



DataMotion Secure Message Center User Guide

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Part # 050072-01

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REVISION HISTORY

This section summarizes significant changes, corrections, and additions to the document. The history appears in chronological order with the most recent changes listed first.

Version 1

Initial version of this document.

About This Publication

ABOUT THE DATAMOTION SECURE PLATFORM

The DataMotion Secure Platform provides easy-to-use encrypted email messaging and data transfer via the Internet for protecting all of the important information flowing between you, your business partners and your clients.

The DataMotion Secure Platform protects sensitive messages with military-grade encryption, and it allows users to send secure messages and files using one click, with built-in tracking of all messages and files sent, received, and opened. The DataMotion Secure Platform encrypts all messages both outbound and at rest for the full lifetime of the message.

Providing effortless secure sending from email clients and direct delivery to the recipient's inbox, plus the ability to transfer large files easily from desktop clients or mobile devices, the DataMotion Secure Message Center offers unsurpassed capability, flexibility, and user experience.

This publication describes how to use the DataMotion Secure Message Center which is the web portal interface of the DataMotion Secure Platform.

INTENDED AUDIENCE

This publication is primarily intended for users of DataMotion Secure Message Center, who are not expected to be security experts.

Technical documentation for system administrators, and system and application integrators is also available from DataMotion. See [DataMotion Documentation](#) (on page 7).

PRODUCT TERMINOLOGY

The following table provides synonyms that you may encounter for some of the **User Interface** components. The synonyms may refer to the component or an identifiable part of the component.

Synonyms for User Interface Components

Component:	Sometimes Referred to as:
DataMotion Secure Message Center	Secure Message Center or SMC

HOW TO USE THIS PUBLICATION

The *DataMotion Secure Message Center User Guide* provides detailed instructions for using the product. The content is organized as follows:

About This Publication.

Provides an overview of the content of this publication and how to use the publication.

Chapter 1) DataMotion Secure Message Center

Describes how to establish, access, and use your SMC account, as well as how to send, receive, track, retract, and manage secure messages.

RELATED INFORMATION

DATAMOTION DOCUMENTATION

- *DataMotion Secure Message Center Administration Guide* (part # 0500XX)
Documents the system installation, maintenance, and administration tools for administrators and integrators.

Additional documentation is available on many other topics. Please contact DataMotion Customer Service for more information.

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DataMotion Secure Message Center

INTRODUCTION

DataMotion Secure Message Center is a simple yet powerful solution that secures sensitive email and file attachments from accidental exposure and data theft. At the same time, it ensures compliance, guards your reputation, builds customer trust, and reduces business process costs. And, the best part is that DataMotion Secure Message Center is incredibly simple to set up and easy to use.

DataMotion Secure Message Center makes sending encrypted email as simple as clicking a button and retrieving a secure email is just as easy.

DataMotion Secure Message Center tracks and documents all of your secure email and file deliveries. You receive confirmation that your email was opened, along with a link to more detailed data that captures the exact date and time that files were received and accessed. You'll know for sure that the information was delivered securely and when it was received and opened.

The purpose of this information is to describe how to utilize the functions provided with your DataMotion Secure Message Center user account.

To simplify locating information and answering questions about functionality, each section is focused on a specific task or type of information.

DATAMOTION SECURE PLATFORM REGIONS

It is particularly important to take note of the fact that the DataMotion Secure Message Center you will access shall depend on the region your company is onboarded to. At this time the regions available are as follows:

- US: <https://scp.datamotion.com>.
- CA: <https://scp.datamotion.ca>.

Throughout this guide the US region's domain shall be the one utilized.

GETTING STARTED

ESTABLISHING A DATAMOTION SECURE MESSAGE CENTER ACCOUNT

The first step to using DataMotion Secure Message Center secure messaging is to establish your account. When your account is created, an email notification will be sent to the email address associated with your DataMotion Secure Message Center account. The email contains instructions on how to access your DataMotion Secure Message Center account. When you click on the link in the email, it will take you to your account on the DataMotion Secure Message Center web portal so you can complete the setup process.

dm Message Delivery

kevinm@datamotion.com has created a message for you at:

<https://scp.datamotion.com/a/WUurAQdl>

To access your message, click the link above.
Problems accessing the message?

If you are unable to open the link, please make sure that your firewall or your company's security settings are not blocking the link.

For Additional Help:

- Questions relating to the content of the message should be directed to the sender or sending organization.
- Questions relating to reading this message can be sent to support-test@datamotion.com.

The URL shown in the message will take you to the DataMotion Portal where you will be prompted to access your account.

Establish Your Account

Creating a unique password is the traditional method of establishing your account. You will be prompted to enter a password and confirm said password before accessing your account.

To complete this process, follow the steps below:

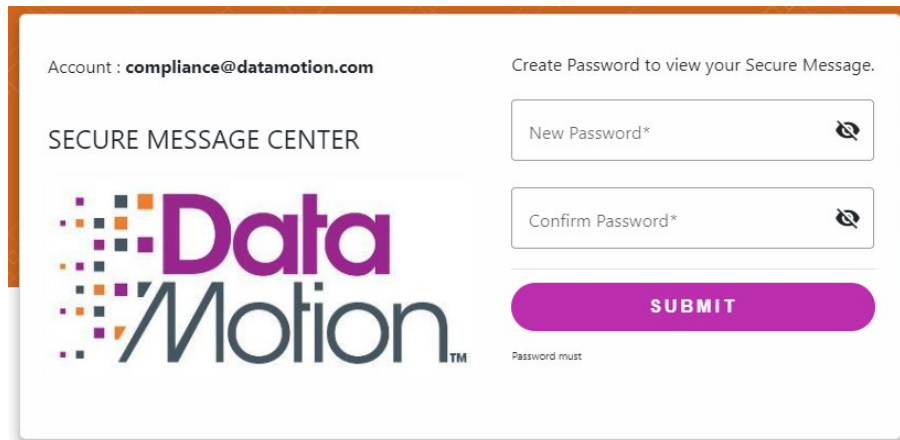
1. Within the notification email you received, click on the link to be directed to the SMC web portal. It should look something like this:

dm Message Delivery

kevinm@datamotion.com has created a message for you at:

<https://scp.datamotion.com/a/WUurAQdl>

2. You will be taken to the Secure Message Center account registration page.



Account : **compliance@datamotion.com**

SECURE MESSAGE CENTER

Create Password to view your Secure Message.

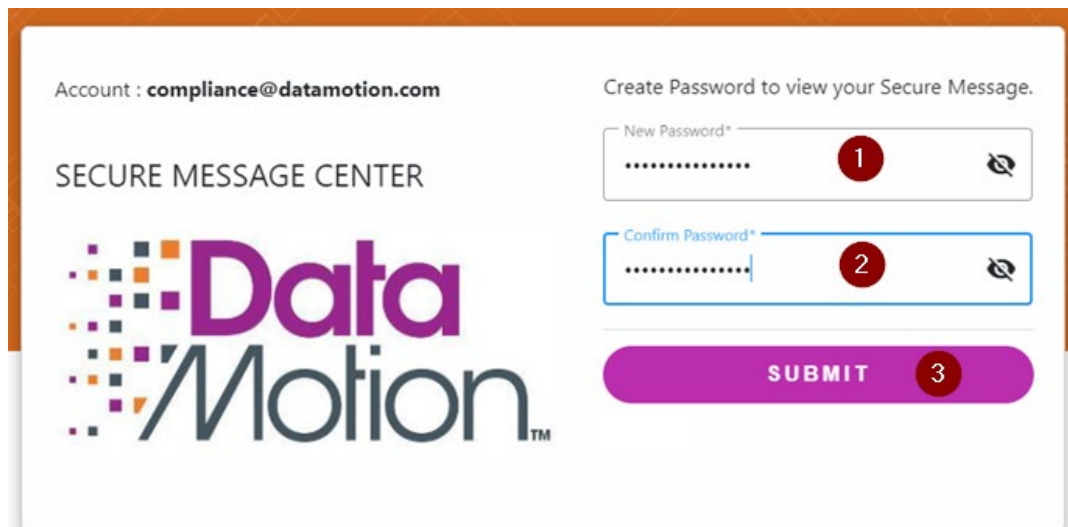
New Password*

Confirm Password*

SUBMIT

Password must

3. While on this page please do the following:
 - a. Enter an appropriate password in the **New Password** field.
 - b. Enter the same password in the **Confirm Password** field.
 - c. Click the **Submit** button.



