



Registering for Veridian Secured Email (Mimecast)

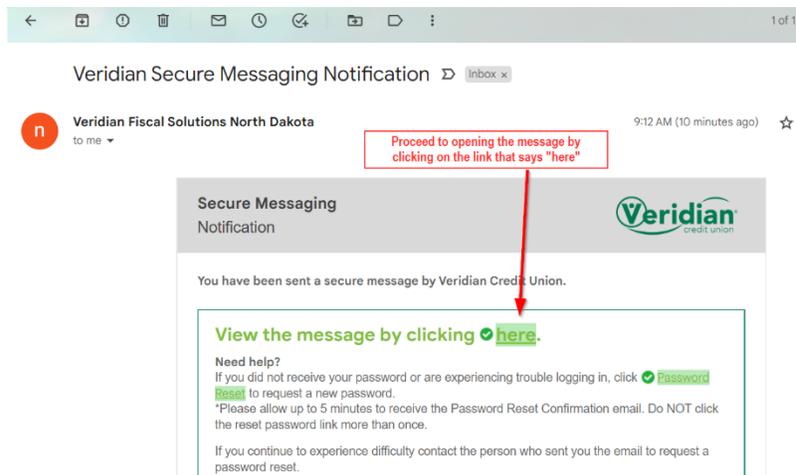
The steps below will guide a first-time user to register with the Veridian's Secured Email System called Mimecast. Step 1 is reflective of Google Gmail. If you have already registered your email, please follow steps 1, 2, 9 and 10.

Step 1.

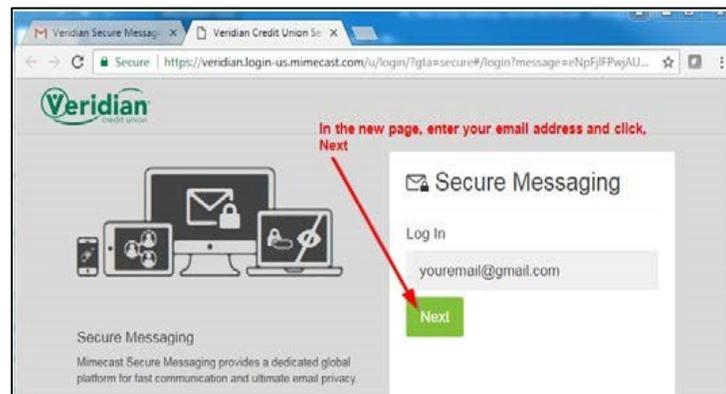
The message from Veridian will appear as the subject line "Veridian Secure Messaging Notification".



Step 2.



Step 3.



Step 4.

Another message with the subject title of “Secure Messaging Password Notification” will contain the password needed to open the message. Open this message and retrieve the password.

Veridian Secure Messaging Notification - Secure Messaging Notification You have been sent a secure message by Veridian Credit U	2
Secure Messaging Password Notification - Secure Messaging Password Notification This is a password notification message for the	2
Veridian Secure Messaging Notification - Secure Messaging Notification You have been sent a secure message by Veridian Credit U	2

Secure Messaging Password Notification



This is a password notification message for the Veridian Credit Union Secure Messaging service.

You received this notification for one of the following reasons:

1. You have been sent a secure message.
2. The system administrator has arranged access to the Secure Messaging service for you.
3. The system administrator has reset your password.
4. You requested a password reminder.

Please connect to the Secure Messaging service by clicking [here](#). You may be required to change your password immediately following login.

Login Information:

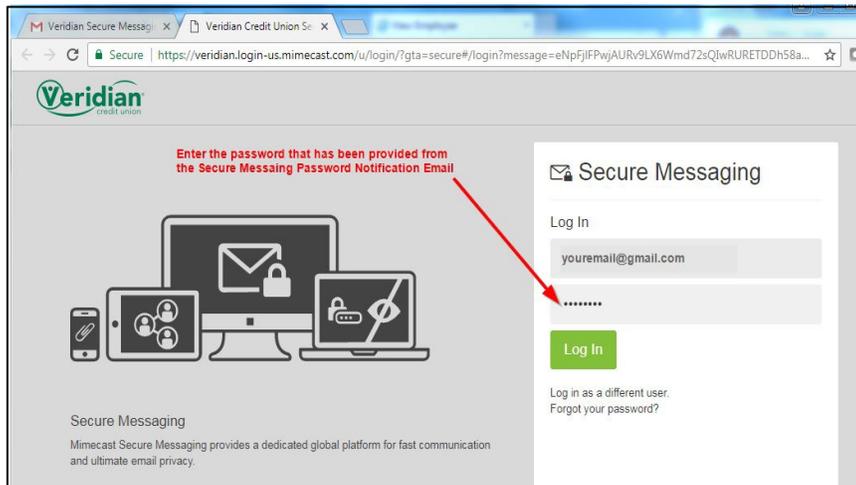
Email Address: **youremail@gmail.com**

Password: **olp:7hcB**

Password needed to open Secured Veridian Messages

Powered by **mimecast**

Step 5.



