Gmail).

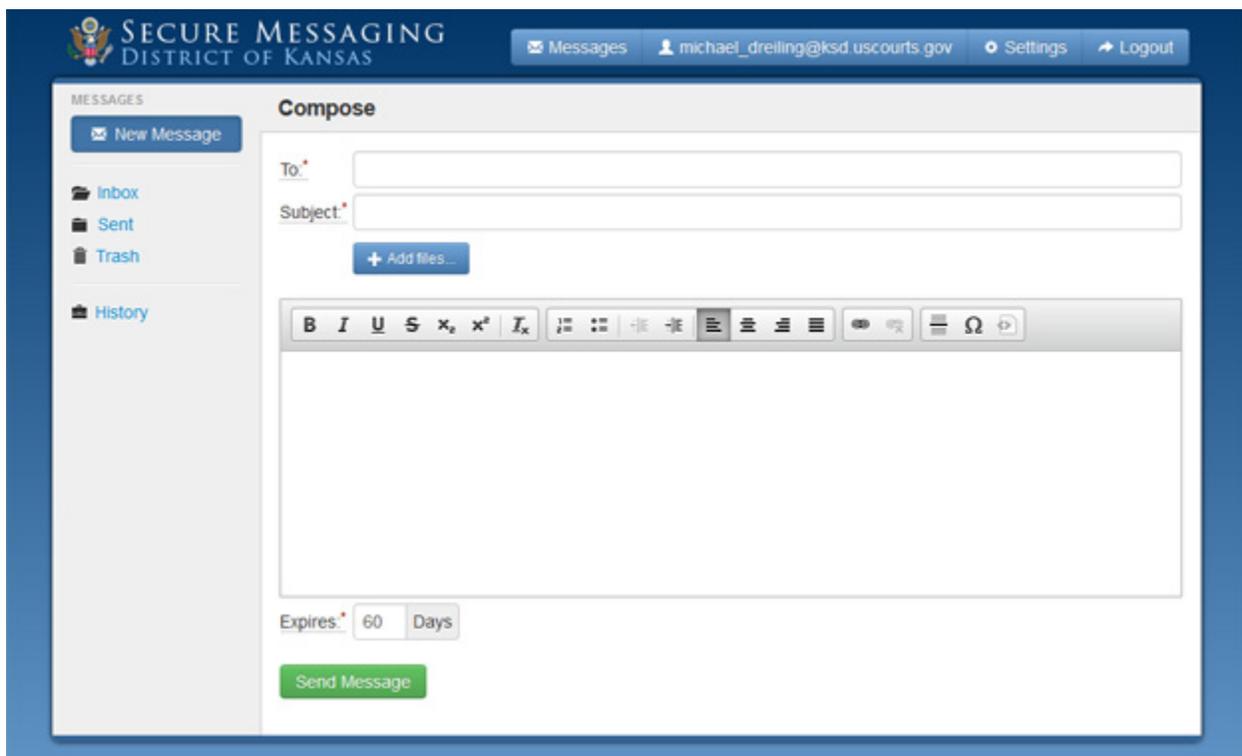


The **Inbox** folder contains all the messages that you've received. The **Sent** folder contains all the messages that you've sent. The **Trash** folder contains all the messages that you've specifically marked and are ready to be deleted. When any message in these three sections expires, it will be automatically removed. Expirations and deletions are explained in detail in the "Deleting a Message - Expirations" section.

The **History** folder contains a year-long log of all messages that you've sent and received, but does not contain the actual content of those messages.

Sending a New Message

To send a message, select "Compose". The list of recipients ("**To:**") should be a comma separated list of email addresses. The application will help you do this as you enter in the recipients.



