

Users Guide

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Introduction

.mdSecureIM™ works like other Instant Messaging (IM) systems, such as AOL Instant Messenger (AIM), ICQ, Yahoo, Windows Messenger, Windows Live Messenger (formerly MSN Messenger), but uses an encrypted and secure channel.



This **symbol** is used for a handy tip about a feature or idea.

Login

- 1) Start the software
- 2) Sign on

1) Start the Software

The software can be started in two ways:

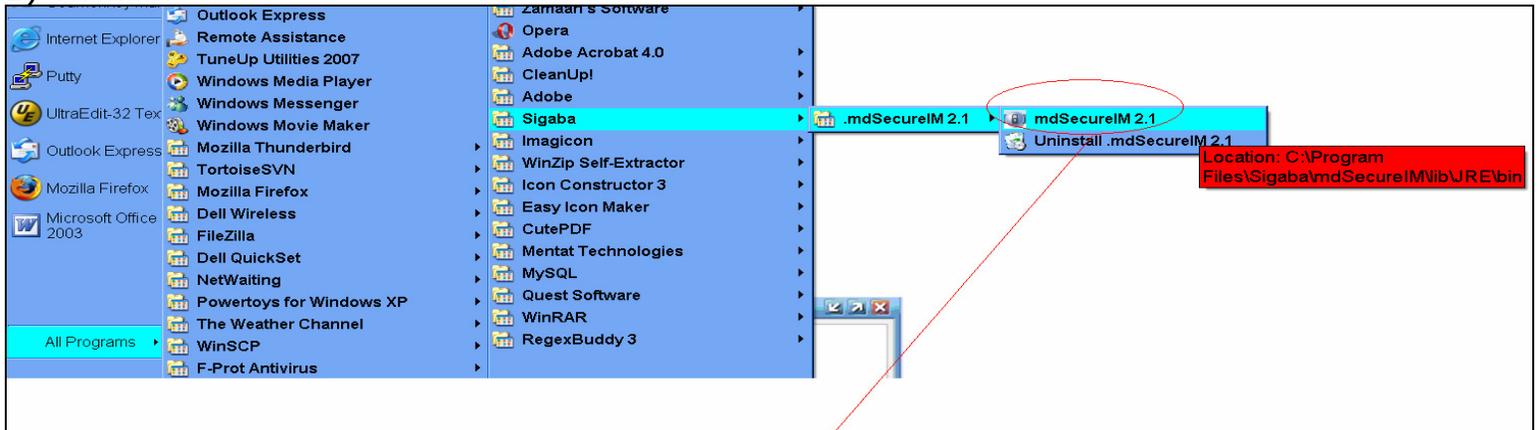
- 1) From desktop shortcut
- 2) From Taskbar

1) Double click the desktop desk top shortcut



Double click Here

2) Taskbar

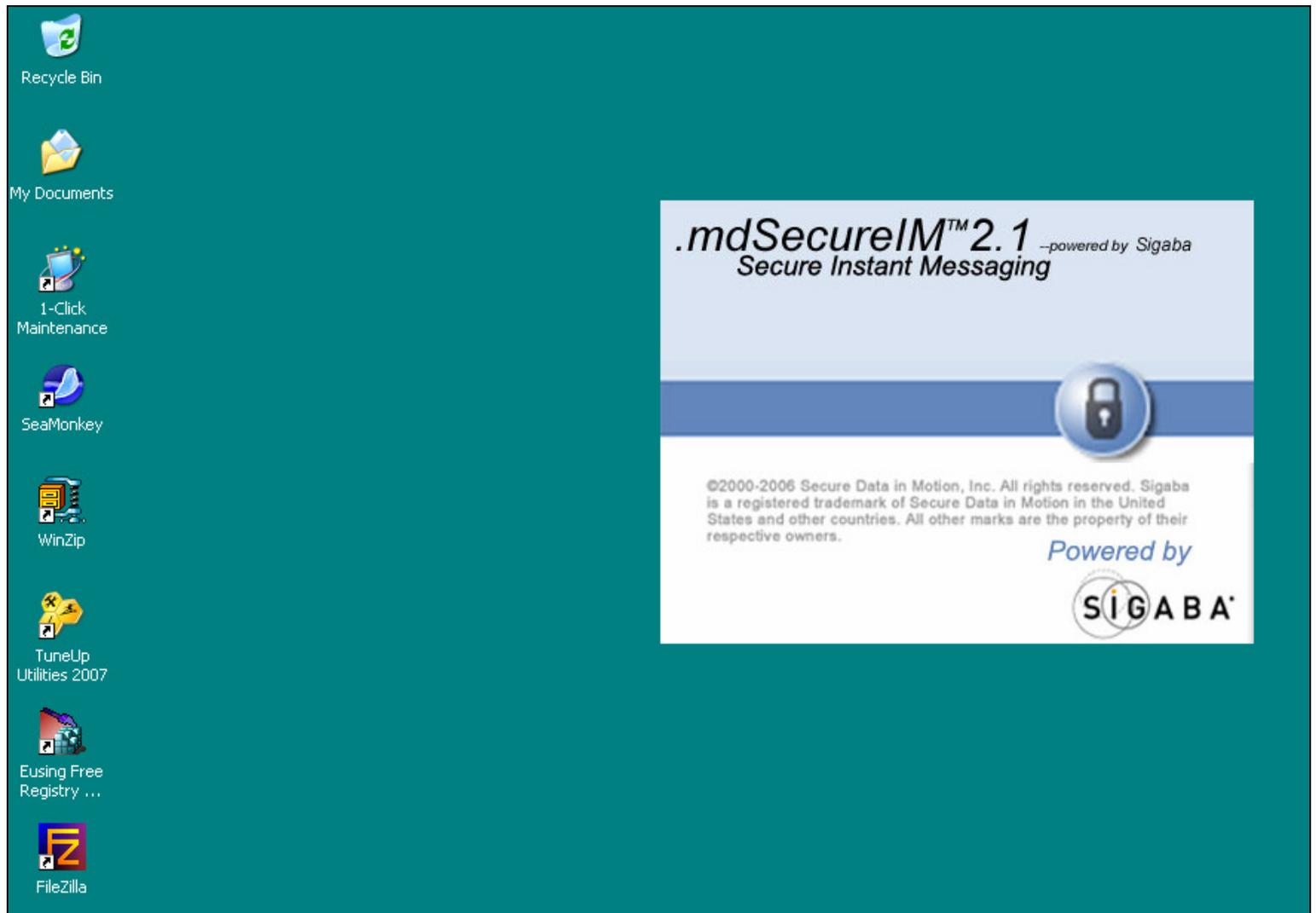


Navigate through your taskbar

Click Here

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After the software is launched, please be patient, it may take up to 10 seconds, you will see a sign on splash screen:



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2) Sign on to secure network system:

.mdSecureIM™ 2.1 -powered by Sigaba
Secure Instant Messaging

Version 1.4.4

Help

User ID: rstraughn@max.md

Password:

Sign In Cancel Advanced

Enter your User ID

and your password

Note: The  box will remain gray, until you enter both your username and password. Once you enter both click the Sign in

.mdSecureIM™ 2.1 -powered by Sigaba
Secure Instant Messaging

Version 1.4.4

Help

User ID: rstraughn@max.md

Password:

Sign In Cancel Advanced

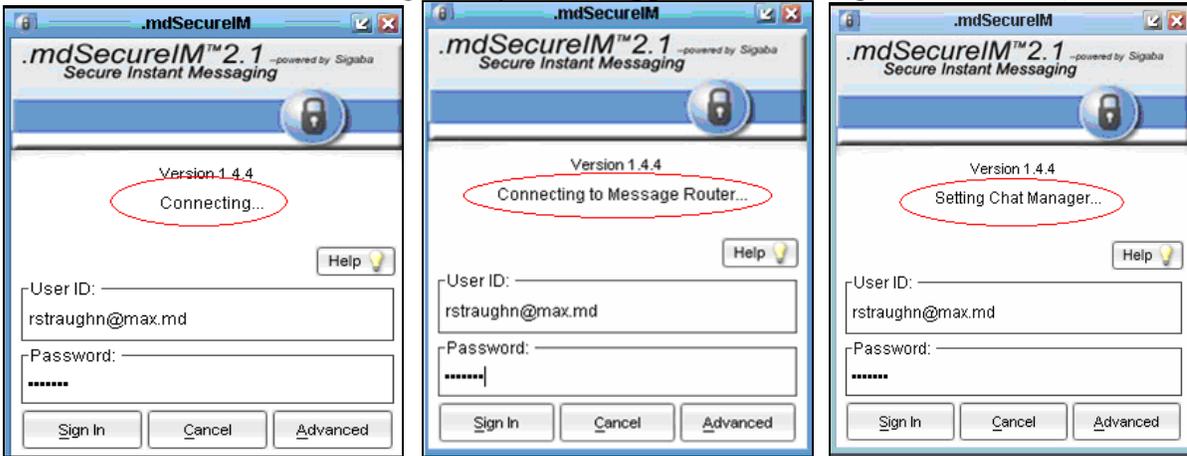
Both values filled in

Click Here

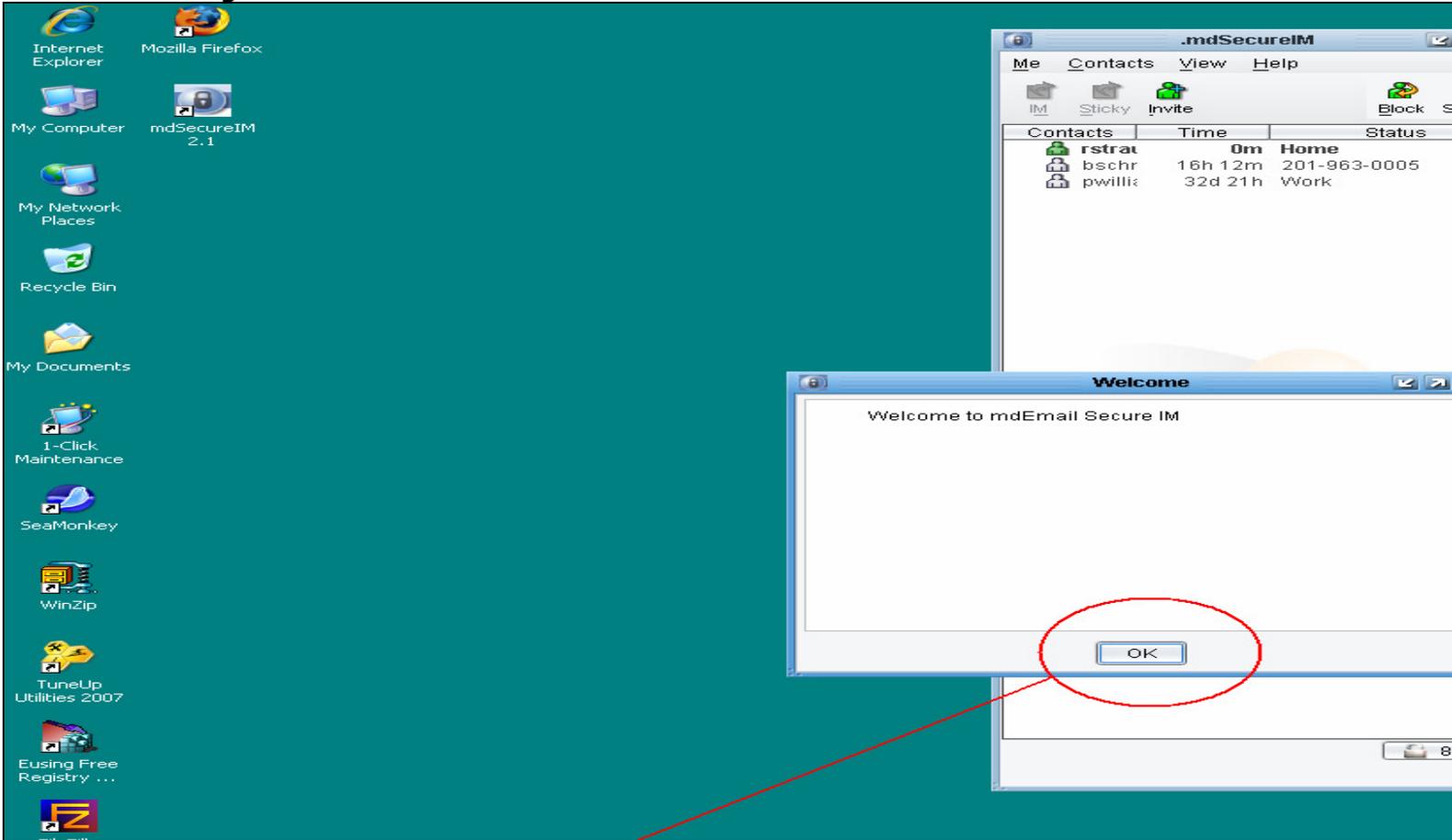
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Sign on messages (Typical)

You will see a series of messages as you are logged in and being authenticated, this is normal.



Welcome Message

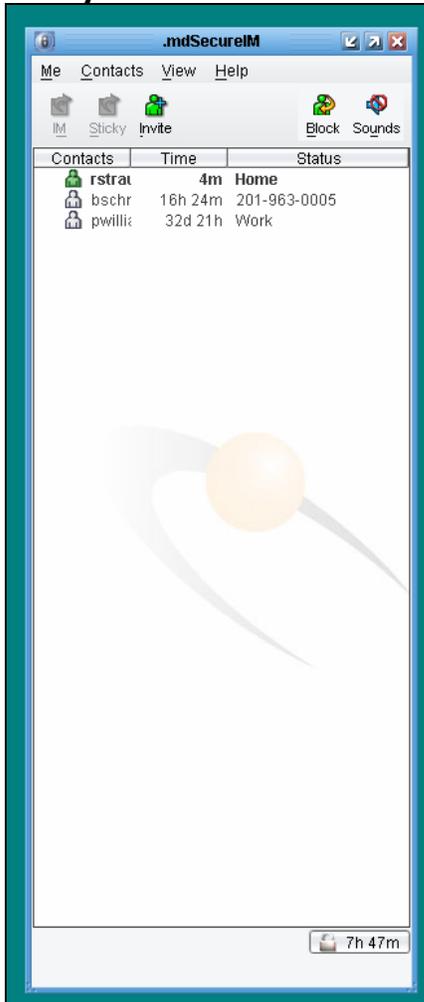


Click **OK**

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Normal operations

Buddy List



If **.mdSecureIM** is up and running, you should see a "buddy list" and an  icon in your



Windows taskbar.

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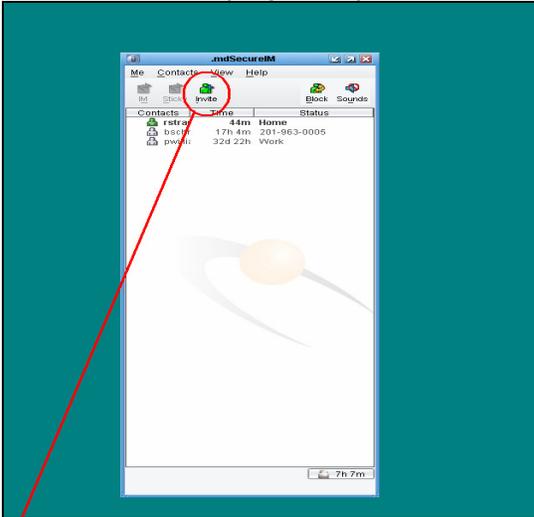
Add a contact (3 methods)

- 1) From the tool bar using the mouse (single click)
- 2) From the menu using the mouse (2 clicks)
- 3) Via the keyboard



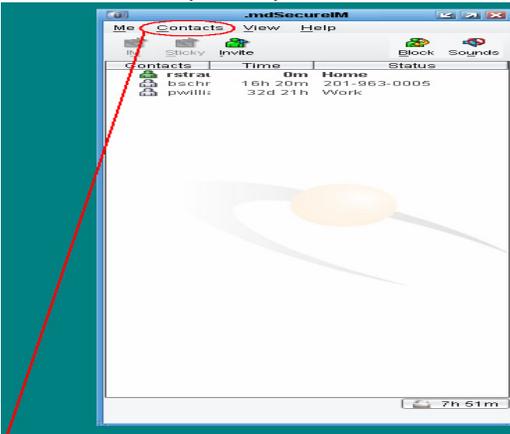
The ideas here demonstrate not only how to add a contact but general rules of thumb for the way the program works.

1) From the tool bar (Single Click)

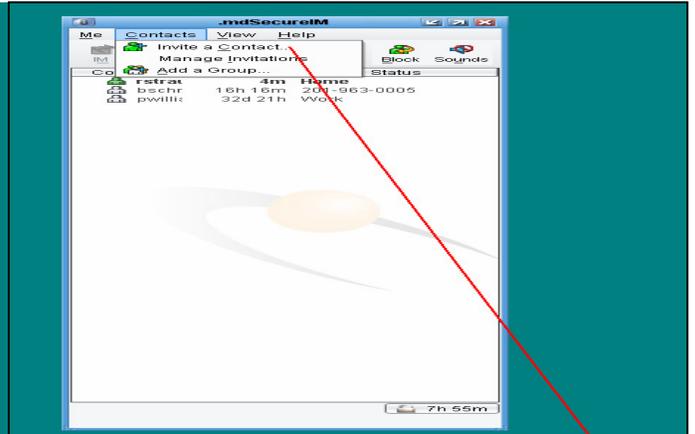


Click

2) From the menu (2 clicks)



Click "Contacts"



Click "Invoke a Contact"

3) Via Keyboard - Press the "alt" and "c" together., notice the "_" under the word Contact

Contacts

This indicates you can use Alt-C combination (2 keys together) to launch the Contacts submenu.

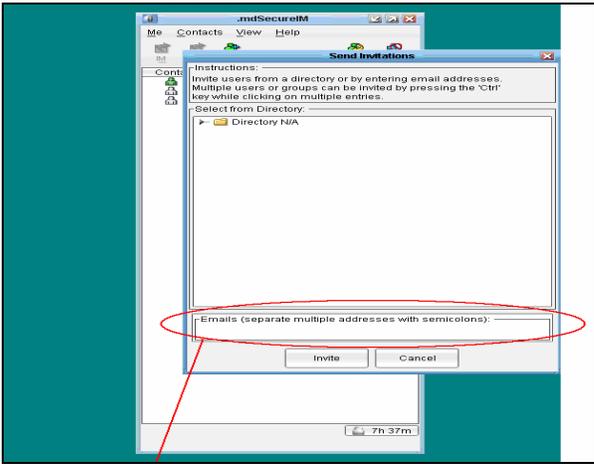


If you see an "_" under the option, You may use the general form: Alt-`{key}` to navigate to it.

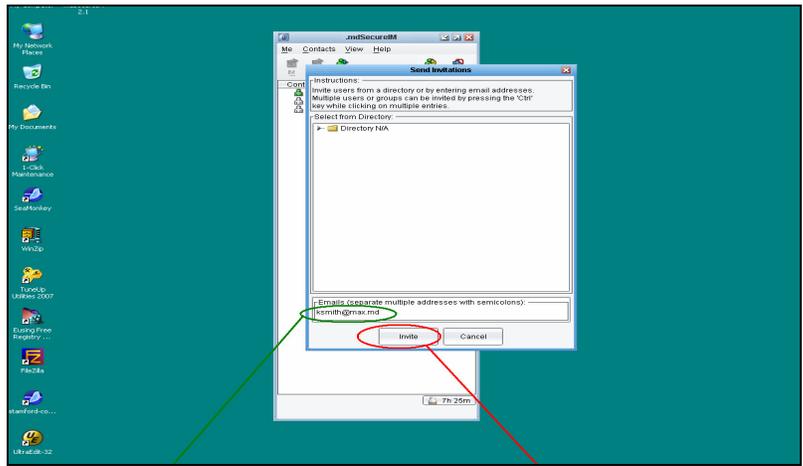
Whenever there is an icon it usually is a "shortcut" for a menu item. For instance  is a shortcut for invite.

