To Log Into or Create a Zix Secure Email Account:

1. Browse to: https://securemail-shepherd.org/s/welcome.jsp?b=shepherd

2. If you have previously created a Zix account, log in with your email address and password:

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3. If you have previously created a Zix account but do not remember your password, click **Reset** under “Forgot your password?”:

On the Reset Password page, enter your email address and your new password. Be aware of the password rules listed on the Reset Password page. Then click **Reset**.

An Account Change Confirmation page will be displayed as follows:

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You should receive an email from Shepherd Center as follows - Click the link:

Shepherd Center Notification

notification@securemail-shepherd.org <notification@securemail-shepherd.org>

To:

Your Shepherd Center password is pending.
To activate or decline your new password, click the link below:
https://securemail-shepherd.org/s/prc?b=shepherd&c=ABDvX3d8dfs3ro77YpFpK
If the link above is disabled, copy and paste it into your internet browser address bar.

To activate your pending password, click **Activate**:

You should receive the following message regarding **Activation Successful**:

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4. If you have never created an account with Zix, click **Register** under New to Secure Email:

On the Register Account page, enter your email address and your password. Be aware of the password rules listed on the Register Account page. Then click **Register**.

An Account Change Confirmation page will be displayed as follows:

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You should receive an email from Shepherd Center as follows - Click the link:

Shepherd Center Notification
notification@securemail-shepherd.org <notification@securemail-shepherd.org>
To:

Your Shepherd Center password is pending.

To activate or decline your new password, click the link below:
https://securemail-shepherd.org/s/prc/?b=shepherd&c=ABDyXZ93dCiac7Y3pFpK

If the link above is disabled, copy and paste it into your Internet browser address bar.

To activate your pending password, click **Activate**:

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You should receive the following message regarding **Activation Successful**:

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5. Once you successfully log into Zix, click the **Compose** tab to create a new message:

Enter the appropriate Shepherd email address to send to, the subject, the body of the email, and attach any attachments. Then click **Send**