

GalaxKey for External Partners

Version 5.0

There are two ways to sign up to the GalaxKey Service, you can either go to www.galaxkey.com to sign up for an account prior to receiving an email from The Council, or you can follow the instructions contained in the first secure email you receive from The Council.

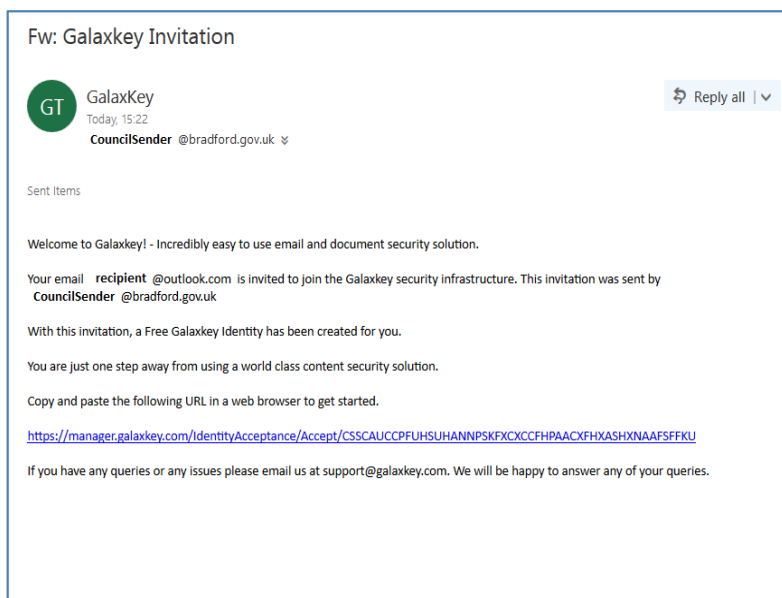
Once you have signed-up to Galaxkey you'll then be able to access your secure emails either through a web-browser at manager.galaxkey.com, or by downloading and installing the relevant application for your operating system. You can get this from <https://www.galaxkey.com/>.

Signing up at www.galaxkey.com


- 1) Use your browser to go to www.galaxkey.com, click "Buy" at the top right of the page and select the option that best suits your required access. Options range from 'Free' access through to 'Enterprise' paid access
- 2) Please use the email address which you wish to use to communicate with the Council. It's important to use the same email address at the 'sign up' stage that The Council will use to send secure emails to you or your organization
- 3) Follow the on screen instructions.

Signing up via a Received Email

- 1) If you have not previously signed up for an account you will receive an invitation email from your contact in the Council when they send their first secure email to you. Depending on the browser or email client you use it will look similar to this:



- 2) Click the link within the email, or copy and it into your browser. Enter the details requested to complete your registration. The 'Login ID' will be pre-populated and should relate to the email address that the secure email was sent to.



REGISTRATION

Login ID

Name*

Contact Phone

Password*

Confirm Password*

Allow Galaxkey to manage my identity

I accept the [Terms and Conditions](#) for registering a new account.

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- 3) It is advised that you try to set a strong passphrase/password, and try to remember the password as this will be needed to access any future secure emails you receive. Click “Allow Galaxkey to manage my identity” then read & accept the Terms & Conditions. Click “Register”.
- 4) Registration is complete and you should now be able to see the email(s) received to date.

Opening a Secured Email

- 1) When you receive a secured email from The Council, Click ‘View Message’ and you will be asked to enter the details you previously entered to set up your GalaxKey account; this will unlock and allow you to access the secured email.

BRADFORD COUNCIL - SECURED EMAIL

The contents of this email are secured by the City of Bradford Council using the Galaxkey Encryption Platform.

To view your secured email in your browser, please click below.

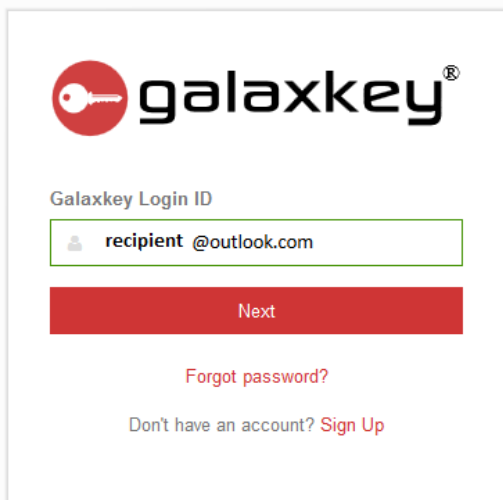
Or download the Galaxkey client(s).

