How to Use Boston Private's Secure Mail Server

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1. ONE-TIME REGISTRATION PROCESS

Prior to using the Secure Mail service for the first time, a user must initially register by completing steps A thru E below:

STEP A.

When a Secure encrypted Mail message is sent to you from Boston Private, you will receive a separate email notification from the sender that will contain instructions on how to retrieve the encrypted message. The text below will appear in the body of this email notification.

EMAIL NOTIFICATION TEXT

A secure email message has been sent to you from Boston Private that contains private content such as account numbers, balances, transaction detail or personal information. As an added layer of security, Boston Private has encrypted the email message via our Secure Mail service. To view your secure email message, please login to our Secure Mail service by visiting **https://securemail.bostonprivatebank.com.**

If you prefer, you can also access this service by clicking on the "Secure Mail" link on the right hand side of our home page at **www.bostonprivate.com**. *We suggest bookmarking our home page for future visits.*

This Secure Message will expire in 60 days on Dec 08, 2015 @ 07:41 PM (GMT).

We hope you enjoy the peace of mind that this added level of security provides.

If you have any questions or comments regarding our Secure Mail service, please contact the sender of this email, your Relationship Manager directly, or our Client Service area at (617) 912-4000.

Please do not reply to this automated email.

STEP B.

The notification message instructs you to click on the Boston Private Bank customized Secure Mail portal link **(https://securemail.bostonprivatebank.com)**. Then this message is displayed below:

To initiate the one-time registration process, simply click on the **"Register"** *button within the portal.*

STEP C.

After clicking the '**Register**' button, the "Register Account" page will be displayed. To complete registration, enter your email address and select a strong password that complies with the **"Password Rules"** displayed on the page. Then, click the '**Register**' button.

STEP D.

After entering your email address and password, you will receive an email message from '**notification@ securemail.bostonprivate.com**' requesting activation of your new password. The text of the email message is displayed below.

Upon opening this email message, activate the password by simply clicking on the link under **"To ACTIVATE or decline your new password..."**

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Welcome to Secure Mail
Boston Private's Secure Mail service provides clients with a safe and secure way to send and receive encrypted email messages that contain private content such as account numbers, balances, transaction detail and personal information. We are happy to provide our clients with this added layer of security, and most importantly, peace of mind.

Email Address:
Password:
Sign In

Forgot your password? **Reset**   New to secure email? **Register**   Need more assistance? **Help**

For questions about Secure Mail or any of our services, please contact your Relationship Manager directly, or our Client Service area at (617) 912-4000.

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Note: You must register using the email address that the encrypted message was sent to

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Register Account
Register for our Secure Mail service below to start sending and receiving secure messages.

Email Address:
Password:
Re-enter Password:
Cancel   Register

Password Rules
Passwords must be at least 8 characters in length, and meet all of the following conditions:
- Contain both alphabetic and numeric characters
- Contain both uppercase and lowercase characters
Passwords cannot match email address.

For questions about Secure Mail or any of our services, please contact your Relationship Manager directly, or our Client Service area at (617) 912-4000.

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Step C.

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Account Change Confirmation

A confirmation email has been sent to your email address for this Boston Private Secure Mail mailbox. After you receive the confirmation email, please follow the instructions to activate the changes.

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Step D.

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STEP E.

Clicking on the **ACTIVATE** button in the Secure Mail portal where you will receive the confirmation displayed to the right that your password activation is successful. This completes the one-time registration process.

Click the **'Continue'** button to log into the Boston Private Secure Mail portal with your email address and the password that you just activated.

2. OPENING YOUR SECURE MAIL MESSAGE(S)

STEP A.

Log in to the Boston Private Secure Mail portal (https://securemail.bostonprivatebank.com) with your email address and password.

STEP B.

After successful login, the in-box will be displayed in the Secure Mail portal. Click on the message you wish to open. Access other portal navigation options by clicking on the arrow symbol in the upper left corner of the page.

3. OTHER SECURE MAIL PORTAL NAVIGATION OPTIONS

In addition to the In-box, the Boston Private Secure Mail portal has other navigation options typically found in email messaging systems such as: composing a message, saving a draft, sending a message, and maintaining an address book.

Additional information on the use of the Compose tab and other buttons is outlined below:

COMPOSE — This tool is used to compose a new secure email message to any Boston Private employee. When using this tool, please note that you will not be able to email anyone other than Boston Private staff.

REPLY — This tool is used to reply only to the original Boston Private sender of your secure email message. This tool will not permit you to send a reply message to anyone other than the original Boston Private sender.

REPLY TO ALL — This tool is used to reply to everyone included in your secure email message. Unlike the reply tool, this tool will send your reply to everyone included in the email, including non Boston Private staff.

If you need assistance navigating through the Secure Mail portal, click on the **'Help'** tab.

ACTIVATION EMAIL SCREEN

EMAIL LOGIN SCREEN

IN-BOX

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