



**PrivaSphere
Secure Messaging
Group and Archive**

PrivaSphere Secure Messaging

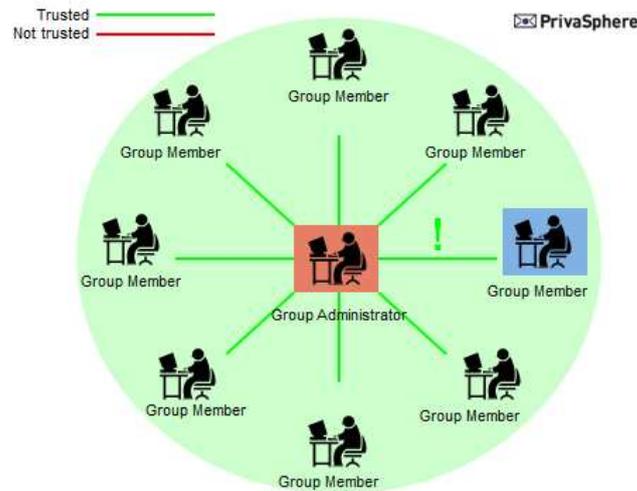
Setup Group and Archive

**Version 0.90
07.03.2011**

for more information and contact:

<https://www.privasphere.com>

PrivaSphere AG, Jupiterstrasse 49, 8032 Zürich — Supportline: +41 43 500-MAIL (6245)
<https://www.privasphere.com/info@privasphere.com>



Setup a PrivaSphere Group

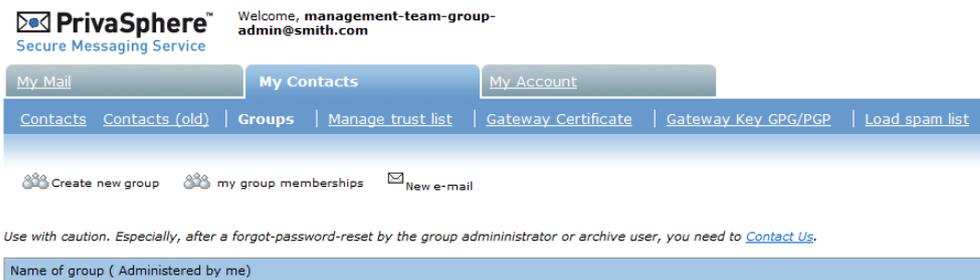
To add members to your group all of them **need to be registered** as PrivaSphere users. It doesn't matter what kind of account they have (business / subscription).

If you intend to add members to a group, send them a secure message via the PrivaSphere Secure Messaging System and authenticate them by sending a Message Unlock Code (MUC) out-of-band. After reading the first message, new users need to quick-register in order to become a system member and choose an own password.

Once you have a trusted relationship with all the group participants, you are ready to invite them into your group.

Open your PrivaSphere Secure Messaging account (<https://www.privasphere.com>) by logging in with your email address and password.

In the menu bar of your Inbox choose **'My Contacts' – 'Groups'**.



PrivaSphere™ Secure Messaging Service
 Welcome, management-team-group-admin@smith.com