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Send Invitations

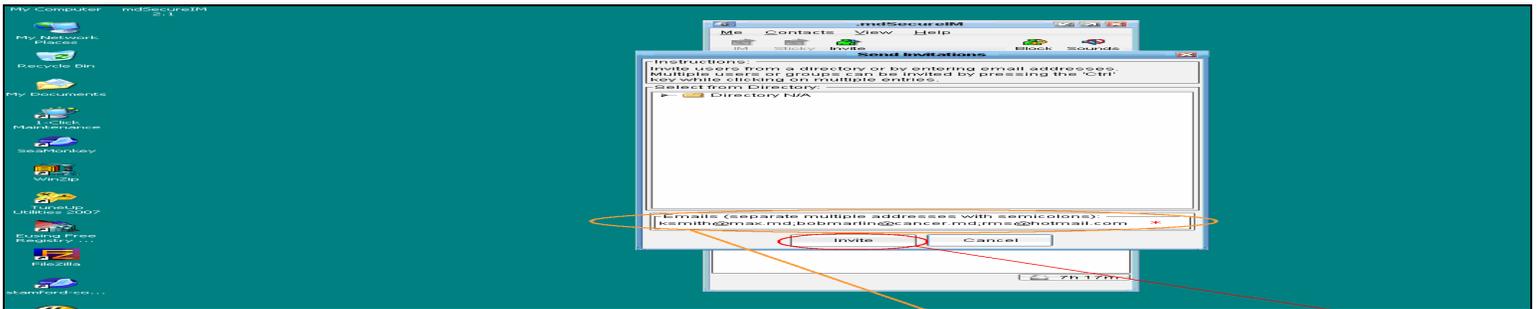


Enter single **.mdEmail™** Address in this space



ksmith@max.md

Click "Invite"



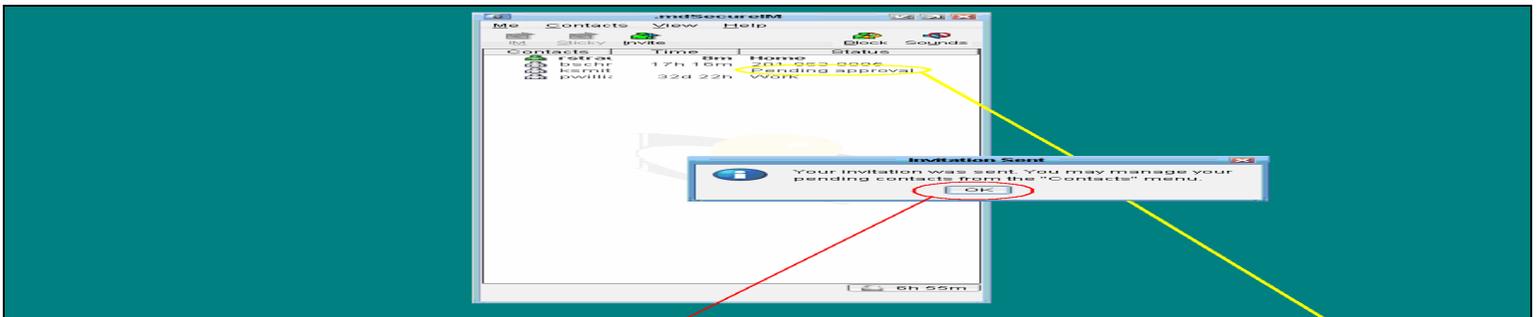
Or several addresses: ksmith@max.md; bobmarlin@cancer.md; rms@hotmail.com

Click "Invite"



Note: Contacts with non **.mdEmail™** addresses, like rms@hotmail.com will be ignored and no email will ever be sent.

.mdSecureIM is a **SECURE** instant messenger to be used when you need **secure** collaboration between you and your professional circle.



Click Ok

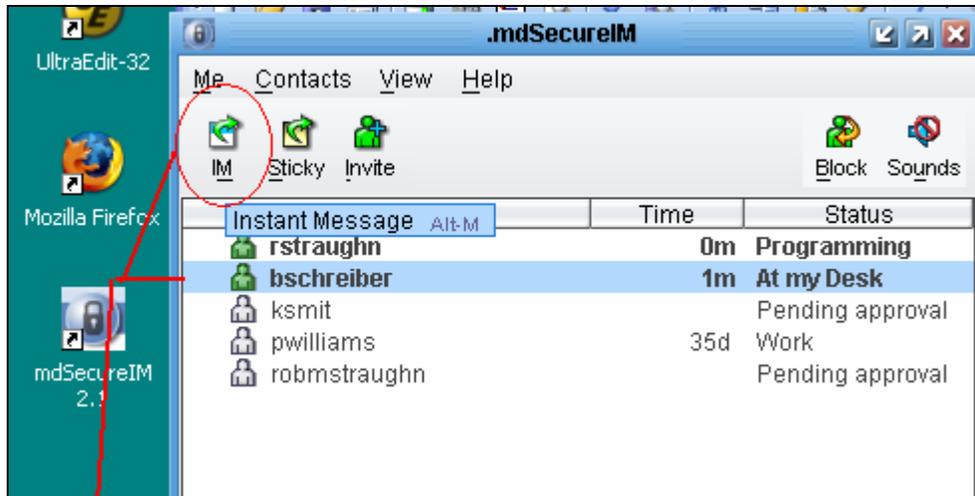
Note: Your contact must accept the invitation for you communicate.

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Chat Securely

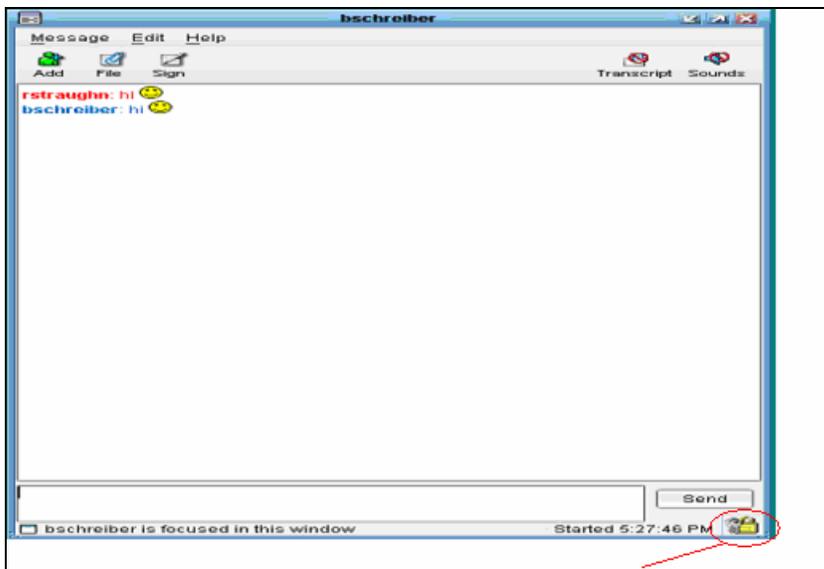
Once your contact has responded, you can then chat. Note that bschreiber is on line

So we can click him once and then click  or double Click the  bschreiber



Click,Click

Launches secure chat window, simple type a message and click receive or press return.



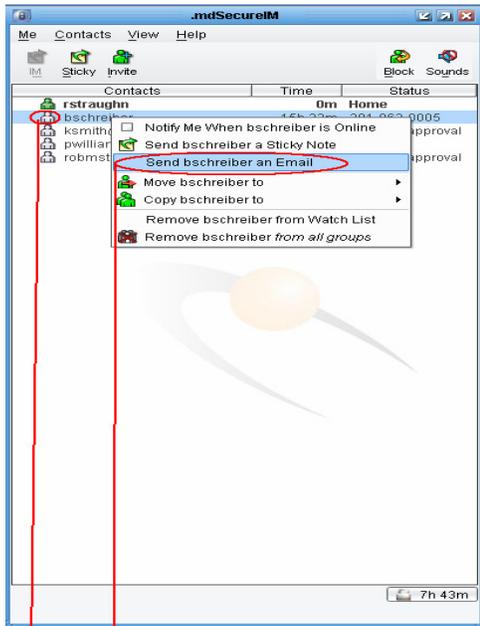
The lock indicates your session is secure.

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Sending email

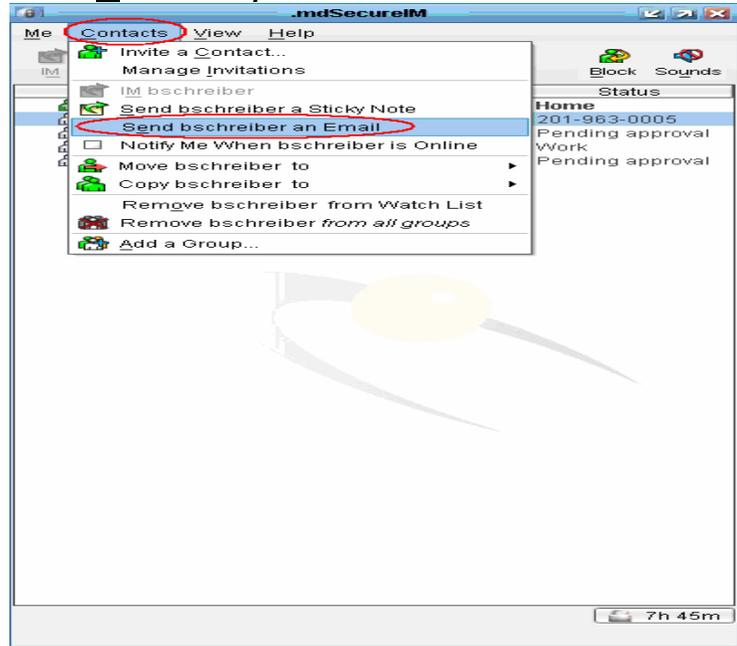
To send an email, there are two ways:

Click user, right click for this the menu then send

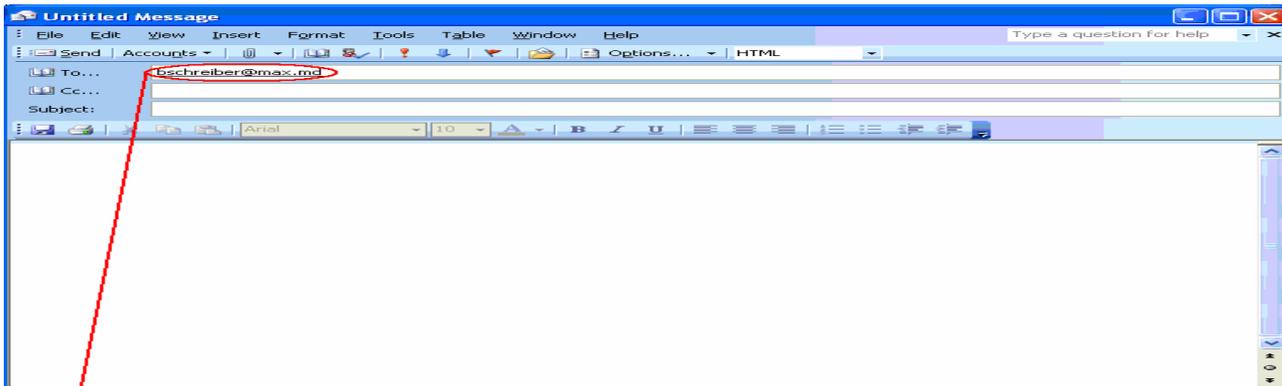


Select Click

click Contacts, then send



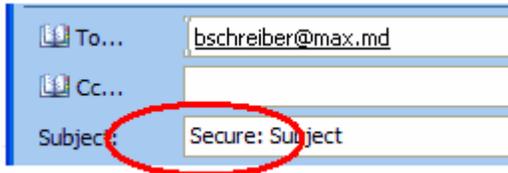
Clicking send will bring up your email client and fill in the email address for Sending an email to this contact.



Your Contact

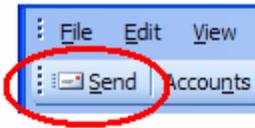
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Sending a secure email



If you also want to send a secure email Type "**Secure:**" in the subject line. Be sure to include the ":" after the word Secure. This will prompt the **.mdEmail™** system to encrypt the email.

After you have created your message, just click Send

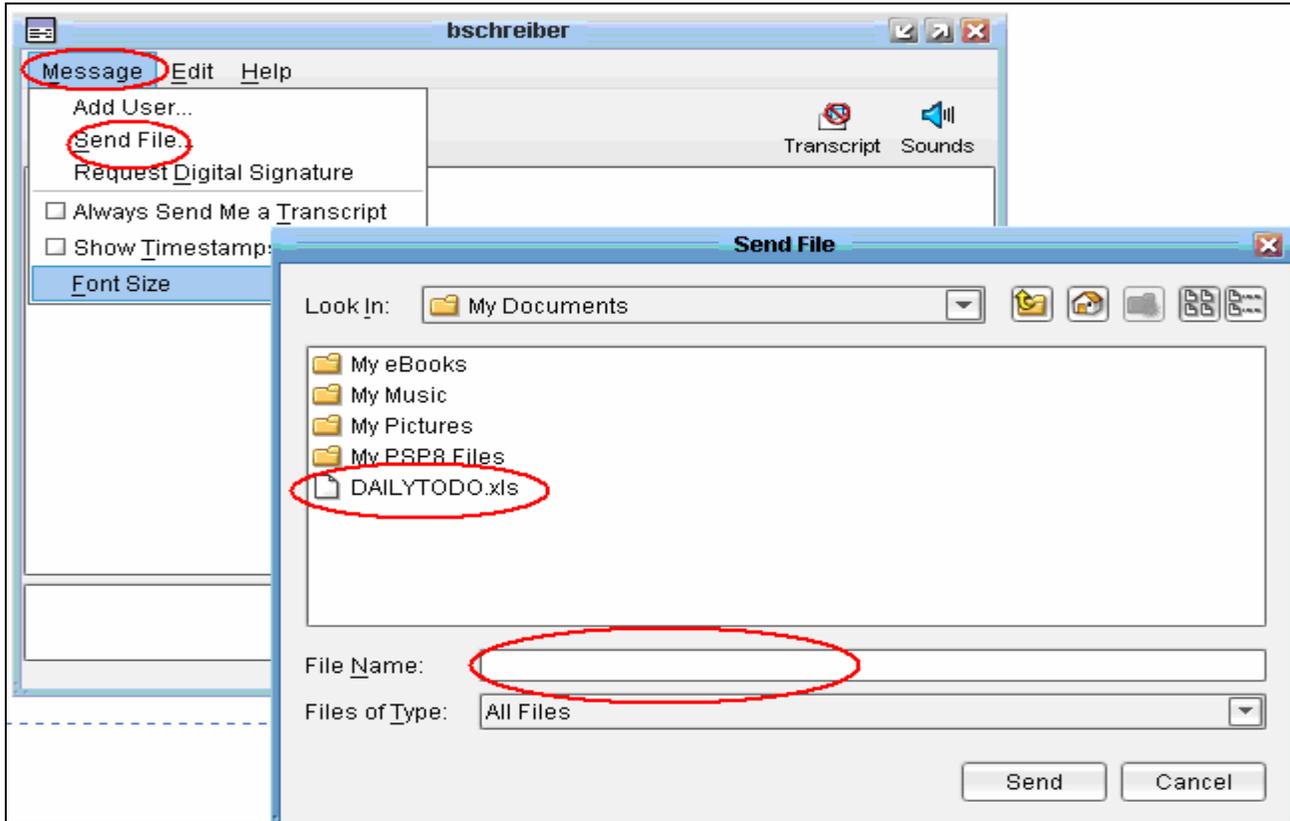


For more information on secure emails see the **max.md** website SendAnywhere tutorial.

All **.mdEmail™** emails sent within the **.mdEmail™** network are automatically secure. Secure email can also be sent outside the **.mdEmail™** network using SendAnywhere technology. The SendAnywhere feature allows users to choose between encrypted and non-encrypted email formats.

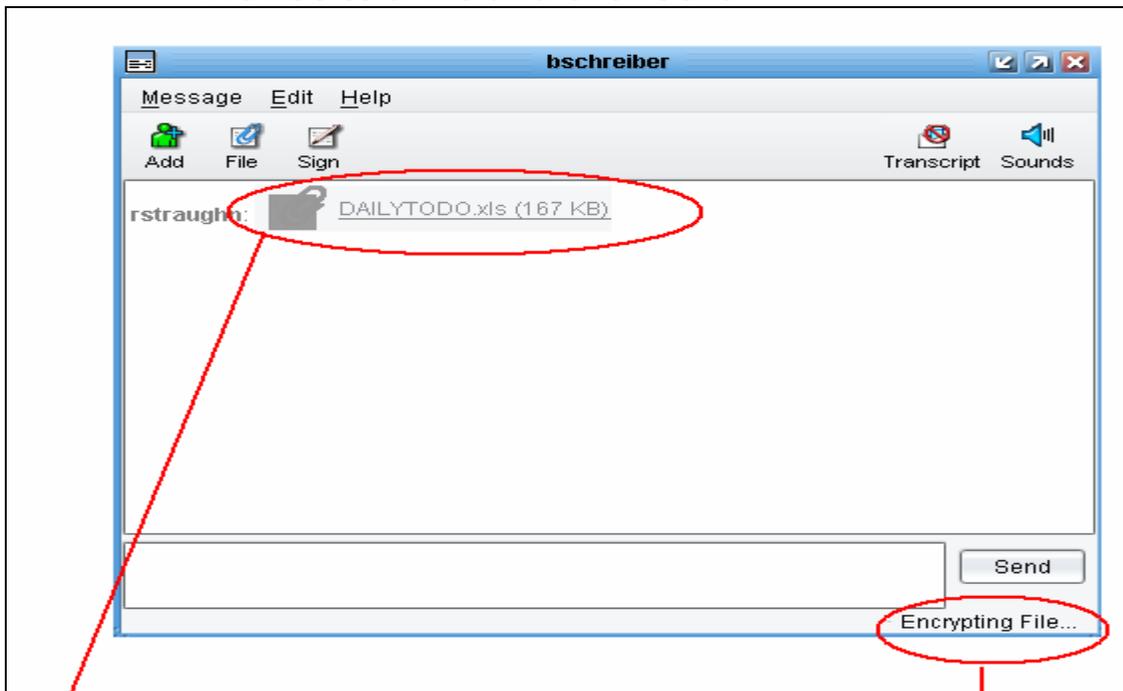
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Email: support@max.md