Account : **compliance@datamotion.com**

SECURE MESSAGE CENTER

Create Password to view your Secure Message.

New Password* 1

Confirm Password* 2

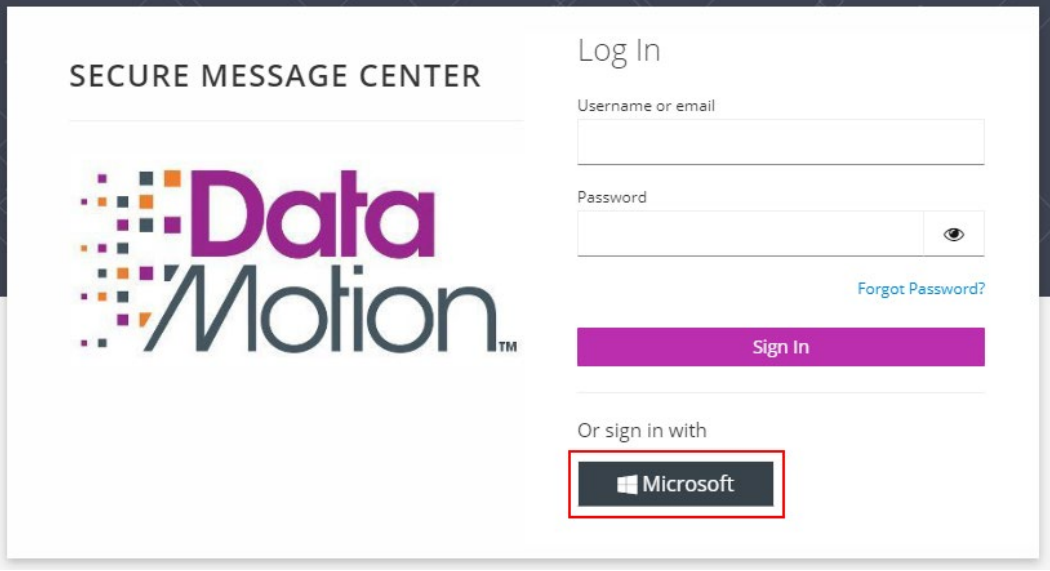
SUBMIT 3

4. The activation is now complete, and you are logged in.

Single Sign On

In certain situations, you may have already had an account created on DataMotion's Secure Platform prior to ever receiving a message. Your account will have been linked to an identity provider by your administrator and in this case, you may access your account by simply clicking on the appropriate identity provider.

In the sample below Microsoft is utilized.



SECURE MESSAGE CENTER

DataMotion™

Log In

Username or email

Password

[Forgot Password?](#)

Sign In

Or sign in with

Microsoft

You will be routed to the identity provider and either asked to provide your credentials or automatically logged in if you are currently logged into the identity provider (i.e. your Microsoft 365 account) within your web browser.

ACCESSING THE DATAMOTION PORTAL

ACCESSING YOUR ACCOUNT

The DataMotion Secure Message Center is a pre-built interface where you can send, receive, and track your secure messages. Accessing the SMC requires Internet access and a web browser. All major browsers are supported. Please reference the latest release notes for more information.

NOTE: Taking too long to perform a login attempt will result in a timeout error like the below:

SECURE MESSAGE CENTER



Log In


Your login attempt timed out.
Login will start from the beginning.

Username or email

Password



[Forgot Password?](#)

Sign In

Or sign in with

 Microsoft

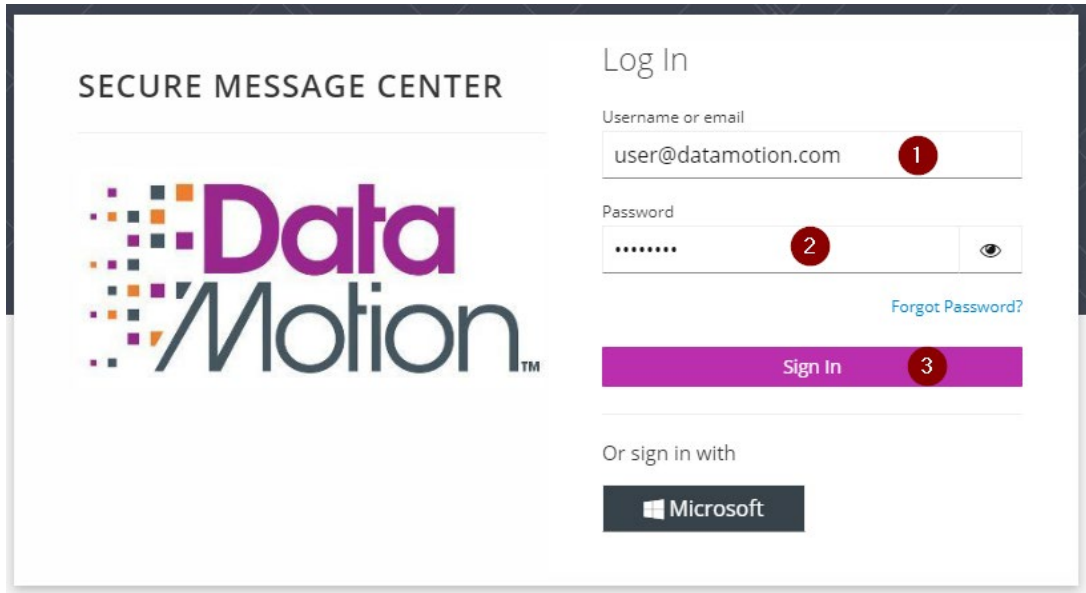
Access Your Account Using a Username and Password

This method of accessing your DataMotion Secure Message Center account requires you to have created a unique password during the [Establishing a DataMotion Secure Message Center Account](#) section.

Perform the following steps to login to the portal:

1. Navigate to the DataMotion Secure Message Center website at: <https://scp.datamotion.com>.
 - a. Please note that if your company has a custom domain configured, you should navigate to that domain instead.
2. Once the login page has loaded perform the following:
 - a. Enter your Username or email address.

- b. Enter your Password.
- c. Click the **Sign In** button.



You will now be logged into the DataMotion Secure Message Center.

NOTE: For convenience, a link to the DataMotion login window is provided in all DataMotion Delivery Notification messages.

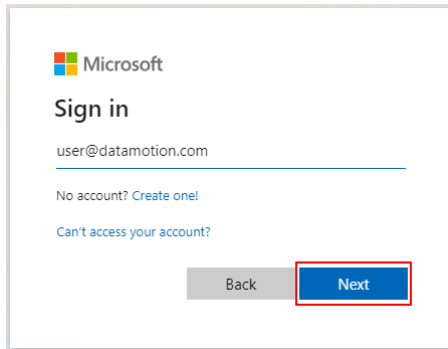
Access Your Account Using Microsoft

This method of accessing your DataMotion Secure Message Center account requires your Microsoft 365 account and the email address used within the DataMotion Secure Message Center to be the same.

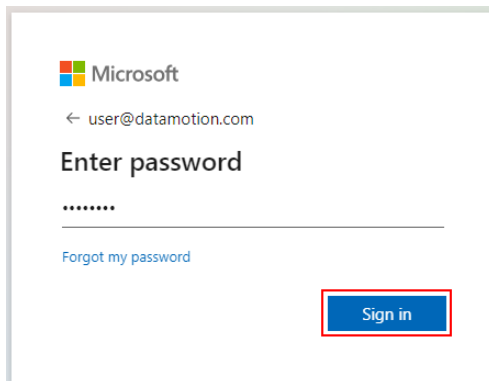
Perform the following steps to login to the portal:

1. Use the web browser to navigate to the DataMotion Portal site:
<https://scp.datamotion.com>.
 - a. Please note that if your company has a custom domain configured, you should navigate to that domain instead.
2. Click the Microsoft button. At this point one of two things will occur.
 - a. If you are logged into your Microsoft account in your current browser, then you will be automatically logged into the SMC portal.
 - b. If you are not logged into your Microsoft account in your current web browser, then you will be directed to Microsoft to enter your credentials. If this is the case, please proceed to step 3.