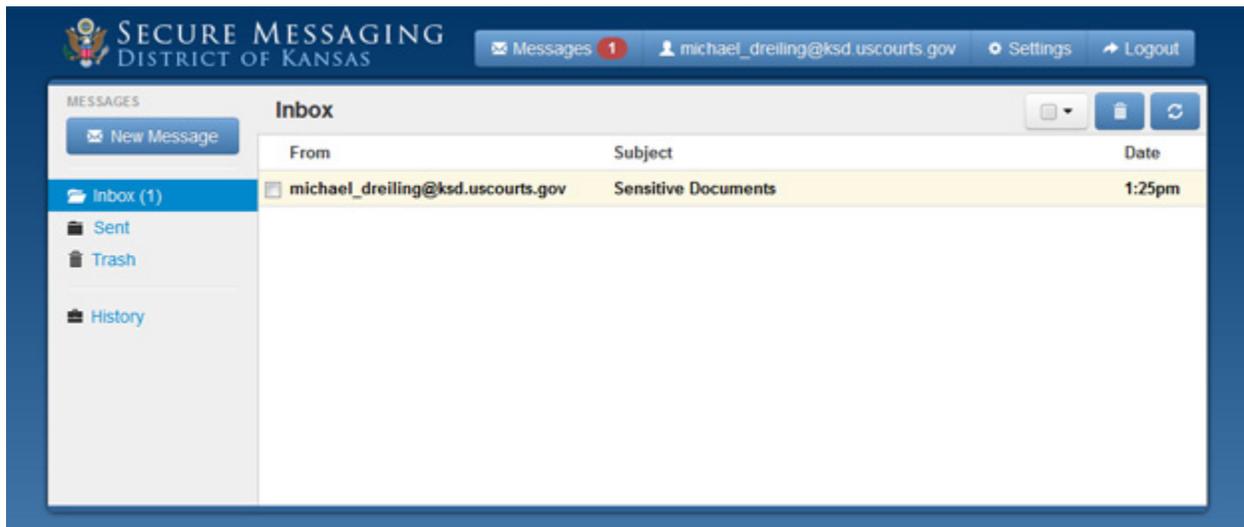
The **Subject** is the title of your message. It is analogous to the subject used in regular emails.

Depending on how sensitive you believe this message to be, you can set its content to expire anywhere between 1 and 60 days. Once this expiration date has been reached, all content (including attachments) for this message will no longer be accessible to you or the recipients. The content will have been purged completely from the system, and cannot be recovered. Expiration dates are calculated to the minute, so if you set the message to expire in one day and send the message at 4:00pm, the message will expire exactly at 4:00pm the next day.

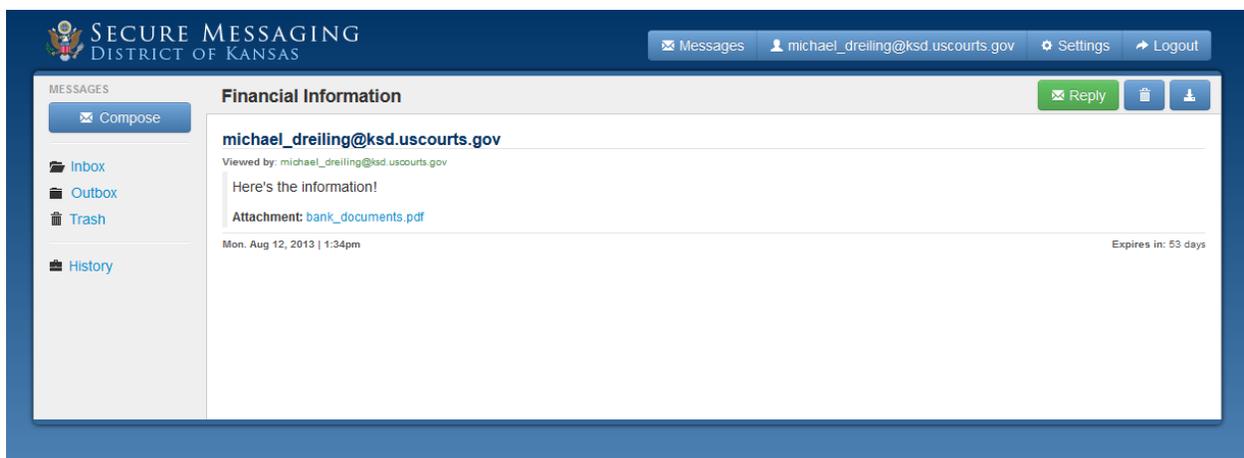
Once you send the message it will be instantly accessible to all its recipients, and an email will be sent notifying them that they've received a secure message.