Send a File



Select Message

**Send File (we will select DAILYTODO.XLS) to send
Browse to a file and click send**

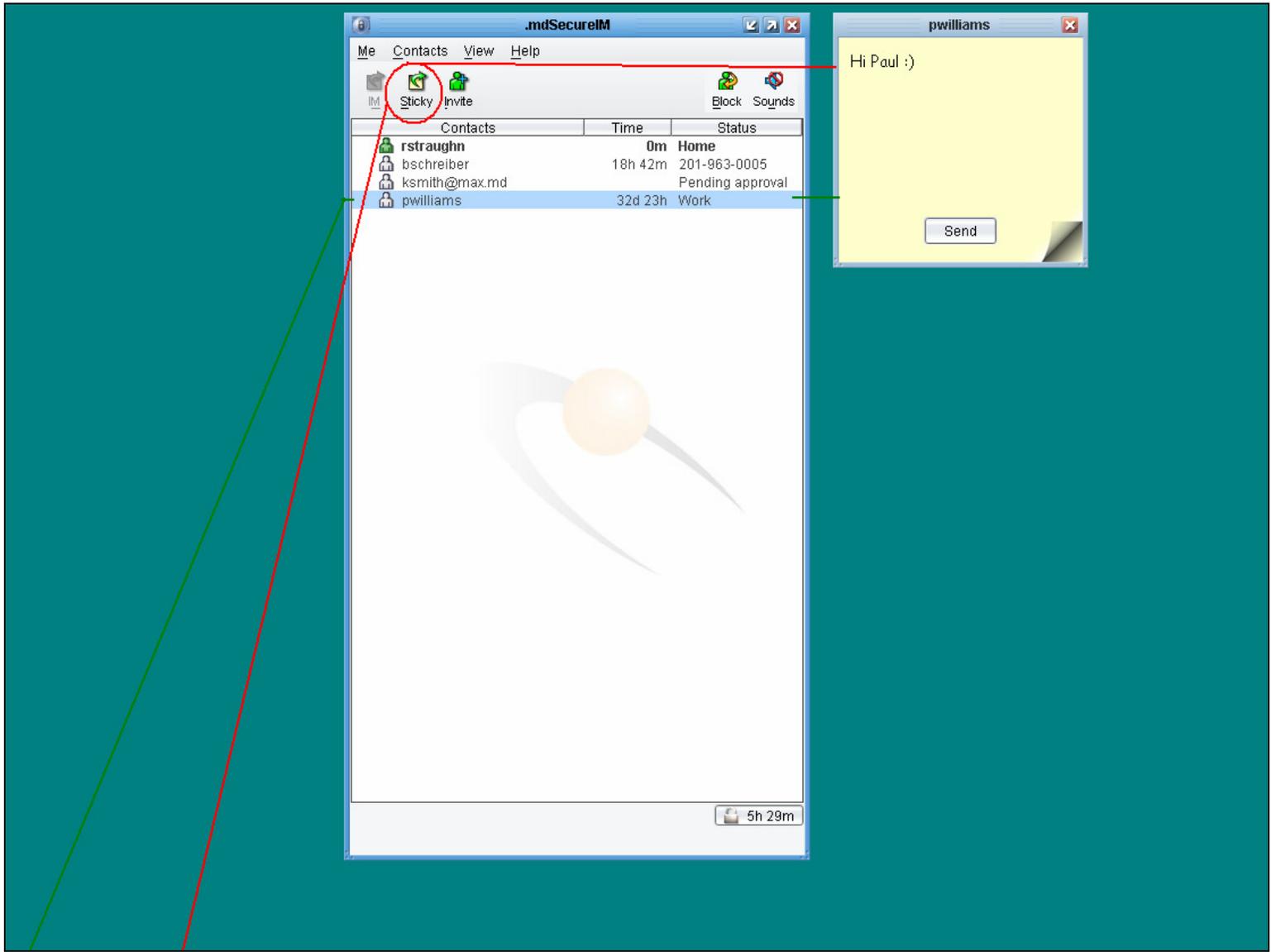


Ready to send

Enabling security

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Sticky Notes

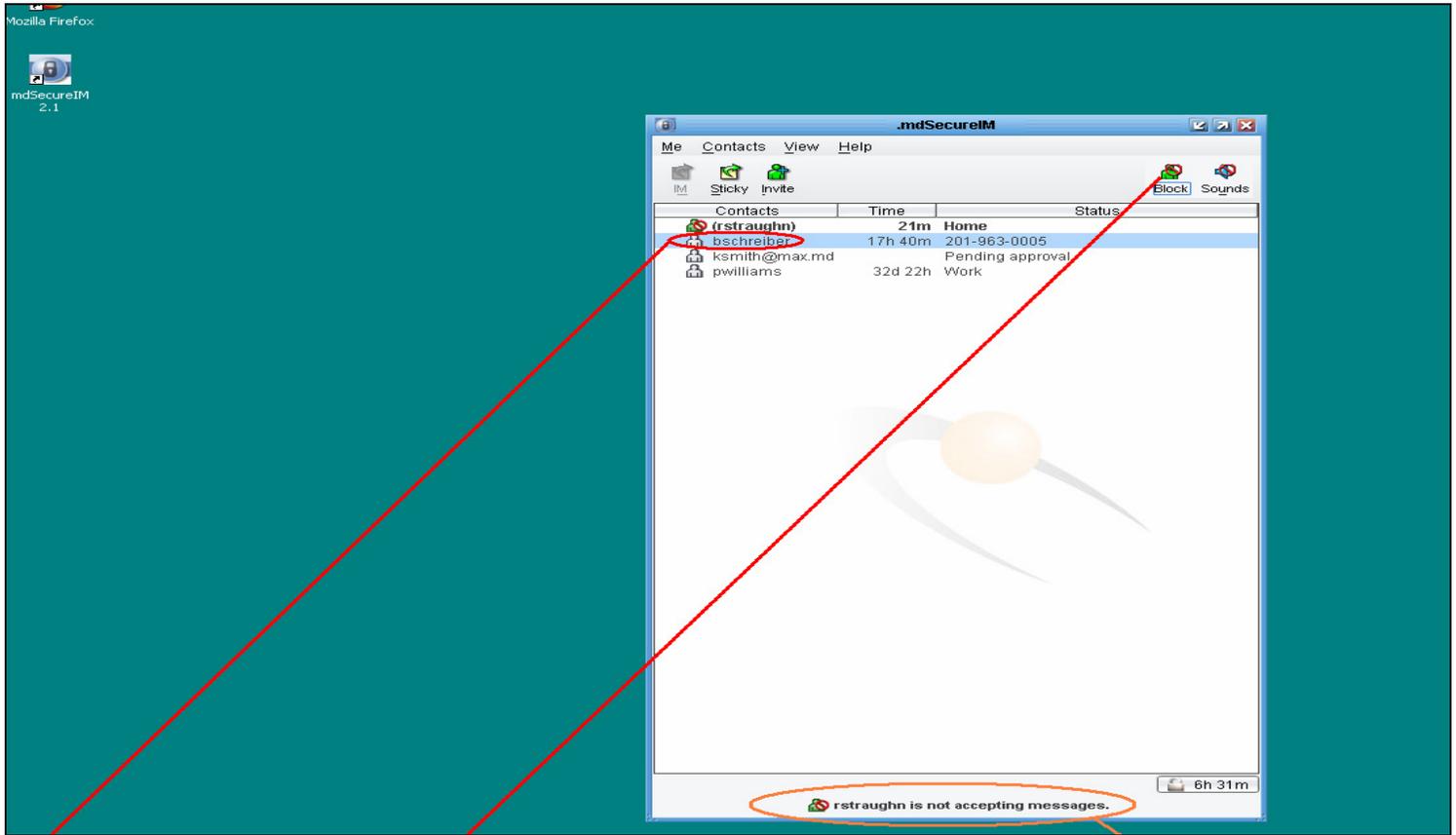


Click user

Click Sticky

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Block Contact



Click the user

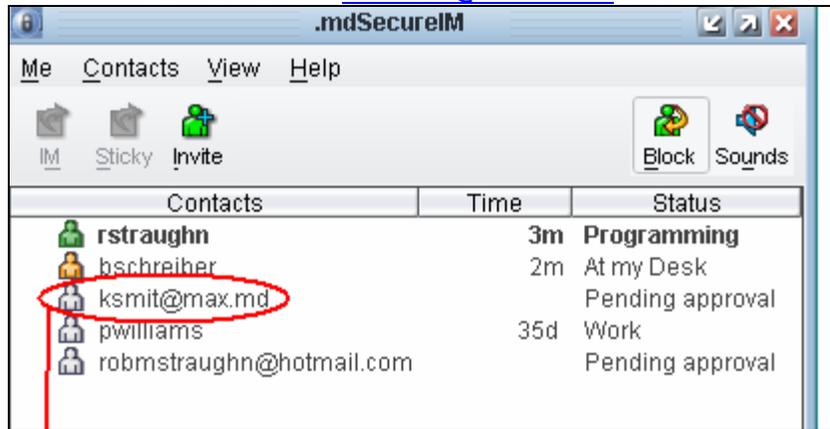
Click Block

This temporary indicator (about 5 secs.) message lets you know bschreiber was blocked

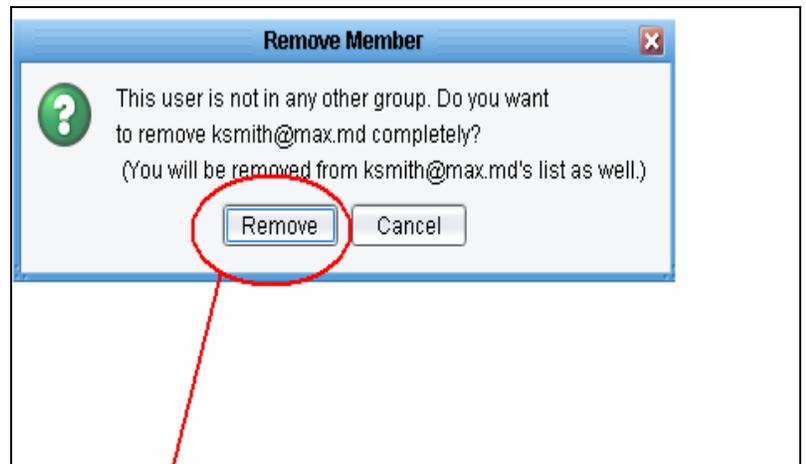
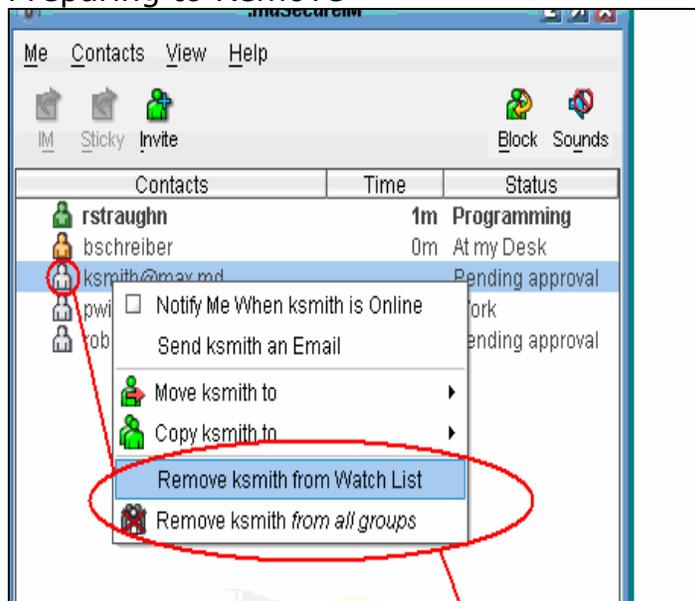
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Remove Contact

Contacts list **before** ksmith@max.md removal



Preparing to Remove



Click the user

Remove

Are your REALLY sure?