My Mail | **My Contacts** | My Account

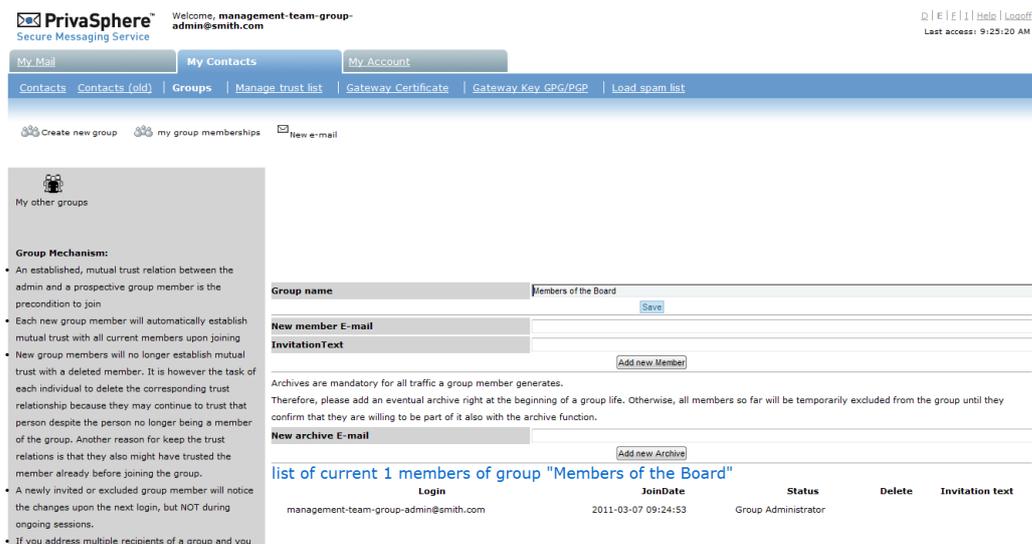
Contacts | Contacts (old) | **Groups** | Manage trust list | Gateway Certificate | Gateway Key GPG/PGP | Load spam list

Create new group | my group memberships | New e-mail

Use with caution. Especially, after a forgot-password-reset by the group administrator or archive user, you need to [Contact Us](#).

Name of group (Administered by me)

In the 'My Contacts' window click on **'Create new Group'**.



PrivaSphere™ Secure Messaging Service
 Welcome, management-team-group-admin@smith.com

My Mail | **My Contacts** | My Account

Contacts | Contacts (old) | **Groups** | Manage trust list | Gateway Certificate | Gateway Key GPG/PGP | Load spam list

Create new group | my group memberships | New e-mail

Group Mechanism:

- An established, mutual trust relation between the admin and a prospective group member is the precondition to join
- Each new group member will automatically establish mutual trust with all current members upon joining
- New group members will no longer establish mutual trust with a deleted member. It is however the task of each individual to delete the corresponding trust relationship because they may continue to trust that person despite the person no longer being a member of the group. Another reason for keep the trust relations is that they also might have trusted the member already before joining the group.
- A newly invited or excluded group member will notice the changes upon the next login, but NOT during ongoing sessions.
- If you address multiple recipients of a group and you

Group name: Members of the Board [Save]

New member E-mail: []

InvitationText: [Add new Member]

Archives are mandatory for all traffic a group member generates. Therefore, please add an eventual archive right at the beginning of a group life. Otherwise, all members so far will be temporarily excluded from the group until they confirm that they are willing to be part of it also with the archive function.

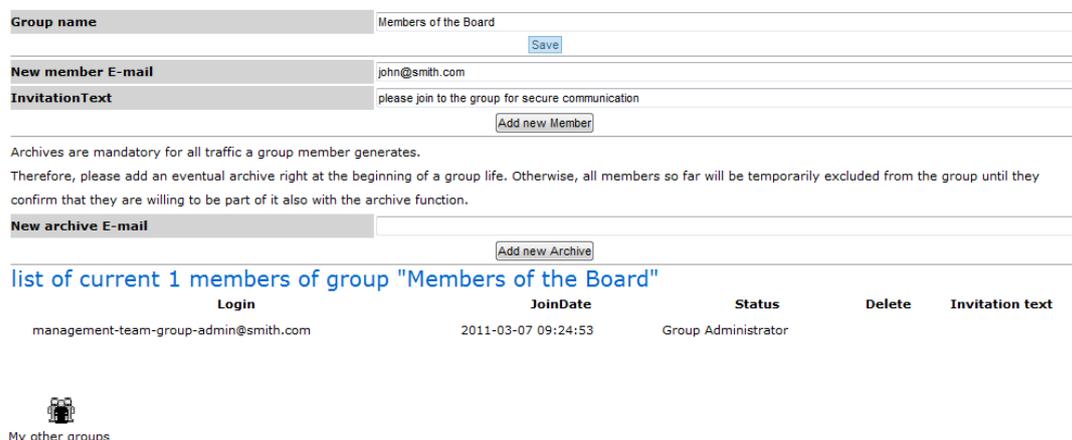
New archive E-mail: [Add new Archive]

list of current 1 members of group "Members of the Board"