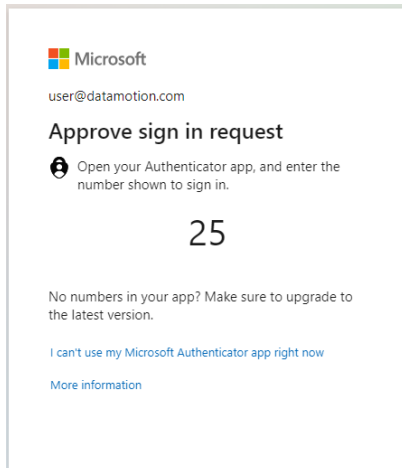
3. On the Microsoft **Sign in** page enter your Email.
4. Click **Next**.

A screenshot of the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing "user@datamotion.com". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom are two buttons: a grey "Back" button and a blue "Next" button. The "Next" button is highlighted with a red rectangle.

5. Enter your password.
6. Click Sign in.

A screenshot of the Microsoft Enter password page. At the top is the Microsoft logo. Below it is the text "Enter password". There is a text input field containing ".....". Below the input field is a link: "Forgot my password". At the bottom is a blue "Sign in" button. The "Sign in" button is highlighted with a red rectangle.

7. Depending on your organization you may have to input multi-factor authentication.

A screenshot of the Microsoft Approve sign in request page. At the top is the Microsoft logo. Below it is the text "Approve sign in request". There is a section with a lock icon and the text "Open your Authenticator app, and enter the number shown to sign in." Below this is a large number "25". At the bottom are two links: "No numbers in your app? Make sure to upgrade to the latest version." and "I can't use my Microsoft Authenticator app right now". There is also a link "More information".

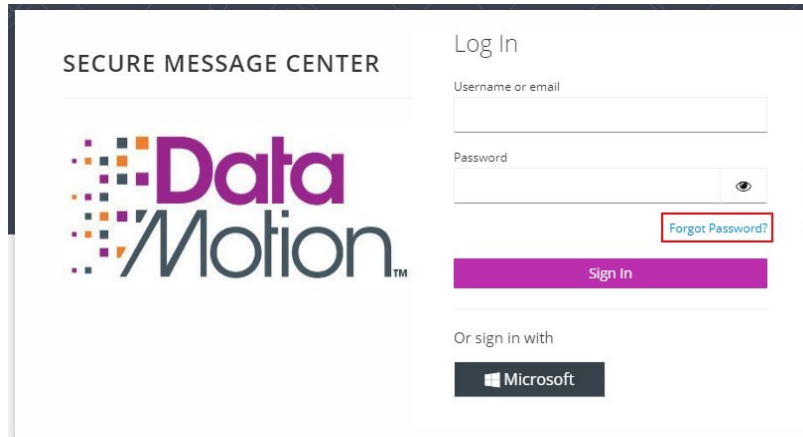
Once you have completed the Microsoft sign in process you shall be directed to the Secure Message Center.

FORGOTTEN PASSWORD RESET

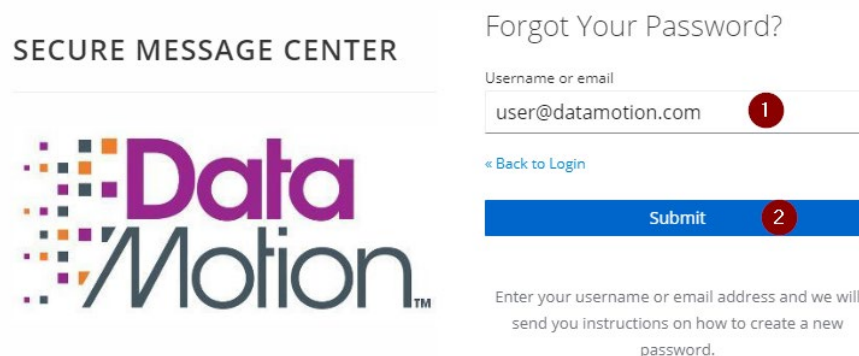
Should you have registered your account with a username/email and password it will be possible for you to perform a password reset for your account. You can do this by clicking the Forgot Password? link below the Password field.

To reset your password:

1. Click the Forgot Password? link.

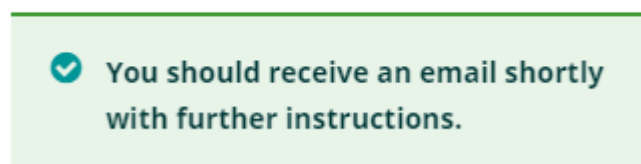


2. Enter your email address for this account and click the Submit button.

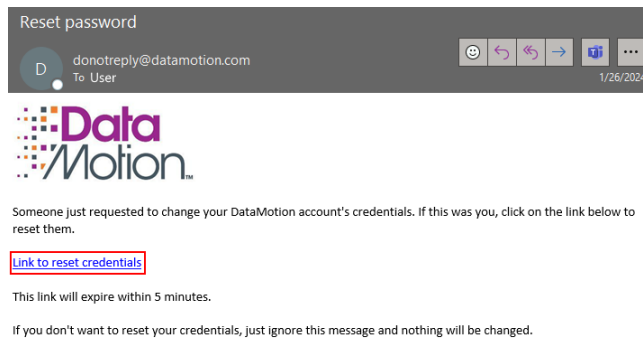


3. You will see a confirmation that the process has started.
4. You will receive a Reset password notification instructing you how to proceed.

Log In



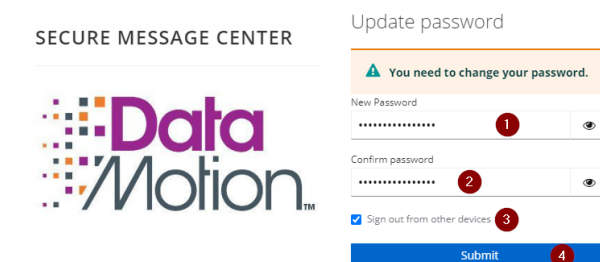
5. Within the Reset password notification click the **Link to reset credentials**.



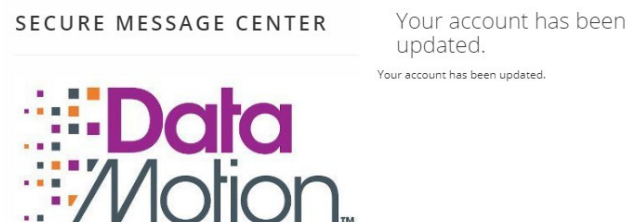
NOTE: If you do take longer than five minutes to access the link you will receive an error like the below:



6. Input your new password, which must be a unique password you have never used to access the web portal before.
7. Click the Access Your Account button.