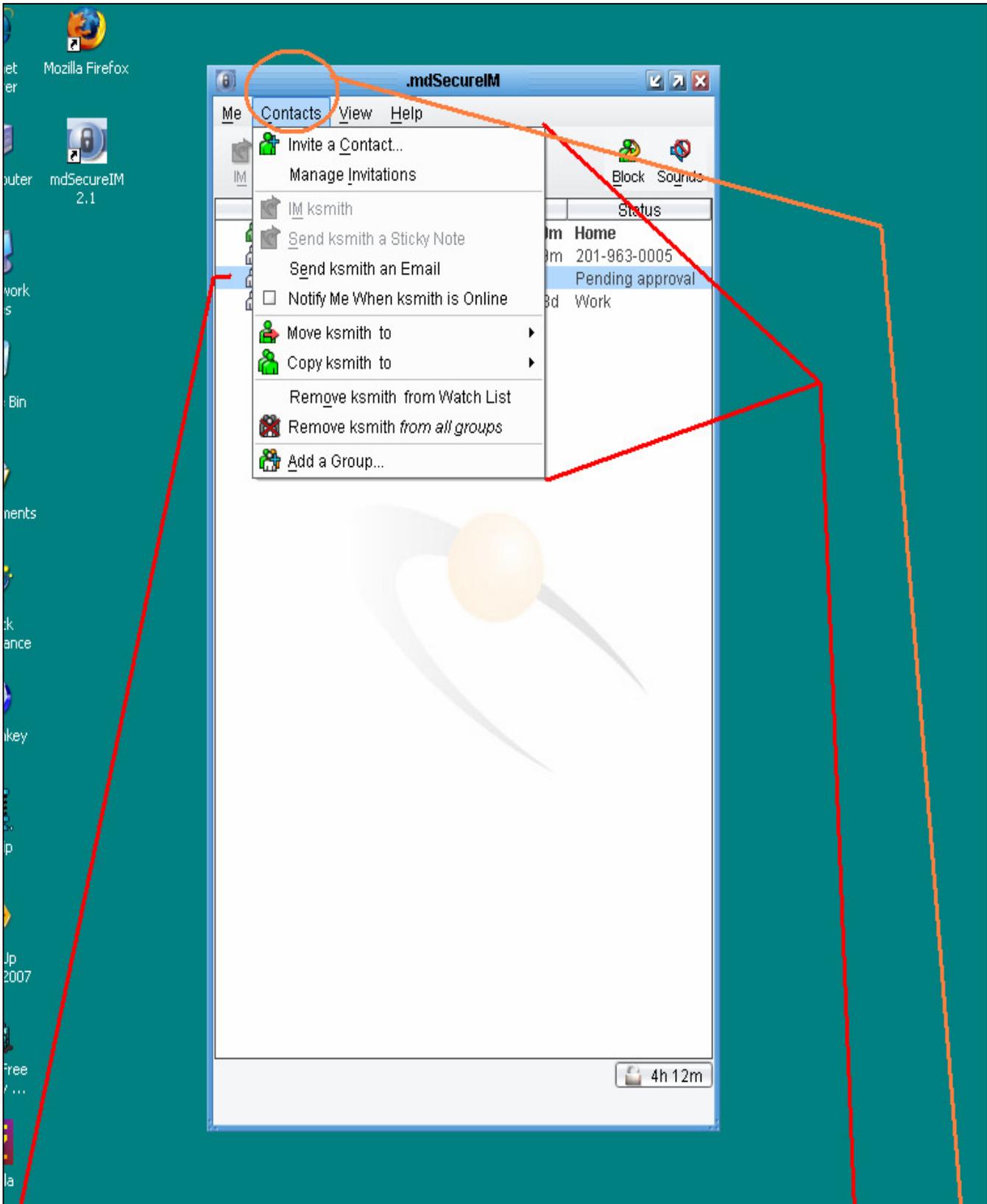
Contacts list **After** ksmith@max.md removal



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Contact Management

This is the second option on the menu



Clicking on ksmith

List of options 2cd menu option

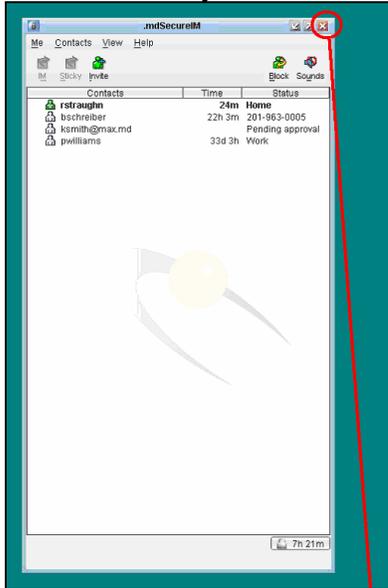
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Signing off

There are several ways to sign off the .mdSecureIM software

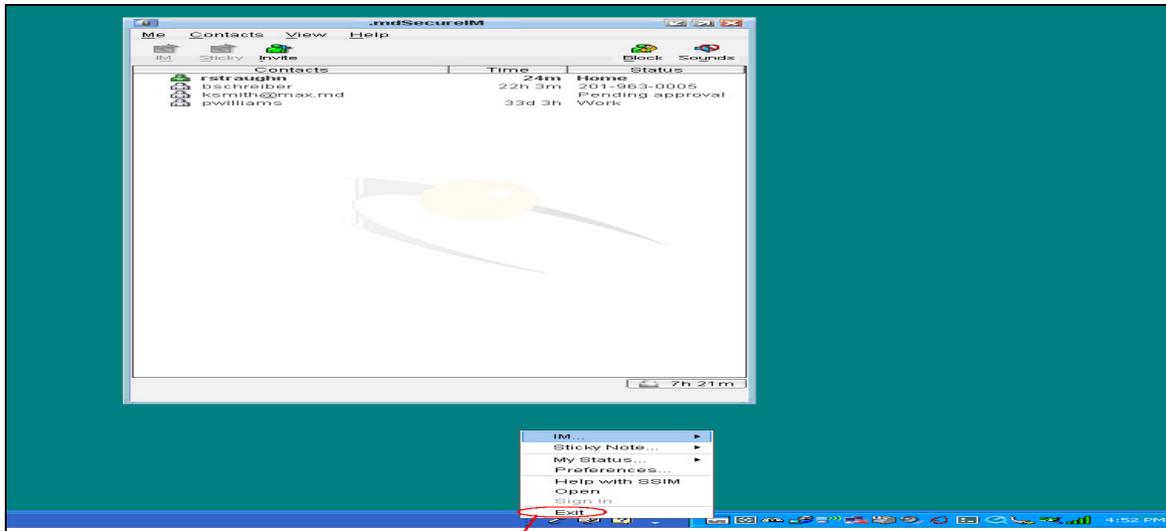
- 1) Exit via the buddy list
- 2) Exit via the Taskbar

Exit via buddy list. Click the .



Point and (left) Click Here  on the right side of buddy list.

Exit via taskbar.



Click here 

Right click the  .mdSecureIM icon in the taskbar , then left click **Exit**



Note: There are No keyboard shortcuts here.

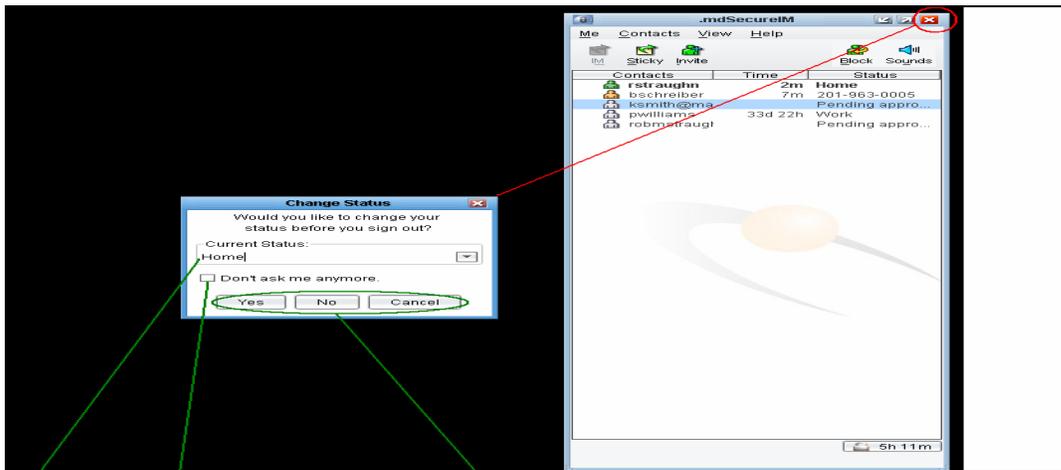
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Logging off Remotely

If you leave your computer and you are still logged in, especially if you are concerned about someone using your account, you can log in at another pc and it will automatically log you off the other machine.