Outlook Addin
iOS
Android
Windows Mobile
MAC OS X

Galaxkey and City of Bradford Council provide you with an easy to use, very secure, encryption identity.

[Help](#) | [Support](#) | [Downloads](#)
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www.galaxkey.com

2) Log in with the account you created previously.

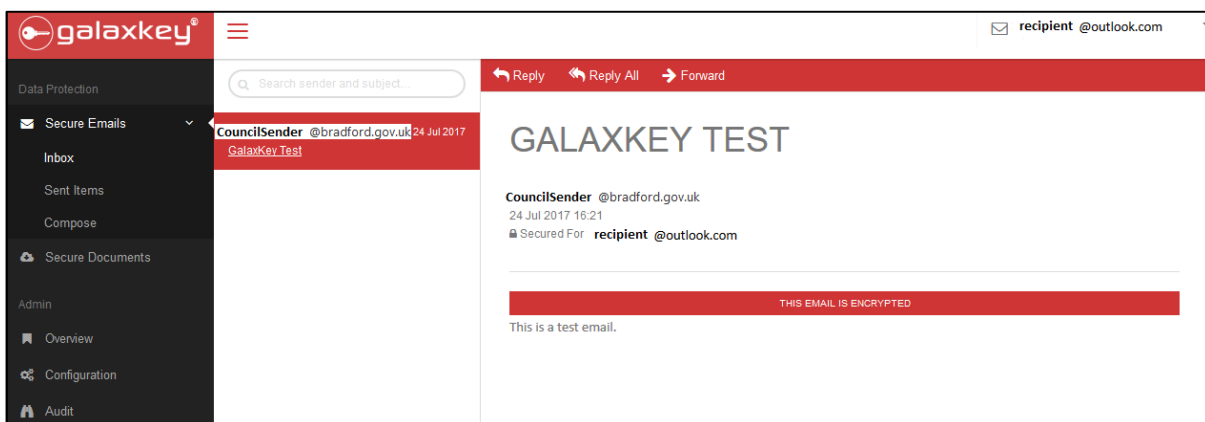


The screenshot shows the Galaxkey login interface. At the top is the Galaxkey logo, which consists of a red circle containing a white key icon, followed by the word "galaxkey" in a bold, black, sans-serif font with a registered trademark symbol. Below the logo, the text "Galaxkey Login ID" is displayed. Underneath is a text input field containing the email address "recipient @outlook.com". A red button labeled "Next" is positioned below the input field. At the bottom of the form, there are two links: "Forgot password?" and "Don't have an account? Sign Up".



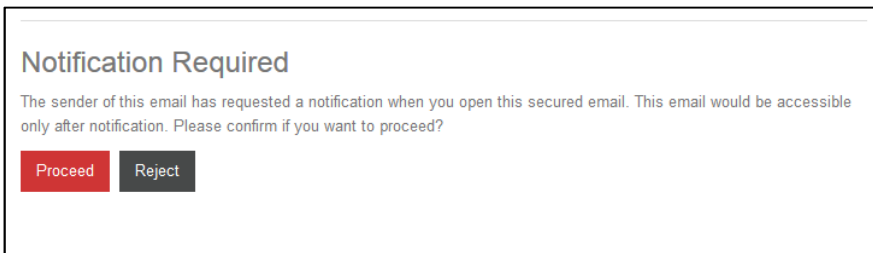
The screenshot shows the Galaxkey password entry screen. It features the Galaxkey logo at the top. Below the logo, the text "Enter your password for Galaxkey Login ID:" is displayed, followed by ".co.uk" and a red pencil icon. A "Password:" label is positioned above a text input field that contains a series of dots representing a masked password. A red button labeled "Next" is located below the input field. At the bottom, there is a link for "Forgot password?".

3) Select the email you wish to view from the inbox list.



The screenshot displays the Galaxkey email interface. On the left is a dark sidebar with navigation options: "Data Protection", "Secure Emails" (with a dropdown arrow), "Inbox", "Sent Items", "Compose", "Secure Documents", "Admin", "Overview", "Configuration", and "Audit". The main area shows an email list with one entry: "CouncilSender @bradford.gov.uk" dated "24 Jul 2017" with the subject "GalaxKey Test". The email content area shows the sender "CouncilSender @bradford.gov.uk" on "24 Jul 2017 16:21", secured for "recipient @outlook.com". A red banner across the email content reads "THIS EMAIL IS ENCRYPTED". Below the banner, the text "This is a test email." is visible. The top of the interface includes the Galaxkey logo, a search bar, and action buttons for "Reply", "Reply All", and "Forward". The user's email address "recipient @outlook.com" is shown in the top right corner.