Login	JoinDate	Status	Delete	Invitation text
management-team-group-admin@smith.com	2011-03-07 09:24:53	Group Administrator		

Open a new group: type in the group name in the field **'Group name'** and press **'Save'**.

Invite all new group members by adding them with the email address. To inform the invited users, add an **'Invitation Text'** which will be sent to the participant.



Group name: Members of the Board [Save]

New member E-mail: john@smith.com

InvitationText: please join to the group for secure communication [Add new Member]

Archives are mandatory for all traffic a group member generates. Therefore, please add an eventual archive right at the beginning of a group life. Otherwise, all members so far will be temporarily excluded from the group until they confirm that they are willing to be part of it also with the archive function.

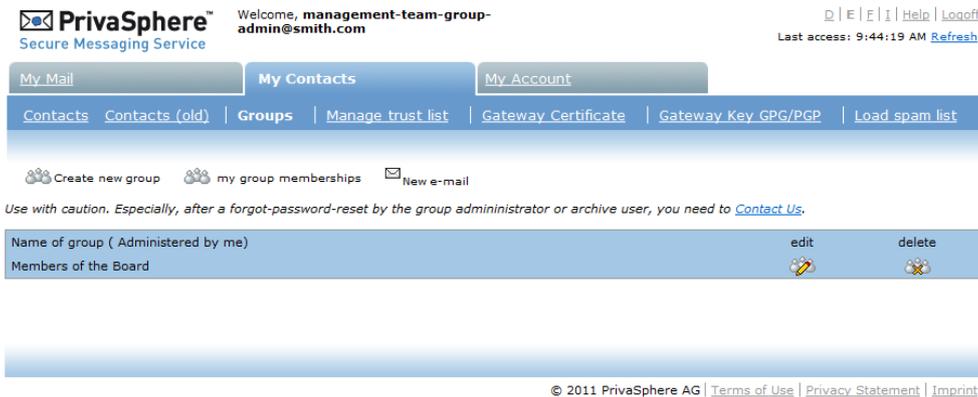
New archive E-mail: [Add new Archive]

list of current 1 members of group "Members of the Board"

Login	JoinDate	Status	Delete	Invitation text
management-team-group-admin@smith.com	2011-03-07 09:24:53	Group Administrator		

My other groups

Now you will see your group in the list of administered groups.



PrivaSphere™ Secure Messaging Service | Welcome, management-team-group-admin@smith.com | Help | Logoff | Last access: 9:44:19 AM Refresh

My Mail | My Contacts | My Account

Contacts | Contacts (old) | **Groups** | Manage trust list | Gateway Certificate | Gateway Key GPG/PGP | Load spam list

Create new group | my group memberships | New e-mail

Use with caution. Especially, after a forgot-password-reset by the group administrator or archive user, you need to [Contact Us](#).

Name of group (Administered by me)	edit	delete
Members of the Board		

© 2011 PrivaSphere AG | [Terms of Use](#) | [Privacy Statement](#) | [Imprint](#)

To add members to your group, choose **'edit'**.

Enter the eMail address of a person you want to invite in the field **'New member Email'** and write an invitation text in the field **'Invitation Text'**. Then press **'Add new Member'**. Now, the new member will receive an eMail with the request to join the group.