Viewing a Message

When you receive a message, it will be displayed as unread in your inbox.



Selecting it will let you view the message. When viewing the message you have the ability to see who sent it; who it was sent to; if/when it has been viewed and by who; the actual message; and any attachments. You also have the ability to download a PDF copy of the message (not including attachments, which must be downloaded separately) to keep for your records, before the expiration date is reached.



If you need to reply to the message, click the “Reply” button and fill out the information as you normally would when sending a new message.

If you want to remove this message from being displayed in your inbox, click the trash icon.

Deleting a Message – Expirations

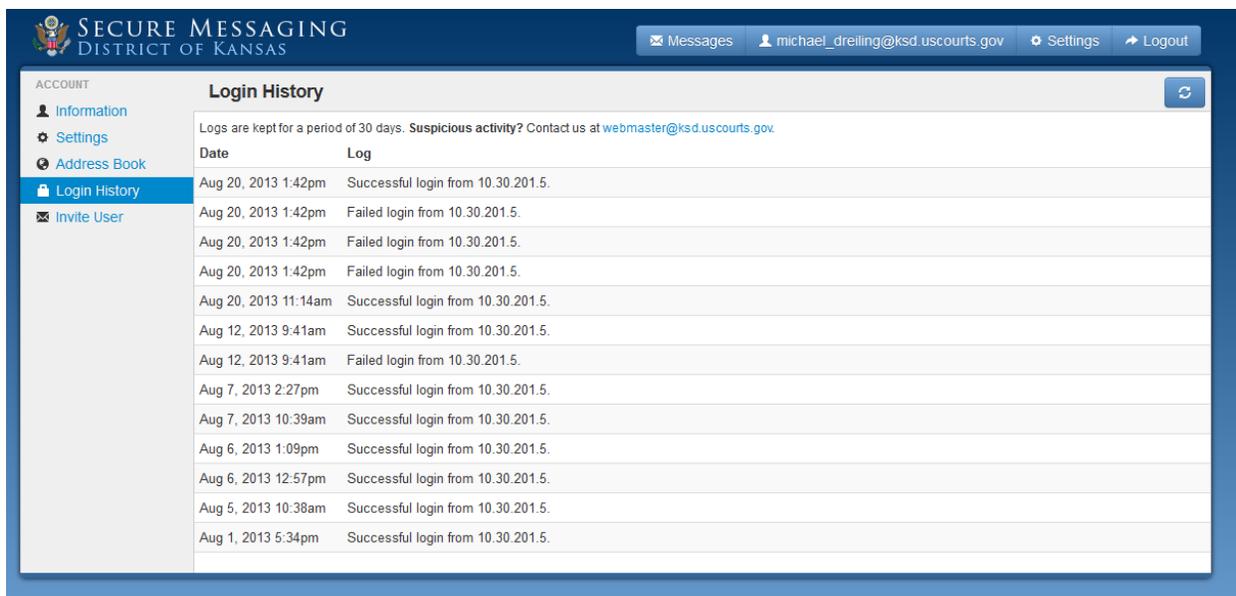
The Secure Messaging system does not store duplicate copies of messages or attachments. When you send a message, a single copy is created and shown to all recipients. When that single copy expires, its content and any attachments are gone forever. A message will not be deleted until this expiration date is reached.

If you were the sender of a particular message, you have the ability to permanently delete the message before its expiration date is reached. If you do this, *the message will be removed from all of the recipients’ accounts*. If a recipient had not yet seen the message, they never will.

You cannot permanently delete messages that you received; only the messages that you have sent.

Viewing Your Login History

Secure Messaging keeps a record of all login attempts, both successful and failed, for a period of 30 days. You can view your past logins by going to “Settings” and selecting “Login History”.