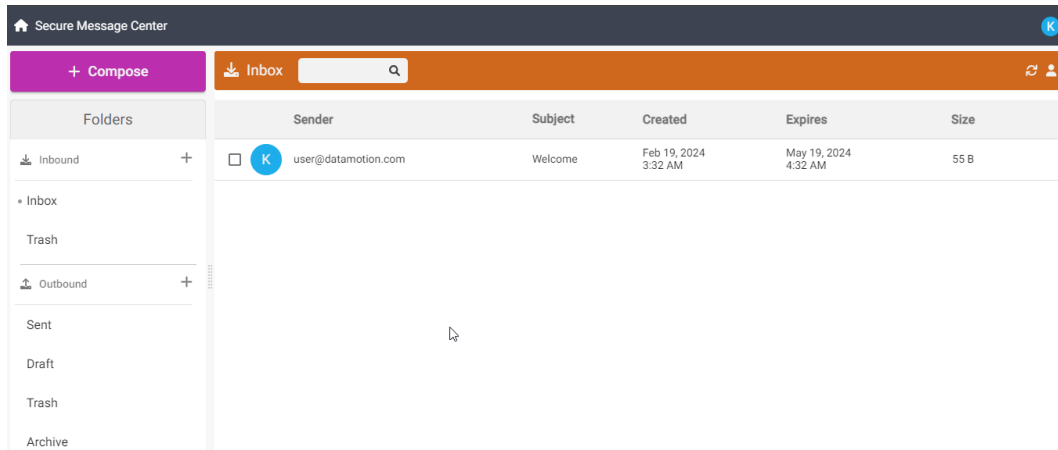
8. Your account's password will be updated, and you will receive a confirmation screen.



9. You can now return to the main **Log In** page (<https://scp.datamotion.com>) and access your account with this new password.
 - a. Please note that if your company has a custom domain configured, you should navigate to that domain instead.

SECURE MESSAGE CENTER

Once you have logged into your DataMotion Secure Message Center account, you will be directed to the main Secure Message Center page. You will first see Inbox of your account where all messages you have received will be located.



All Secure Message Center functions are accessible from this screen and include the following:

Function	Description
Compose	Opens the Compose new message window so you can create and send a new secure message and/or file attachment.
Folders	Contains all available folders as well as the ability to create new Inbound or Outbound folders.
Profile Details	By clicking the user icon, you can see all current account details.
Logout	By clicking the circle user icon (contains a letter) you can logout of the SMC.

VIEWING YOUR PROFILE DETAILS

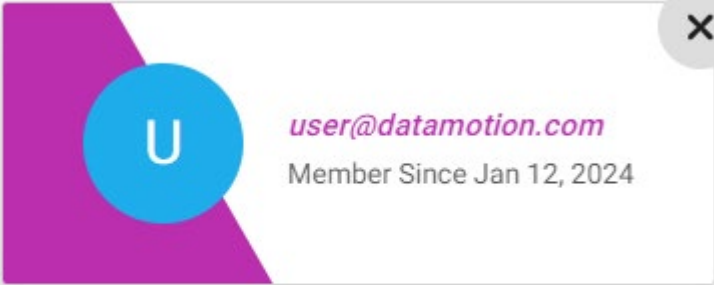
You are able to view your current profile details including total message details by simply clicking on the user icon:

1. From the Secure Message Center click the user (person) icon.



2. Your current profile details will slide out from the right side of the screen and will contain:
 - a. Your username.
 - b. How long you have been a member.

- c. The total number of unread messages you have.
- d. The total number of messages in your inbox.
- e. The total number of messages in your outbox.
- f. The total number of messages you have received.
- g. The total number of messages you have sent.
- h. The total number of attachments you have sent.



Total Unread Messages in Inbox	0
Total Messages in Inbox	1
Total Messages in Outbox	4
Total Messages Received	2
Total Messages Sent	4
Total Attachments Sent	1

3. Simply click the X icon (you can also click away from the slide out) to return to the Secure Message Center.

MESSAGING FUNCTIONALITY

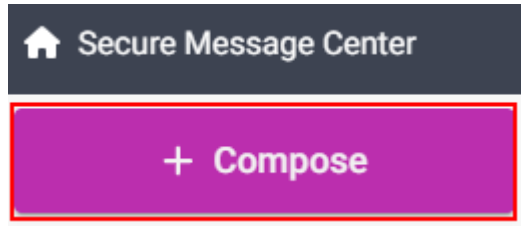
DataMotion Secure Message Center enables you to easily manage as well as send messages and attachments in a highly secure fashion. It also provides a range of additional security options that traditional messaging applications do not offer. These additional security options include:

- Confirming that a message has been received.
- Learning when a message has been opened.
- Recalling unopened messages after they've been delivered.

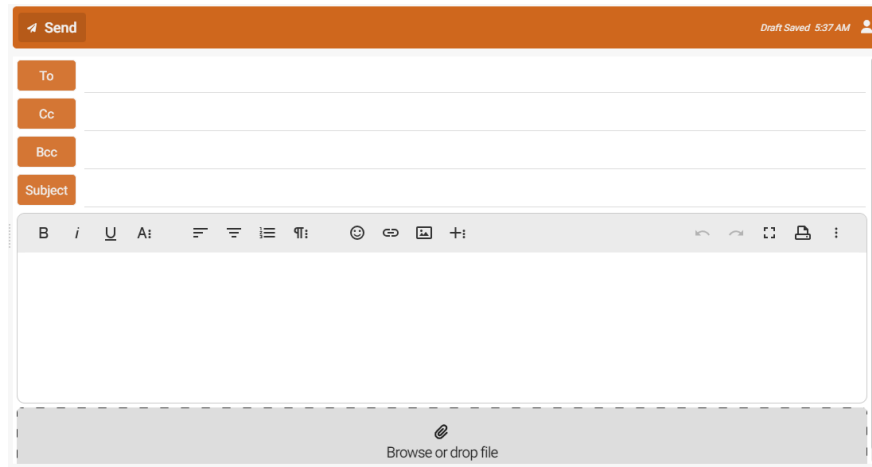
Composing and Sending Message with DataMotion Secure Message Center

The SMC provides a simple and secure method of sending messages via a modern interface. The Compose screen provides an intuitive and robust editor for you to utilize in order to send secure messages in a manner similar to many common email clients. You can access the Compose screen at any time simply by clicking the Compose button from within the SMC.

1. Click the Compose button.

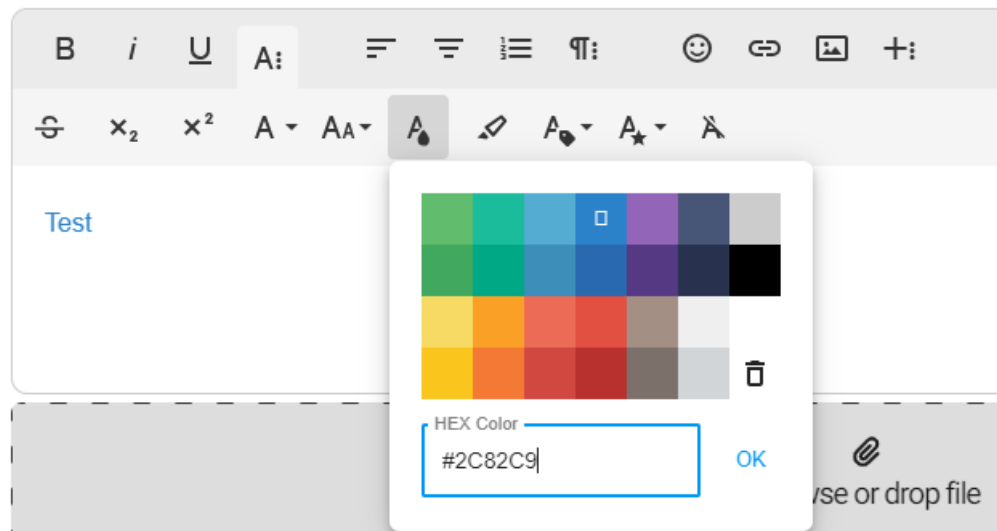


2. You will be greeted with:



3. In addition to being able to attach files via the Browse or drop file area, the message editor itself provides numerous capabilities. Starting from left to right these include:
 - a. Bold
 - b. Italicize
 - c. Underline
 - d. Font Controls which include:
 - i. Strikethrough
 - ii. Subscript

- iii. Superscript
- iv. Font Family which currently includes:
 - 1. Arial
 - 2. Georgia
 - 3. Impact
 - 4. Tahoma
 - 5. Times New Roman
 - 6. Verdana
- v. Font Size which includes options from 8 through 96.
- vi. Text Color which includes the ability to enter a HEX color (see below).