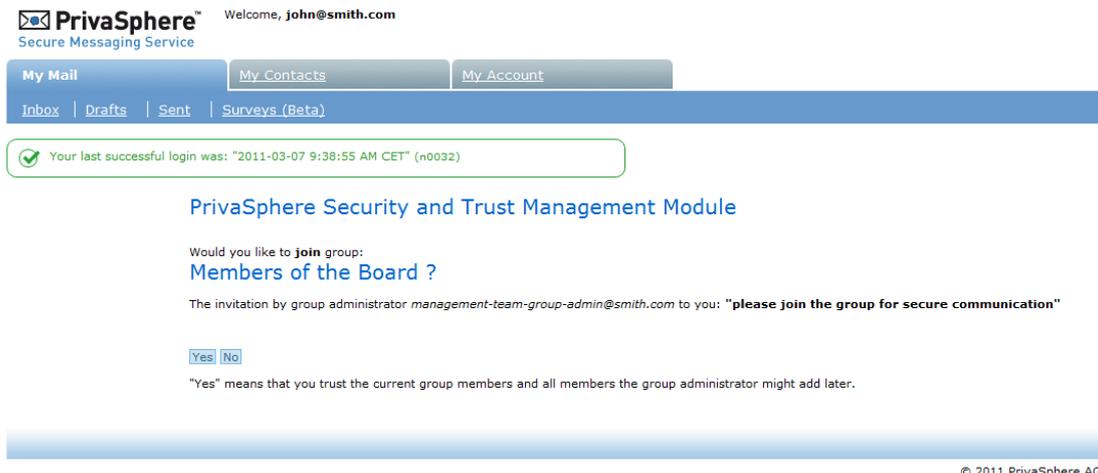
list of current 5 members of group "Members of the Board"

Login	JoinDate	Status	Delete	Invitation text
charles@dupond.com	1999-01-01 00:00:00	Pending acceptance		
james@smith.com	1999-01-01 00:00:00	Pending acceptance		
jean@dupond.com	1999-01-01 00:00:00	Pending acceptance		
john@smith.com	2011-03-07 09:44:07	Active		
management-team-group-admin@smith.com	2011-03-07 09:24:53	Group Administrator		


My other groups

The pending registration of the new member can be seen in the group administration.

Your new member receives a notification message with the **request to join the group**. He needs to accept to be a member of the group.



PrivaSphere™ Secure Messaging Service | Welcome, john@smith.com

My Mail | My Contacts | My Account

Inbox | Drafts | Sent | Surveys (Beta)

Your last successful login was: "2011-03-07 9:38:55 AM CET" (n0032)

PrivaSphere Security and Trust Management Module

Would you like to **join** group:
Members of the Board ?

The invitation by group administrator management-team-group-admin@smith.com to you: **"please join the group for secure communication"**

"Yes" means that you trust the current group members and all members the group administrator might add later.

© 2011 PrivaSphere AG

After the new member has accepted, you receive an eMail. You will see the status in the list of group members as **'active'**.

list of current 5 members of group "Members of the Board"

Login	JoinDate	Status	Delete Invitation text
charles@dupond.com	1999-01-01 00:00:00	Pending acceptance	
james@smith.com	1999-01-01 00:00:00	Pending acceptance	
jean@dupond.com	1999-01-01 00:00:00	Pending acceptance	
john@smith.com	2011-03-07 09:44:07	Active	
management-team-group-admin@smith.com	2011-03-07 09:24:53	Group Administrator	

To add **more users** to your group reiterate the same procedure.

Lifecycle:

Each user can leave a group at any time s/he pleases. When doing so, the trust relations obtained due to the group membership persist. The user can individually remove them by going to the contact tab and change/recall the status on a per counter-part basis.