SECURE MESSAGING
DISTRICT OF KANSAS

Messages michael_dreiling@ksd.uscourts.gov Settings Logout

ACCOUNT

- Information
- Settings
- Address Book
- Login History**
- Invite User

Login History

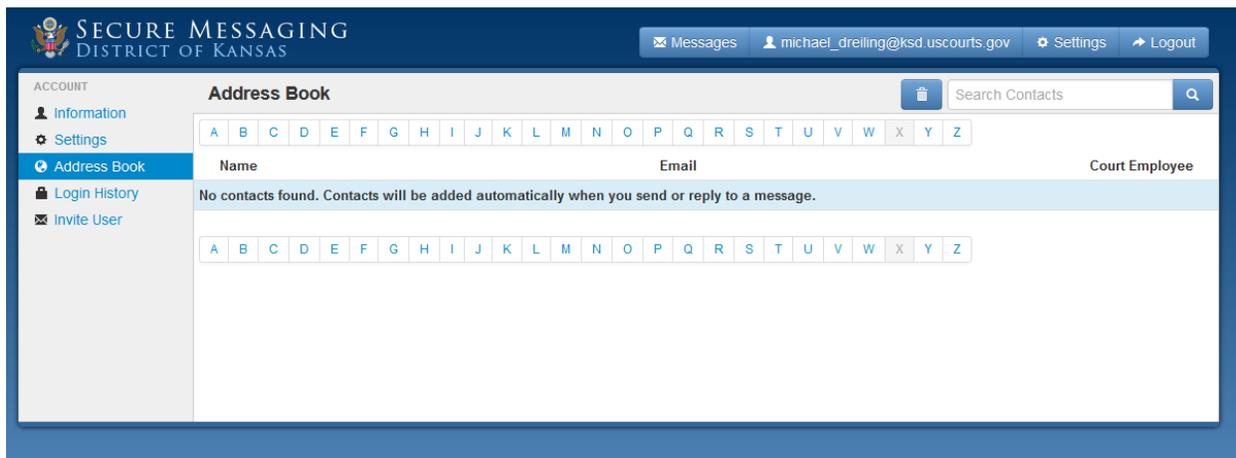
Logs are kept for a period of 30 days. Suspicious activity? Contact us at webmaster@ksd.uscourts.gov.

Date	Log
Aug 20, 2013 1:42pm	Successful login from 10.30.201.5.
Aug 20, 2013 1:42pm	Failed login from 10.30.201.5.
Aug 20, 2013 1:42pm	Failed login from 10.30.201.5.
Aug 20, 2013 1:42pm	Failed login from 10.30.201.5.
Aug 20, 2013 11:14am	Successful login from 10.30.201.5.
Aug 12, 2013 9:41am	Successful login from 10.30.201.5.
Aug 12, 2013 9:41am	Failed login from 10.30.201.5.
Aug 7, 2013 2:27pm	Successful login from 10.30.201.5.
Aug 7, 2013 10:39am	Successful login from 10.30.201.5.
Aug 6, 2013 1:09pm	Successful login from 10.30.201.5.
Aug 6, 2013 12:57pm	Successful login from 10.30.201.5.
Aug 5, 2013 10:38am	Successful login from 10.30.201.5.
Aug 1, 2013 5:34pm	Successful login from 10.30.201.5.

It will display a list of all login attempts, when they were attempted, and by what IP address. If you notice suspicious activity, please don’t hesitate to contact the court.

Address Book

Every user has access to a personal, private address book. New contacts are added automatically when you message them for the first time. If at some point you wish to remove a contact, check the box next to their name and click the trash can icon.



Clicking on a contact will bring you to the “Compose” screen with the recipient’s email prepopulated.

Information and Settings

The information and settings sections allow you to customize how Secure Message behaves just for you. Changing any settings in these two sections will not affect any other users.

The information section lets you change your contact name. This is what is displayed next to your name when other people view your messages. You are *not* allowed to change your email address; it is displayed simply for information purposes. If you need to change your email address, you will have to create a new account using the new desired email address.

The settings section lets you pick your desired time zone (just for you), the default expiration length for messages you create, and the amount of messages to be displayed at a time before being split into separate pages.