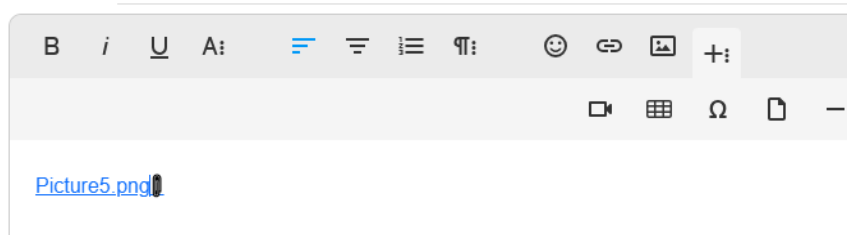
- vii. Background Color, which also includes HEX color (like the above).
- viii. Inline Class that includes:
 - 1. Code: This option inserts a code block.
 - 2. Highlighted: This option highlights text in yellow.
 - 3. Transparent: This option makes text transparent.
- ix. Inline Style that includes:
 - 1. Big Red

2. Small Blue

- x. Clear Formatting (clears all formatting in the text editor).
- e. Align Left (aligns selected paragraph to the left)
- f. Align Center (aligns selected paragraph to the center)
- g. Ordered List which creates a sequential numeric list.
- h. Paragraph controls which include:
 - i. Align Right (aligns selected paragraph to the right).
 - ii. Align Justify (justifies selected paragraph).
 - iii. Ordered List that includes:
 - 1. Default (the standard sequential numeric list).
 - 2. Lower Alpha
 - 3. Lower Greek
 - 4. Lower Roman
 - 5. Upper Alpha
 - 6. Upper Roman
 - iv. Unordered List that includes:
 - 1. Default (standard filled circle).
 - 2. Circle
 - 3. Disc
 - 4. Square
 - v. Paragraph Format that includes:
 - 1. Normal
 - 2. Heading 1
 - 3. Heading 2
 - 4. Heading 3

5. Heading 4
6. Code
- vi. Paragraph Style that includes:
 1. Gray
 2. Bordered
 3. Spaced
 4. Uppercase
- vii. Line Height that includes:
 1. Default
 2. Single
 3. 1.15
 4. 1.5
 5. Double
- viii. Decrease Indent
- ix. Increase Indent
- x. Quote that includes:
 1. Increase
 2. Decrease
- i. Emoticons (includes all standard emoticons).
- j. Insert Link which allows you to insert a hyperlink which provides the following options:
 - i. URL – The URL of the link.
 - ii. Text – The display text for the hyperlink.
 - iii. Open in new tab, which is a checkbox that will open the link in a new tab.
- k. Insert Image, which allows you to:

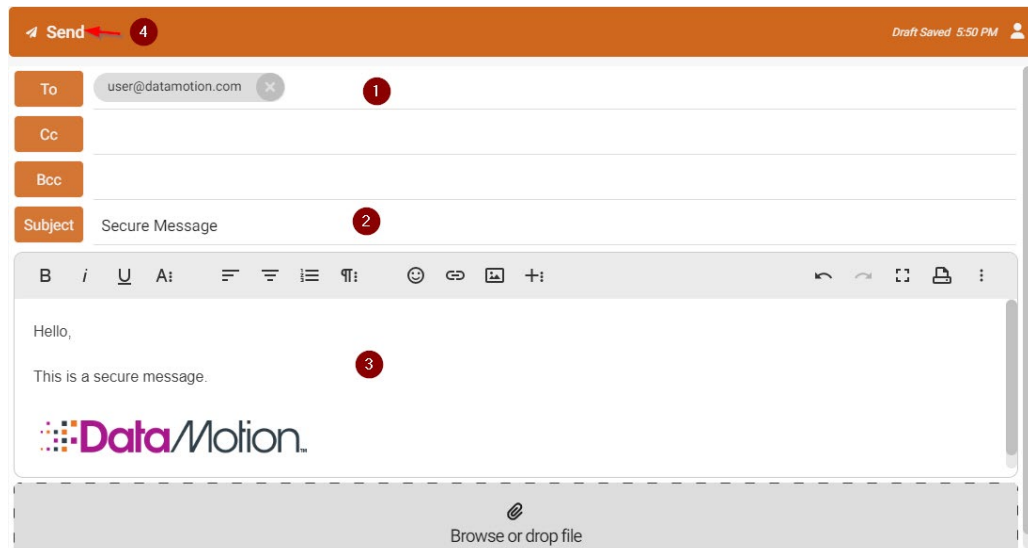
- i. Upload a new image.
 - ii. Insert a link to an image.
- l. More Rich, which includes:
 - i. Insert Video that allows you to:
 1. Insert a URL to a video.
 2. Embed a code for video playback.
 3. Upload a video file.
 - ii. Insert Table
 - iii. Insert special characters which includes Latin, Greek, etc.
 - iv. Upload a File (inserts a file as an in-line file attachment):



- v. Insert a horizontal line.
 - m. An Undo function.
 - n. A Redo function.
 - o. A full screen mode.
- NOTE: You must leave full screen to be able to click the Send button.**
- p. Print (brings up a print dialog that will print the message body text).
 - q. More Misc, which includes:
 - i. A select all function.
 - ii. A code view option (shows the text editor in code view mode).
 - iii. Help, which shows a list of all available shortcut commands.

Once you have some familiarity with the Compose screen and the text editor you can easily send a secure message by:

1. Entering a recipient in the To field.
2. Entering a Subject.
3. Entering a message body
4. Clicking the Send button.



Certain functions within the Compose screen's text editor have additional functions which have their own dedicated sections below that provide additional information.

Shortcut Codes

The text editor has a helpful set of shortcut codes that can be found within the Help section of More Misc (the three vertical dots icon) area of the text editor. Many of the commands available mimic common keyboard actions that are regularly used in common email clients and during day-to-day computer use.

The table below contains all currently available shortcuts and their corresponding key commands.

Inline Editor	Description	Command
Show the editor	Shows the inline editor	Ctrl+E
Common actions	Description	Command
Copy	Copies selected text	Ctrl+C
Cut	Cuts selected text	Ctrl+X
Paste	Pastes text copied or cut from the editor or elsewhere on your	Ctrl+V

	computer.	
Undo	Reverts the last action taken within the editor.	Ctrl+Z
Redo	Reverts the last Undo action performed.	Ctrl+Shift+Z
Insert Link	Triggers the insert link interface for inserting a hyperlink into the editor.	Ctrl+K
Insert Image	Triggers the insert image interface for inserting an image into the editor	Ctrl+P
Basic Formatting	Description	Command
Select All	Selects all content within the editor.	Ctrl+A
Bold	Changes all selected text to bold styled font.	Ctrl+B
Italic	Changes all selected text to italicized font.	Ctrl+I
Underline	Applies an underline to all selected text.	Ctrl+U
Strikethrough	Runs a horizontal line through the selected text.	Ctrl+S
Increase Indent	Increases the indent of the currently selected paragraph within the editor.	Ctrl+]
Decrease Indent	Decreases the indent of the currently selected paragraph within the editor if possible.	Ctrl+[
Quote	Description	Command
Increase quote level	Changes the quote level of the currently selected paragraph (sequentially applies a horizontal line and changes the font color to purple -> blue -> green for each quote	Ctrl+'

	level increase).	
Decrease quote level	Reverts the last increase made to the quote level.	Ctrl+Shift+'
Image/Video	Description	Command
Resize larger	Increases the size of the in-line image or video entered in the editor.	Ctrl++
Resize smaller	Decreases the size of the in-line image or video entered in the editor.	Ctrl+-
Table	Description	Command
Select table cell	Selects the current table cell.	Alt+Space
Extend selection one cell	Selects additional cells to the left or right of the currently selected cell.	Shift+Left/Right arrow
Extend selection one row	Selects additional rows to either the top or bottom of the currently selected row.	Shift+Up/Down arrow
Navigation	Description	Command
Shortcuts	Opens the shortcuts menu.	Ctrl+/'
Focus popup / toolbar	Focuses the current popup or toolbar	Alt+F10
Return focus to previous position	Withdraws the current menu and returns you to the previous screen.	Esc

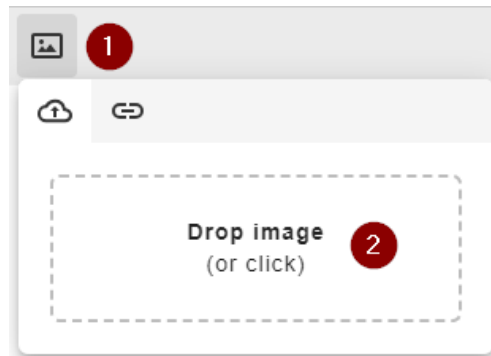
Inserting an in-line Image

While composing a message you can insert an in-line image anywhere within your message. You can copy and paste images from Microsoft Outlook, Word, or other software directly into the Compose screen's text editor or use the text editor's built in functionality.