- 4) If the screenshot below appears, it means the sender has requested a read receipt and you must click “Proceed” in order to access the email content. The sender will then be notified that the secure email has been accessed.

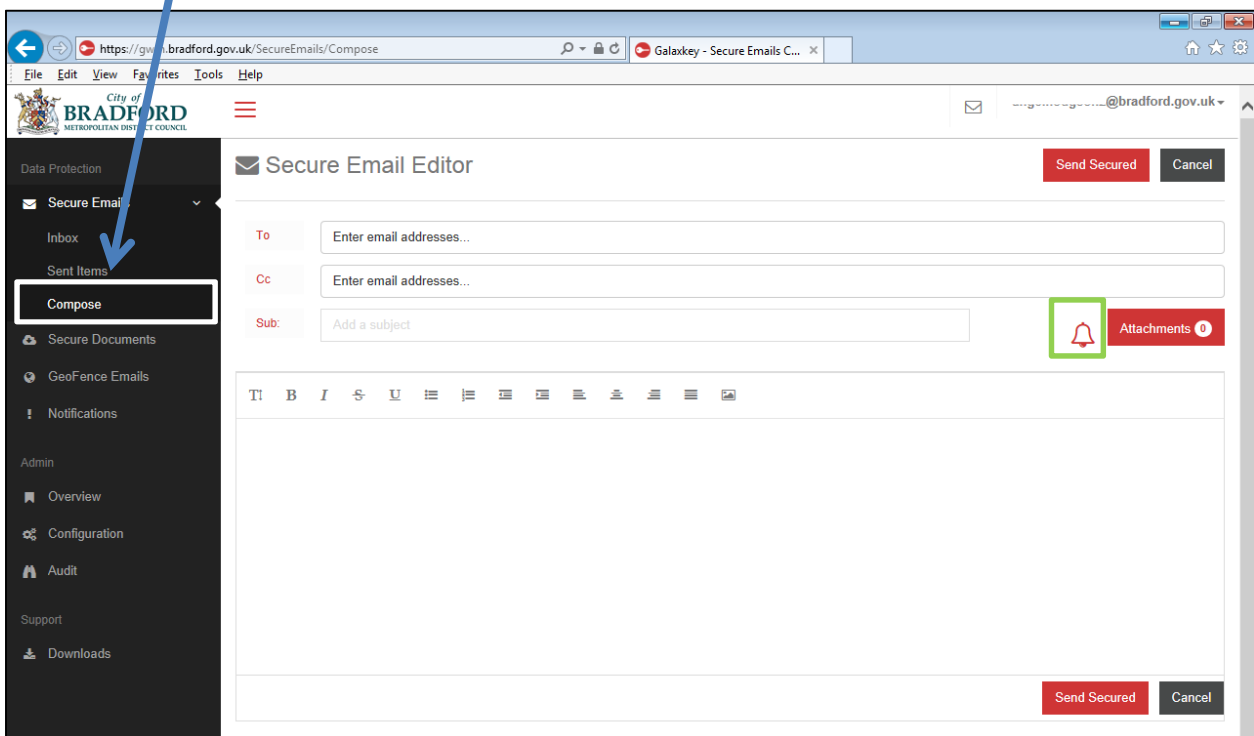


- 5) To reply use the “Reply” button on the top bar. Before forwarding the secure email, ensure the original sender is aware and approves this as the content may not be intended for further recipients.


Sending a Secure Email

Log in as per instructions on Page 3.

Click “Compose”



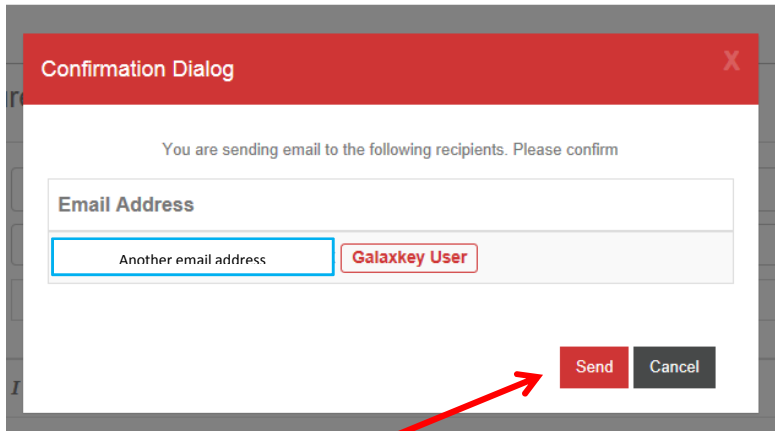
Compose your email as you normally would, and add attachments as needed.