The screenshot shows the PrivaSphere webmail interface. At the top, there is a navigation bar with 'My Mail', 'My Contacts', and 'My Account'. Below this is a sub-menu with 'Contacts', 'Contacts (old)', 'Groups', 'Manage trust list', 'Gateway Certificate', 'Gateway Key GPG/PGP', and 'Load spam list'. The main content area shows a contact list with columns for 'First Name', 'Last Name', 'e-mail address contact', 'Company', 'Change trust status', 'Compose', and 'Delete'. The 'Change trust status' column contains icons for different trust levels (e.g., 'No trust', 'Low trust', 'Medium trust', 'High trust'). A red circle highlights this column. The contact list includes 'Team Administration', 'Charles Dupond', 'Jean Dupond', 'James Smith', and 'John Smith'. The page number 'page 1' and '5 contacts' are visible at the bottom.

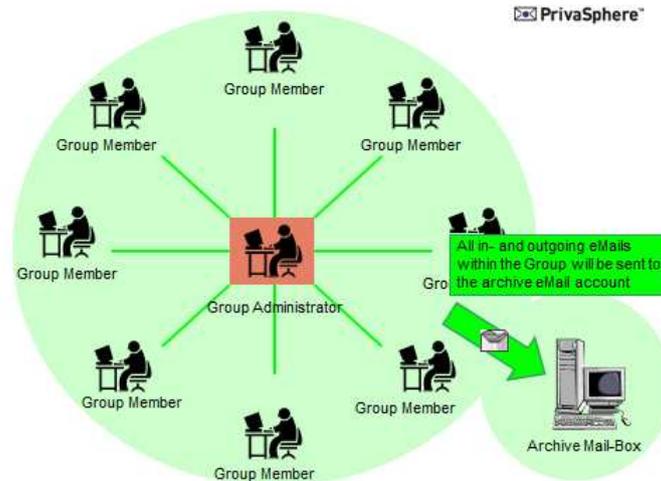
Simple group archive function

If you have activated the group archive function, then all in- and outgoing eMails are sent to an archive eMail address.

For best and automated integration set up a valid archive eMail account within your organization, create a digital encryption certificate for this account and upload the public key into the profile of the archive account (in the PrivaSphere webmail). (For further details see the online help on www.privasphere.com).

An encrypted blind carbon copy (bcc:) of all eMails sent or received by your group members will then be forwarded to the archive account.

Alternatively, you may set up your archive account to receive the eMails via secure POP3 into your archive mail box.



Add a new PrivaSphere account with the archive eMail address (e.g. archive@yourcompany.com, see online help on www.privasphere.com).

To use this account, just add the archive eMail address in the field '**New archive Email**'.

Group name: Members of the Board

New member E-mail:

InvitationText:

Archives are mandatory for all traffic a group member generates. Therefore, please add an eventual archive right at the beginning of a group life. Otherwise, all members so far will be temporarily excluded from the group until they confirm that they are willing to be part of it also with the archive function.

New archive E-mail: archive@smith.com

list of current 5 members of group "Members of the Board"

Login	JoinDate	Status	Delete Invitation text
charles@dupond.com	1999-01-01 00:00:00	Pending acceptance	<input type="button" value="Delete"/>
james@smith.com	1999-01-01 00:00:00	Pending acceptance	<input type="button" value="Delete"/>
jean@dupond.com	1999-01-01 00:00:00	Pending acceptance	<input type="button" value="Delete"/>
john@smith.com	2011-03-07 09:44:07	Active	<input type="button" value="Delete"/>
management-team-group-admin@smith.com	2011-03-07 09:24:53	Group Administrator	

All group members will be polled for acceptance prior to be included into the archive.

Usage Hints:

For the group administrator role, use an eMail address that is not used for other purposes. E.g. in your plaintext eMail System (e.g. MS-Exchange) create an alias address "management-team-group-admin@smith.com".

- This way, the group will not be affected by group-admin's other secure messaging activities unrelated to the group-admin purpose
- A long, very strong platform password for this group can be put into your bank-safe (no "forgot-password" possible!)
- The group admin function is not tied to an individual, it can be passed on without major migration activities once a person no longer is in that function