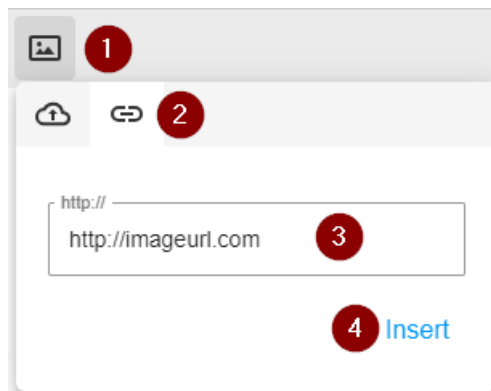
NOTE: If you paste an image from Microsoft Word or Outlook you will be prompted to Clean or Keep the formatting. Clean will restore the original format while Keep will retain the formatting (such as image size) already applied.

If you opt to insert an image via the Compose screen's text editor you can either upload an image from your computer or link to an image URL.

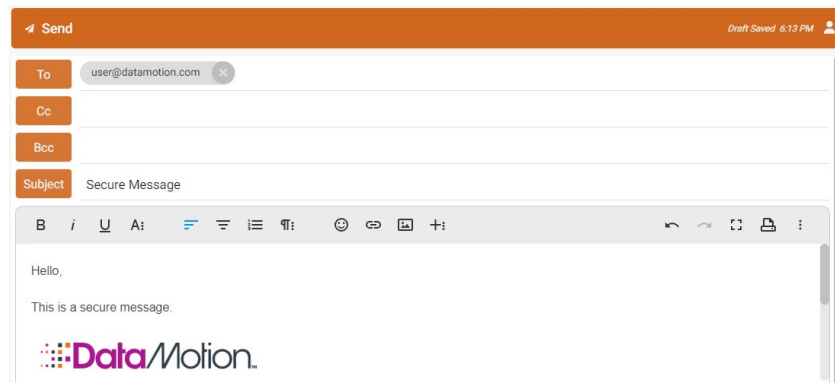
- For uploading an image from your computer:
 - » Click the Insert Image icon from the text editor toolbar.
 - » Then click the Drop image area to select an image to upload (or drag an image from your computer into the area directly).



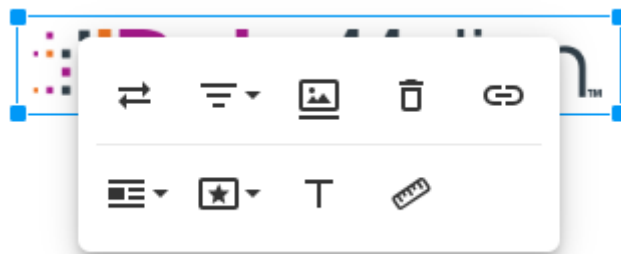
- For inserting an image from a URL:
 - » Click the Insert Image icon from the text editor toolbar.
 - » Then click the By URL icon.
 - » Enter a URL to an image in the http:// text field.
 - » Finally, click the Insert button.



Regardless of how you choose to insert the image it will be inserted at the current line you have selected like the below:



Images can also be manipulated for additional formatting if desired. When you select an in-line image you will be given an additional menu that looks like the following:



From top left to bottom right you will be able to:

- Replace the image.
- Align the image which includes:
 - » Left
 - » Center
 - » Right
- Give the image a caption:
 - » The caption will be editable within the image like this:



- Remove the image.
- Insert a hyperlink for the image. Users that click on the image will be taken to the URL of the hyperlink.
- Display
- Styling for the image which includes:

NOTE: You can select any combination.

- » Rounded
- » Bordered
- » Shadow
- Apply alternative text in the event a recipient cannot view in-line images.
- Change the size of the image.

There may be additional options available in the future, but these are all currently available parameters.

Insert a Video

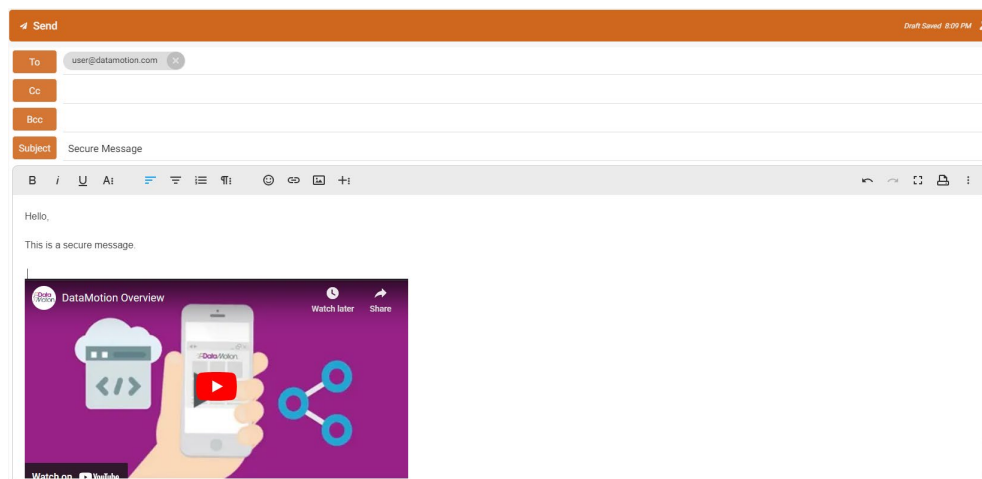
A video can be inserted in-line into any message that you want to send in a similar manner as inserting an in-line image. This can be done in a few ways by:

- Referencing a video from a URL.
- Inserting an Embed code.
 - » This is a slightly more complex option as it can require some programming knowledge but will give you greater control over the video.

NOTE: Some robust media sites (such as YouTube) may provide you with an Embed code for videos via their Share options.

- Uploading a video file from your computer.

Regardless of the option chosen you will end up with an in-line video that looks something like this:



Searching Messages

There is a simple way to search your current folder for messages by using the search function that is present for all folders.

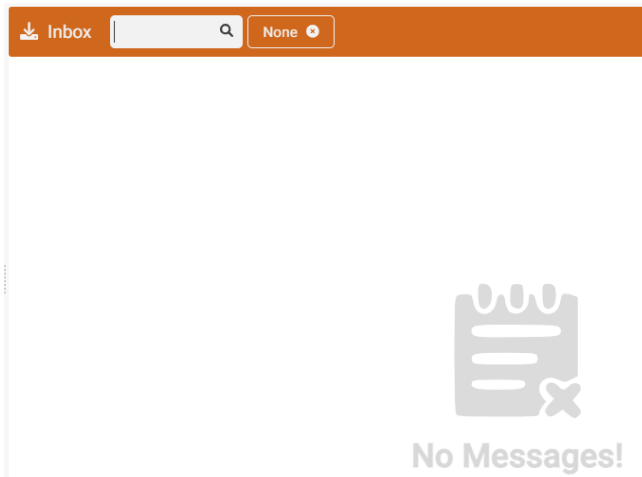
All you have to do is search for the specific text that you are trying to find in the search bar next to the folder name like below:

Inbox Test					
	Sender	Subject	Created	Expires	Size
☐	 user@datamotion.com	Test	Feb 19, 2024 10:02 PM	May 19, 2024 11:02 PM	11 B
☐	 user@datamotion.com	Welcome	Feb 19, 2024 3:32 AM	May 19, 2024 4:32 AM	55 B

Upon clicking the magnifying glass icon or hitting the Enter key in the search box the SMC shall search through your messages and display the appropriate results.