Enter the password that has been provided from the Secure Messaging Password Notification Email

Secure Messaging

Log In

youremail@gmail.com

.....

Log In

Log in as a different user.
Forgot your password?

Secure Messaging

Mimecast Secure Messaging provides a dedicated global platform for fast communication and ultimate email privacy.

Step 6.

Veridian credit union

**If this is the first time logging in, the website will require the email password to be entered again.*

Secure Messaging

Log In

youremail@gmail.com

Password

Invalid user name, password or permissions.

Log In

Log in as a different user.
Forgot your password?

Secure Messaging

Mimecast Secure Messaging provides a dedicated global platform for fast communication and ultimate email privacy.

After entering password, click Log In

Step 7.

Follow the steps to reset the password that will be used to access Veridian messages.

Secure Messaging

Reset Password

.....

.....

.....

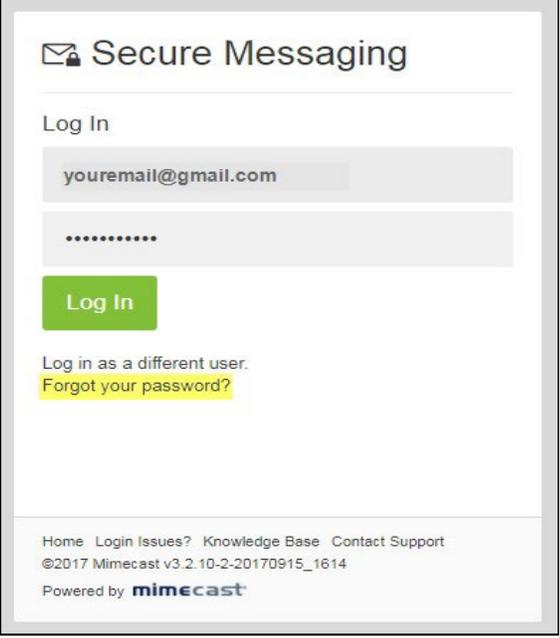
- ✓ Minimum 8 characters
- ✓ Include at least one lowercase character (a-z)
- ✓ Include at least one uppercase character (A-Z)
- ✓ Include at least one numeric character (0-9)
- ✓ New Password and Confirm Password must be the same

Confirm

Home Login Issues? Knowledge Base Contact Support
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Powered by **mimecast**

Step 8.

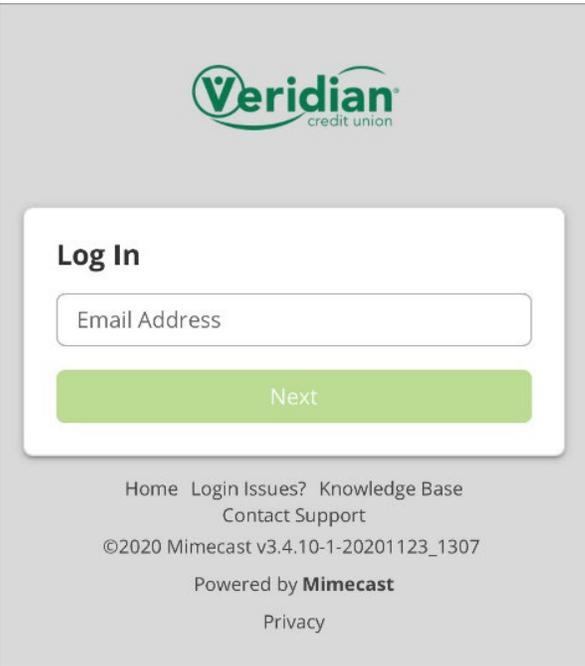
The new password has now been updated and will be needed to open emails from Veridian. Password should be kept secure. If password is lost or forgotten, follow the steps provided user the “Forgot your password” option.



The screenshot shows a login interface for 'Secure Messaging'. At the top, there is a header with an envelope icon and the text 'Secure Messaging'. Below this is a 'Log In' section. It features two input fields: the first contains the email address 'youremail@gmail.com' and the second contains a masked password '.....'. A green 'Log In' button is positioned below the password field. Underneath the button, there is a link that says 'Log in as a different user.' and a link labeled 'Forgot your password?' which is highlighted in yellow. At the bottom of the page, there is a footer with navigation links: 'Home', 'Login Issues?', 'Knowledge Base', and 'Contact Support'. Below these links, it displays the copyright information '©2017 Mimecast v3.2.10-2-20170915_1614' and the text 'Powered by mimecast' with the Mimecast logo.

Step 9.