To receive a notification that your email is on its way, click  “Get Notified”.

Click "Send Secured"

Send Secured

After a few seconds, this message will appear.

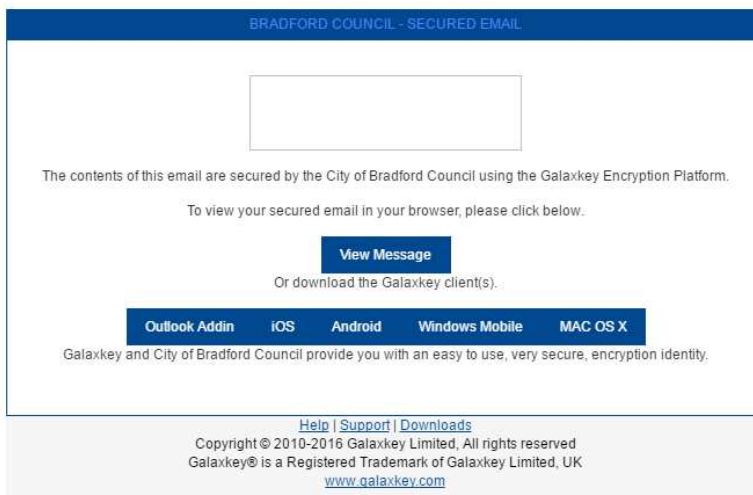


Click "Send"

Receiving a Read-Only Email (GeoFence)

You may receive an email from the Council which has been restricted to "read only" using Galaxkey's GeoFence option.

In this case, to view the secure email click "View Message in Web Browser".



In this case the email cannot be forwarded and the email content and any attachments are not downloadable.



Changing your GalaxKey Passphrase

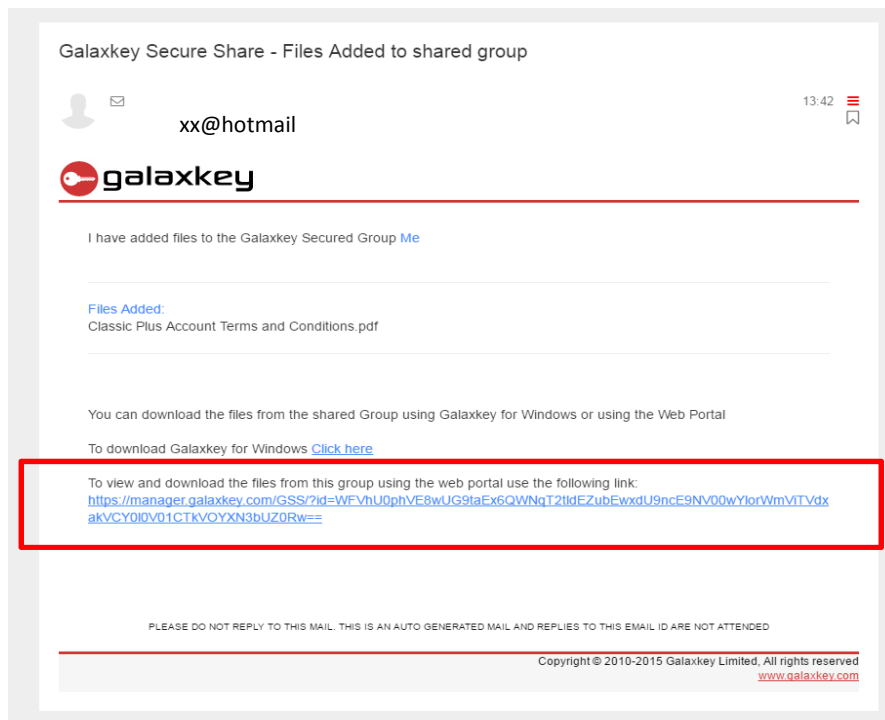
It is important to set a strong passphrase and change this periodically, at least every 90 days in order to protect the data contained in your GalaxKey account.

- 1) Log in to your GalaxKey account at manager.galaxkey.com
- 2) Select your @ account name from the drop down menu at the top right-hand corner of the browser.
- 3) Click “My Profile” and then “Change Password”.
- 4) Enter your current password once followed by your new password. Confirm your new password and click “Update”.