Inbox Test					
	Sender	Subject	Created	Expires	Size
☐	 user@datamotion.com	Test	Feb 19, 2024 10:02 PM	May 19, 2024 11:02 PM	11 B

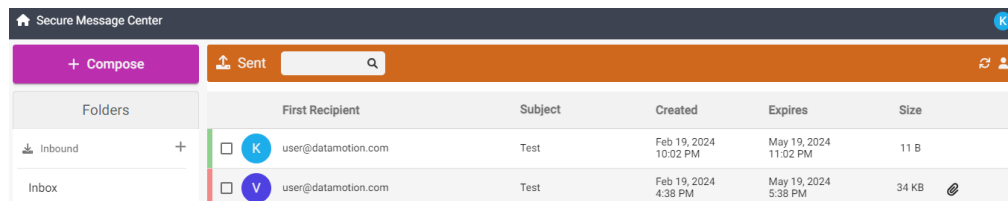
NOTE: If you search for specific phrases or words that are not present in any of the messages within your current folder the search function will return no results (see below).



Tracking Messages

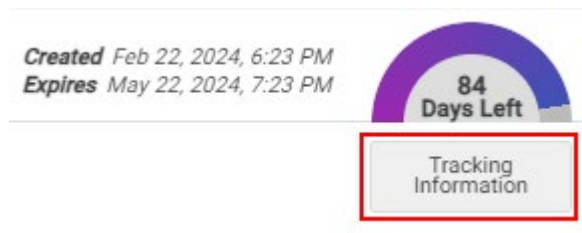
All messages that are sent via the SMC possess detailed tracking information which can be viewed at any time. This can be done simply by accessing a message in the Sent folder (or any other Outbound folder) and opening the Tracking Information screen.

1. From the SMC select the Sent folder under the Outbound section.
2. Select the message you want to view the tracking details of.
 - » You can also see whether a message is Read or Unread by the color icon next to a message.
 - » Green corresponds to Read.
 - » Red corresponds to Unread.



Folders	First Recipient	Subject	Created	Expires	Size
Inbound	☐ K user@datamotion.com	Test	Feb 19, 2024 10:02 PM	May 19, 2024 11:02 PM	11 B
Inbox	☐ V user@datamotion.com	Test	Feb 19, 2024 4:38 PM	May 19, 2024 5:38 PM	34 KB

3. Once the message loads click the Tracking Information button (it is near the message expiry information).



4. The Tracking Information for the chosen message will be displayed and include:
 - » The subject of the message.
 - » The date the message was sent which including the time.
 - » The receiver's email address.
 - » The date the receiver opened the message which also includes the time.
 - » The name of the attached file(s) should there be any.
 - » The date the receiver downloaded the file which also includes the time.
 - » An option to download the tracking information to a .csv file.

Tracking Information

Subject Secure Message**Date Sent** Feb 22, 2024, 6:23 PM[Download CSV](#)

Email	Date Opened	
user@datamotion.com	Feb 22, 2024, 6:33 PM	▼
File Name	Downloaded Date	
 Information.pdf	Feb 22, 2024, 6:37 PM	

Should you choose to download the tracking information you will receive a CSV file that contains the same information as the above image, but it will be separated into the typical header, column, row format seen in spreadsheets. The file will be downloaded with the message subject as the filename (i.e. MessageSubject.csv) and when you open the file it will look something like the following:

Email	Date Opened	Status	Receiver Field	File Name	Downloaded Date
user@datamotion.com	Feb 22, 2024, 6:33 PM	Read	TO		
user@datamotion.com				Information.pdf	2024-02-22T23:37:48Z

Managing Messages

Each message line has a checkbox next to it. You can use this checkbox to select messages to delete or move to a new folder. Checking multiple messages will select them all for the action you specify (with the exception of viewing a message which can only be performed individually).

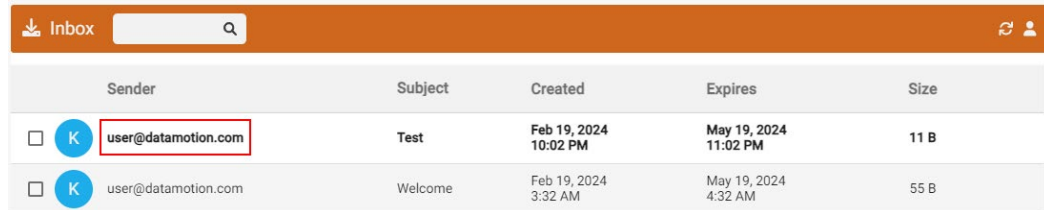
NOTE: Many actions (such as moving a message) will provide you with the option to undo the action by showing a prompt at the bottom of the screen for a few moments. This prompt will look like this:

Selected Messages Moved

[Undo](#)

Viewing a Message

Should you also be a receiver of secure messages you can view any message that you have received from the SMC as well. From within the Inbox folder (or any Inbound folder) you can click on a message to view that message's details.



	Sender	Subject	Created	Expires	Size
☐	K user@datamotion.com	Test	Feb 19, 2024 10:02 PM	May 19, 2024 11:02 PM	11 B
☐	K user@datamotion.com	Welcome	Feb 19, 2024 3:32 AM	May 19, 2024 4:32 AM	55 B

NOTE: All messages in bold are considered Unread messages.

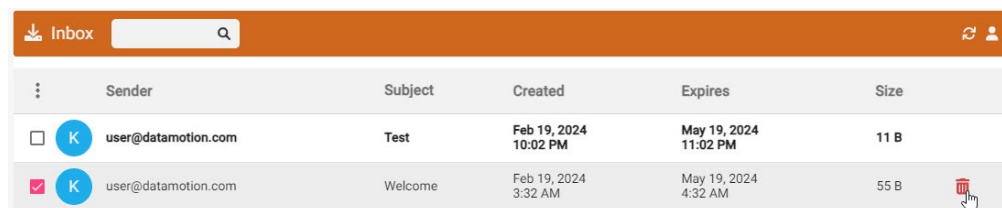
Once the message details load you will see something like the following:



NOTE: You may notice the expiration date on the right-hand side of the message view. There is a default 90-day expiration on all messages (this 90 day expiration can be configured by administrators and may be greater or lesser than 90 days), and you will see the Created and Expires information on every message.

Deleting Messages

To delete a message, check the box next to the message and then click the **Trash can** icon.



	Sender	Subject	Created	Expires	Size
☐	K user@datamotion.com	Test	Feb 19, 2024 10:02 PM	May 19, 2024 11:02 PM	11 B
☒	K user@datamotion.com	Welcome	Feb 19, 2024 3:32 AM	May 19, 2024 4:32 AM	55 B

You will be given a prompt for confirmation and then simply click Yes to the delete the message.



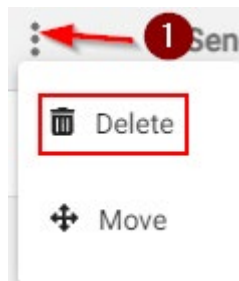
Please confirm.

Are you sure you want to delete this message?