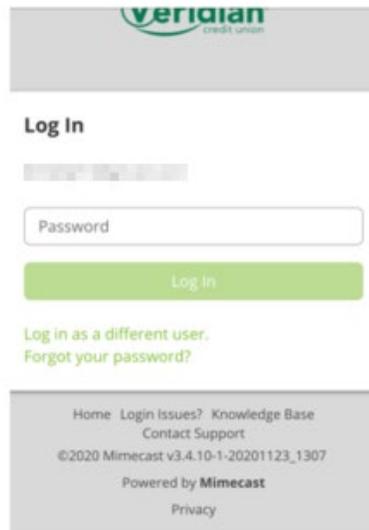
If you are registered, you can continue here. Use your email address that you used to register for the Veridian Secure Email System.



The screenshot shows the Veridian credit union login page. At the top center is the Veridian credit union logo. Below the logo is a white 'Log In' box. Inside this box, there is a text input field labeled 'Email Address'. Below the input field is a green button with the text 'Next'. At the bottom of the page, there is a footer with navigation links: 'Home', 'Login Issues?', 'Knowledge Base', and 'Contact Support'. Below these links, it displays the copyright information '©2020 Mimecast v3.4.10-1-20201123_1307' and the text 'Powered by Mimecast' with the Mimecast logo. At the very bottom, there is a link for 'Privacy'.

Step 10.

Enter your Veridian Secure Email System password. Note: This is not linked to the Veridian Fiscal Solutions Website.

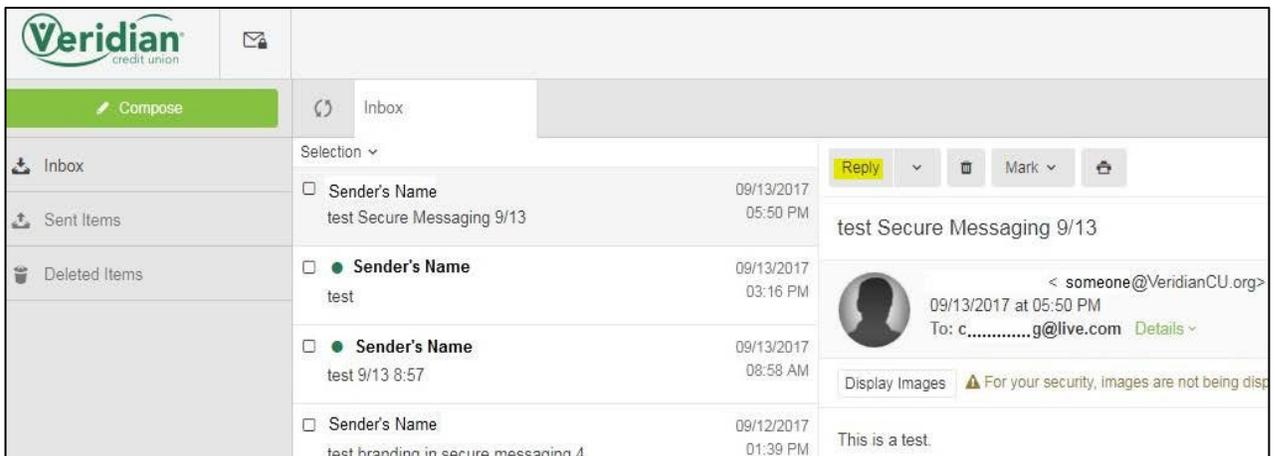


The image shows the login page for the Veridian credit union. At the top is the Veridian credit union logo. Below it is a "Log In" heading. There are two input fields: one for the username (with a placeholder "Username") and one for the password (with a placeholder "Password"). A green "Log In" button is positioned below the password field. Below the button are two links: "Log in as a different user." and "Forgot your password?". At the bottom of the page is a footer with links for "Home", "Login Issues?", "Knowledge Base", and "Contact Support". It also includes the copyright notice "©2020 Mimecast v3.4.10-1-20201123_1307" and the text "Powered by Mimecast" with a "Privacy" link.

Using the Secured Email System

Now that access is granted to the secured email system, messages from Veridian will appear in the Inbox. **Please note that emails cannot be forwarded outside this Secure Email System.** Options within this site include:

- Reply
- Reply-To-All
- Mark As Read
- Print
- Delete
- Retaining past email threads
- Include Attachments
- Reviewing Sent and Deleted Items
- Compose new secured messages to Veridian



The screenshot shows the Veridian email interface. On the left is a navigation pane with "Compose" (highlighted in green), "Inbox", "Sent Items", and "Deleted Items". The main area displays an "Inbox" with a list of four email entries. The first entry is selected. On the right, the details of the selected email are shown, including the sender's name, email address, and the subject "test Secure Messaging 9/13". The email body contains the text "This is a test." and a warning about image security.

Selection	Sender's Name	Date	Time
<input type="checkbox"/>	Sender's Name	09/13/2017	05:50 PM
<input type="checkbox"/>	Sender's Name	09/13/2017	03:16 PM
<input type="checkbox"/>	Sender's Name	09/13/2017	08:58 AM
<input type="checkbox"/>	Sender's Name	09/12/2017	01:39 PM