Opening A Shared File

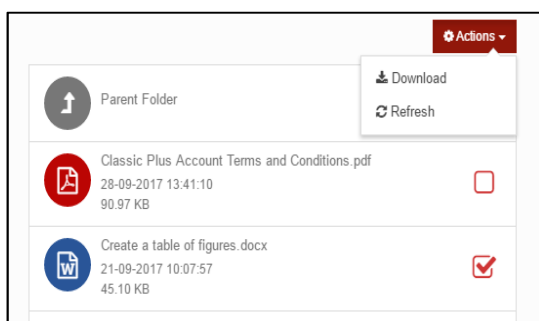
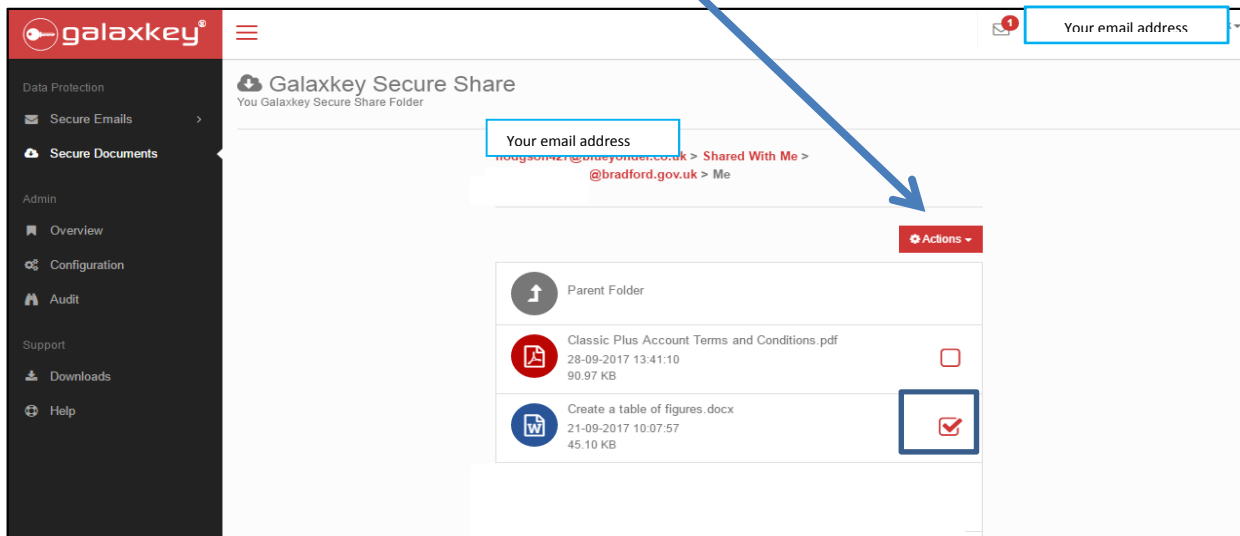
If a Shared File Package has been sent to you, which is usually a large file, you will receive an email advising you of this.

Click on the link to view the file (red box – see below).

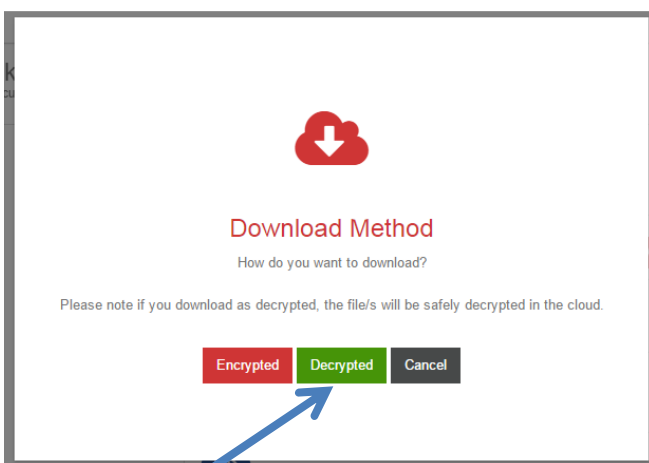


Then please login as normal.

3) There will be a list of documents that have been shared with you. Click the box to the right of the relevant document you wish to open. Then Click "Actions"



Click "Download" to see this screen



Click "Decrypted" to immediately download and open the file.

Please do not click “Encrypted” if you do you will not be able to open the file normally later, as this requires a specialist decryption software program.

The option to open the document varies depending on your web browser, but will always appear at the bottom of your screen.

This is what you will see on screen using Google Chrome. Clicking on the title of the document will open it on the screen. You can choose to save the document after opening it.



This is what you will see on screen using Internet Explorer, where you have the option to open or save the document.



When logged into Galaxkey, clicking “Secure Documents” will show any documents that you have shared with other people, i.e. “Shared By Me”, or that other people have shared with you, i.e. “Shared With Me”.