Yes

No

When you delete a message, it will move to the Trash folder. As stated previously you can also delete numerous messages at once. This is done by clicking multiple checkboxes, selecting the three vertical dots, then choosing delete:

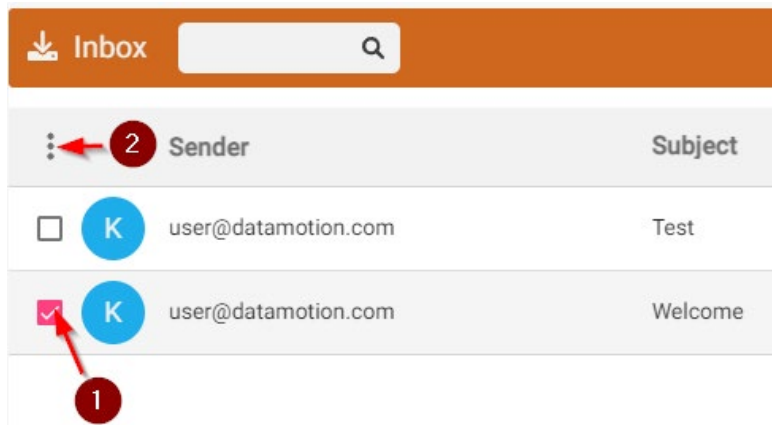


NOTE: If a message reaches the end of its expiration period, it will not move to Trash but be deleted entirely.

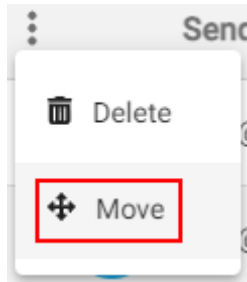
Moving Messages to Another Folder

To move a message to a new folder you will need to perform the following:

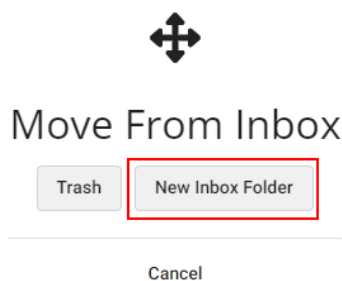
1. Select the checkbox next to the message you wish to move.
2. Click the three vertical dots.



3. Select Move



4. Select the folder you wish to move the message to.



5. If you select the folder you chose in step 4 you can find the moved message.

A screenshot of an email inbox interface. At the top, there is a header bar with a download icon, the text 'New Inbox Folder', a search bar, and a user profile icon. Below the header is a table of email messages.

	Sender	Subject	Created	Expires	Size
☐	kevinm@datamotion.com	Welcome	Feb 19, 2024 3:32 AM	May 19, 2024 4:32 AM	55 B

As stated previously you can also move numerous messages at once by clicking multiple checkboxes and then performing the same steps in this section.

MANAGING FOLDERS

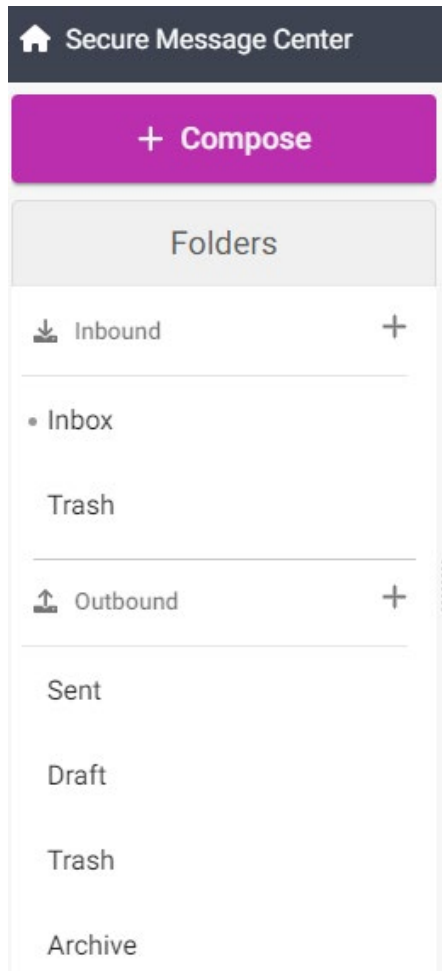
To enable you to further organize your messages, you can create (and delete) folders in much the same way you would in a desktop application such as Microsoft Outlook or web clients such as Gmail. All of your available folders are always visible on the left hand side of the Secure Message Center.

By default, these folders include an Inbound and Outbound section which are as follows:

- Inbound
 - » Inbox
 - » Trash
- Outbound
 - » Sent

- » Draft
- » Trash
- » Archive

Upon first use of the SMC you will see the above displayed on the left hand side of the screen like this:

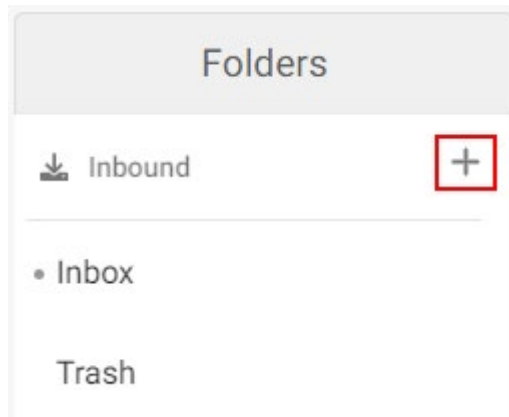


Creating Folders

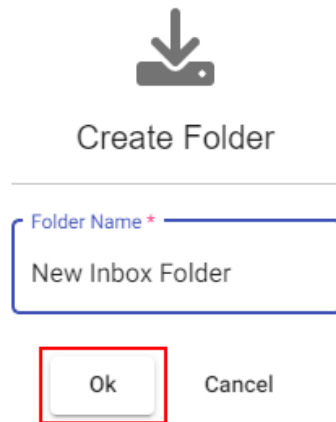
It is possible to create a new Inbound or Outbound folder at any time by simply clicking the plus icon next to the appropriate label. The overall process is the same for both folder types and is done by performing the following:

NOTE: While it is possible to create another “Draft” folder (say Draft 2), messages will always save to the default Draft folder.

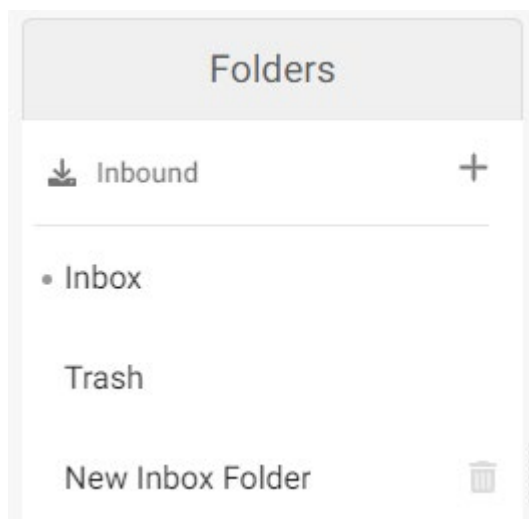
1. Click the + icon next to the folder type you wish to create.



2. Once the Create Folder dialog opens enter a Folder Name.
3. Click the Ok button.



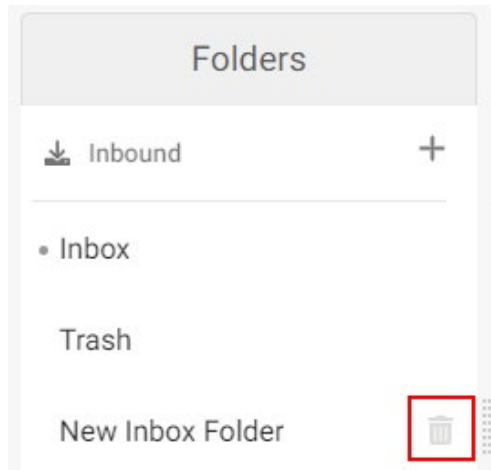
This new folder is now added to your existing list of folders and will appear with all other folders of the same type.



Deleting Folders

Deleting a folder is just as simple as creating one as all folders are always visible. Deletion is done by performing the following:

1. Find the folder you wish to delete underneath the Folders section of the SMC.
2. Click the trash can icon.



3. Once the confirmation dialog appears click the Yes button to delete the folder.



Please confirm.

Are you sure you want to delete this folder?

Yes

No

The folder will be deleted from the Folders section of the SMC.

NOTE: Any messages within the folder will be moved to the default Inbound or Outbound folder depending on the type of custom folder that is deleted.

* * *

This represents the end of the *DataMotion Secure Message Center User Guide*.