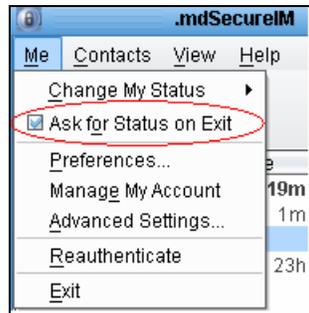


Whatever method you choice to exit, for at least the first time, you will be presented the "Change status" dialog* box:



Status Nag reminder normally click No

* Unless you changed this in the preferences:



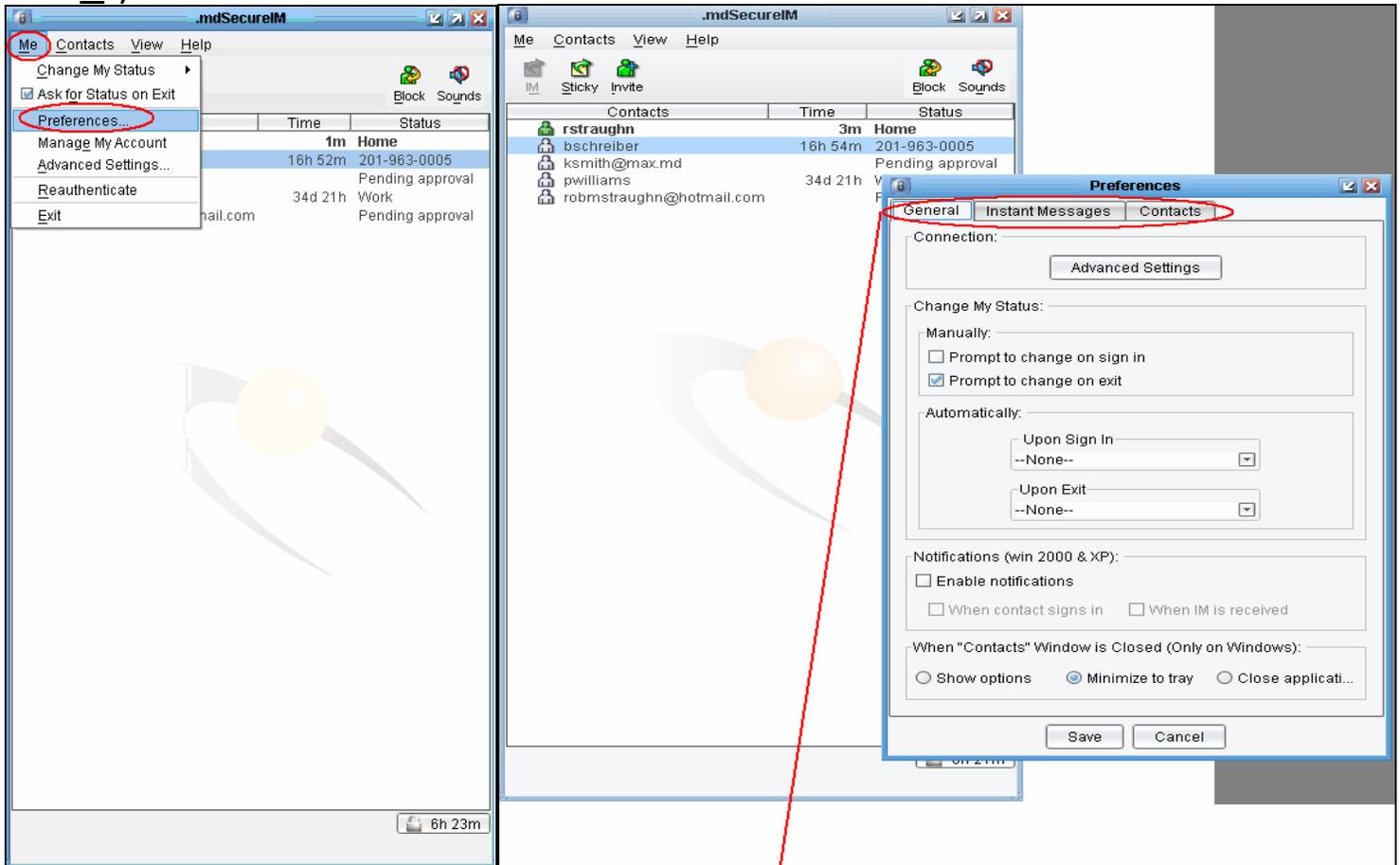
Your preferences will need to be set for each PC you install **.mdSecureIM** on.

Multi-user environments: Also if you have initiated an action, such as, an invite to another user, the invite and its status will **NOT** appear on another pc.

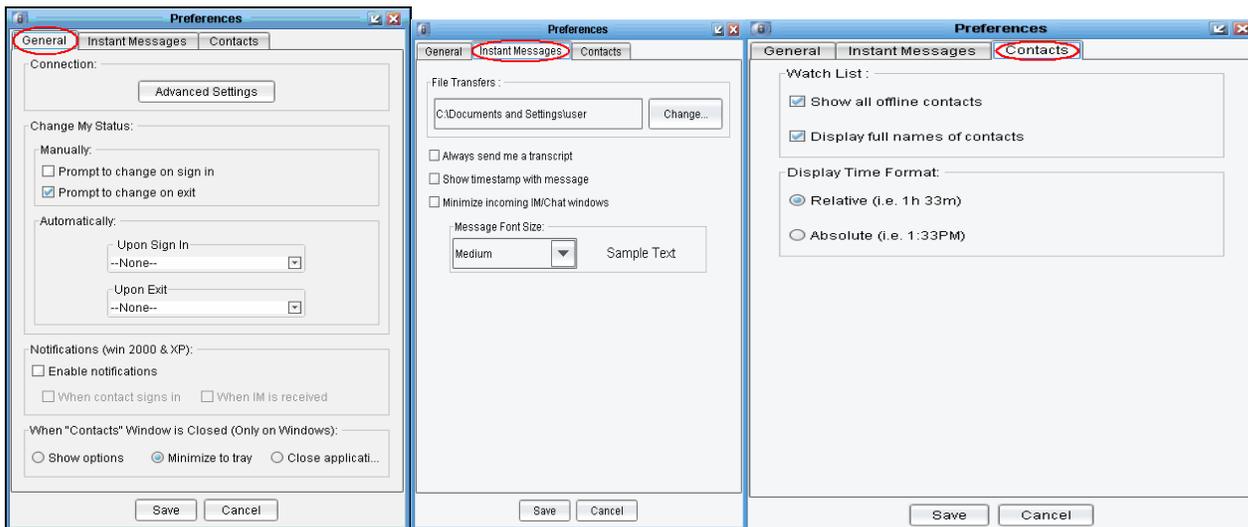
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Preferences

Click **Me**, then Preferences



Note the 3 Tabs

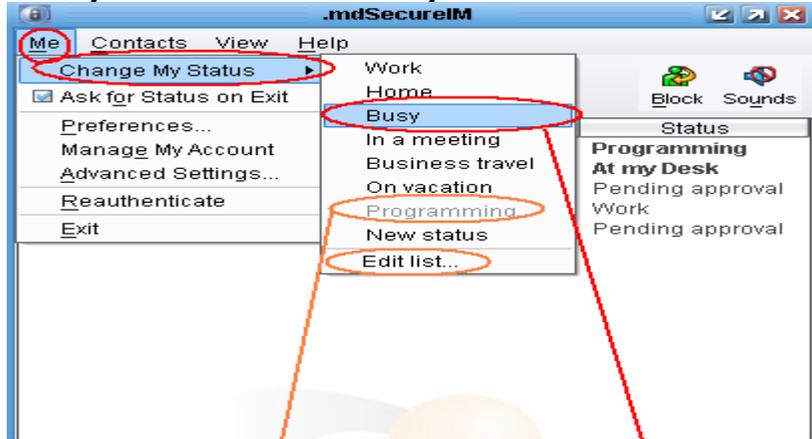


Here you can personalize your the **.mdSecureIM™** experience

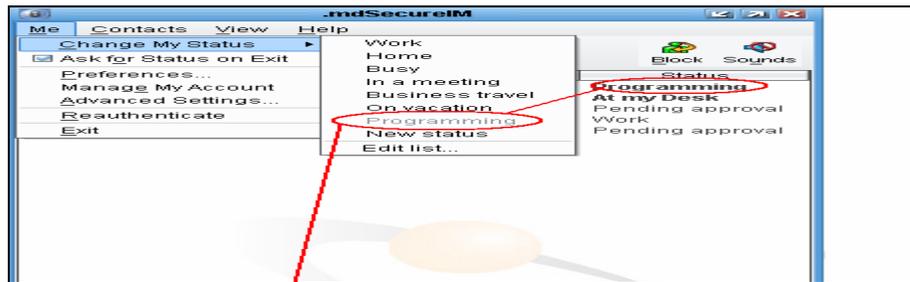
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Change My Status

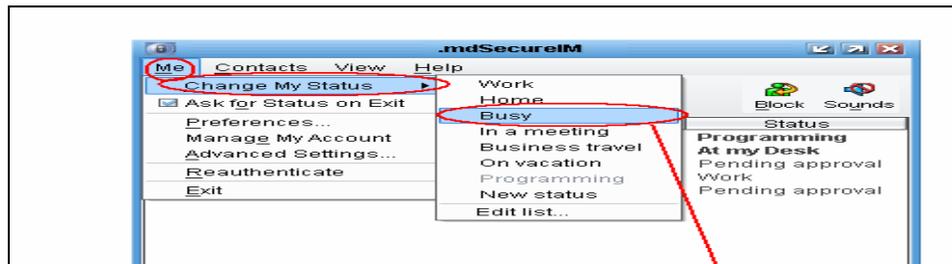
Here you can select from any one of the list or create your own unique status



Personalized status message I created this from the **Edit List** option



This option is grayed out and NOT available because it is your current status.



Options that are unavailable are grayed out.

If you Edit List and create a new status message, it will become your current status

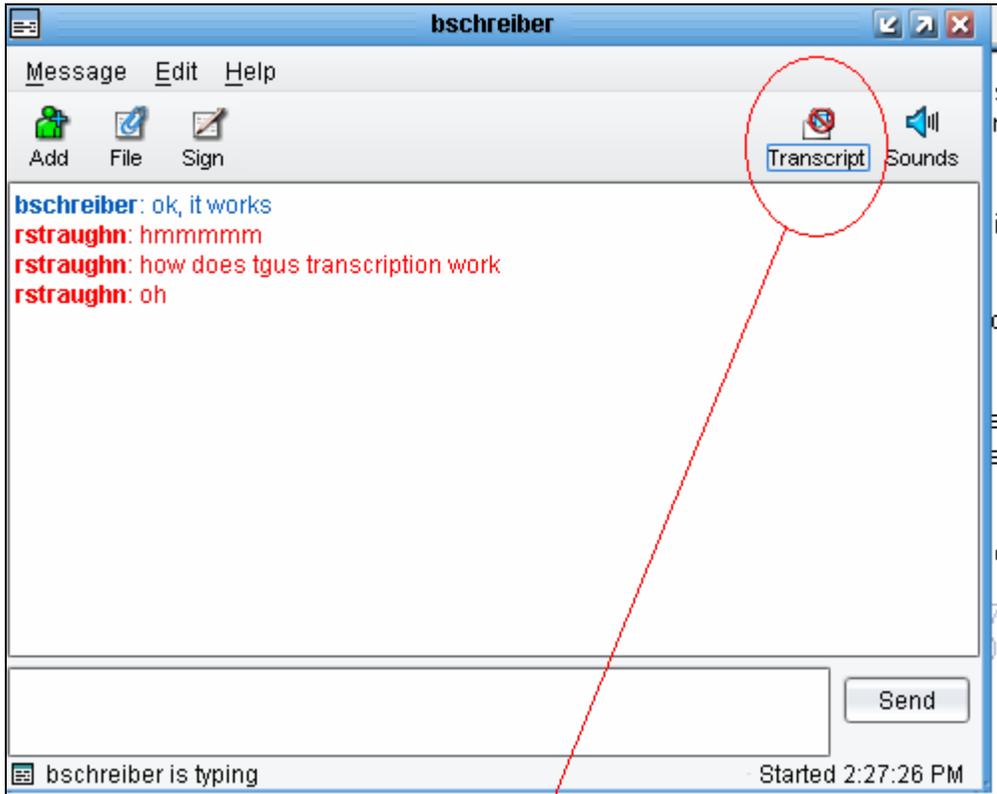
Status Symbols

Contacts	Time	Status
rstraughn	4m	Programming
bschreiber	3m	At my Desk
ksmit		Pending approval

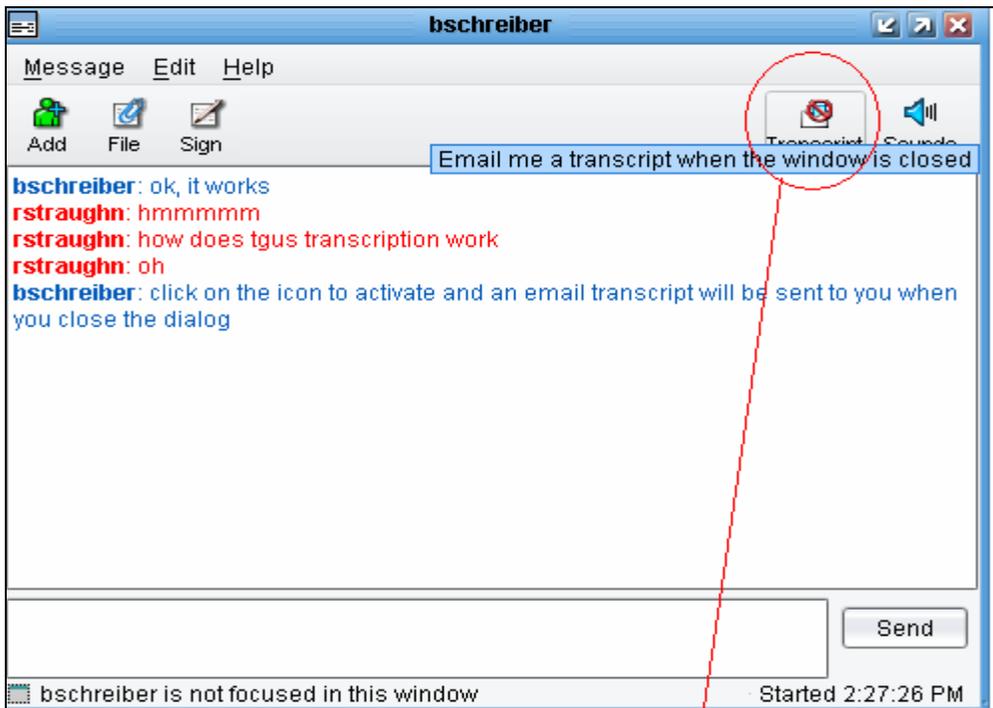
Symbol	Sign on status
	On and Active
	On
	Off Not signed in

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Send Transcript



To enable this feature, click here

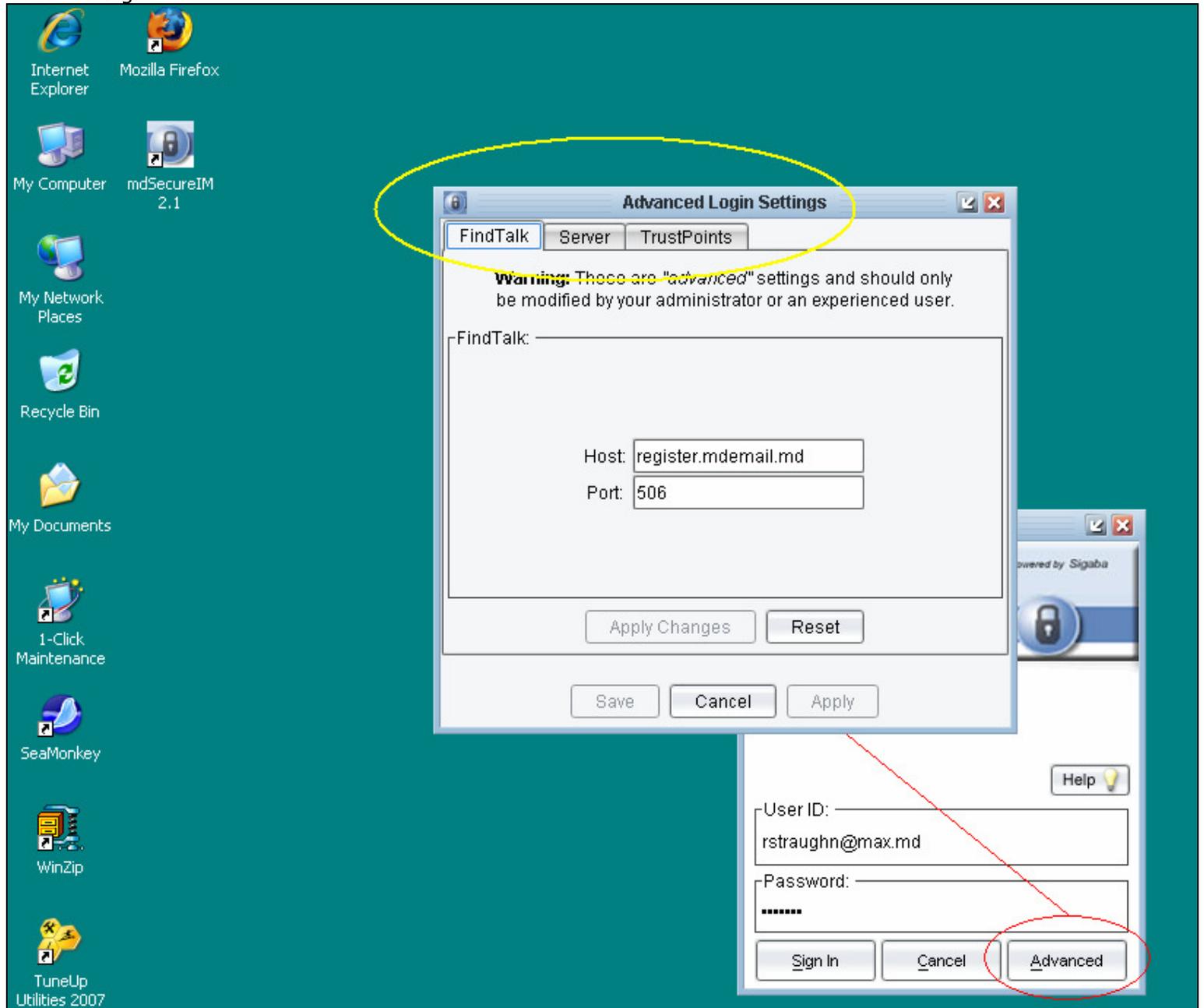


Click to enable

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Advanced Features

Advance Sign In



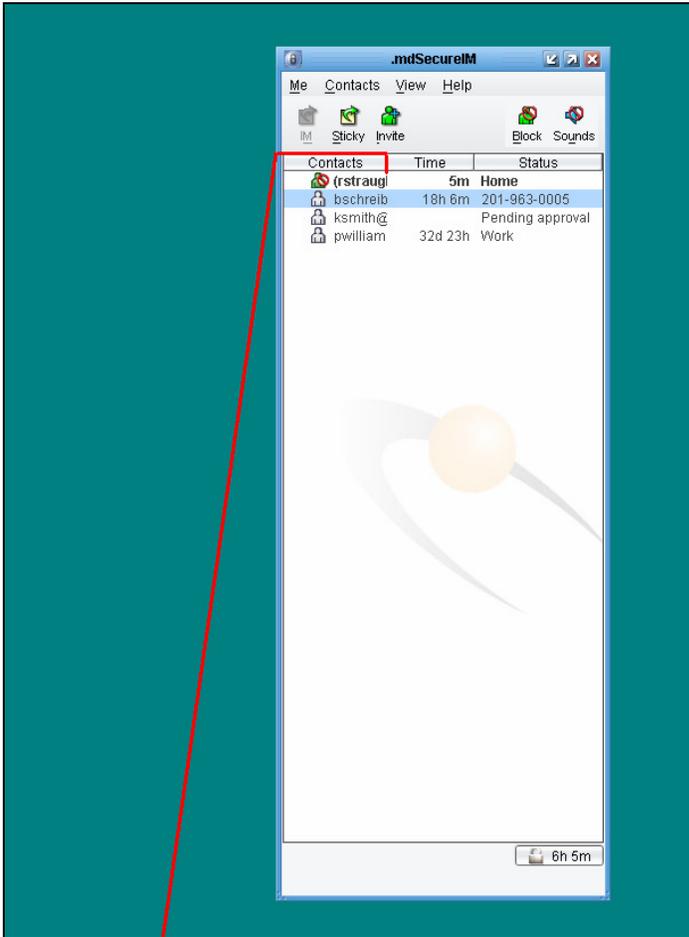
Typically you should never have to use or adjust the Advance features, especially the Advanced Login settings. If you need help with these and other features in this area please support@max.md.

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Other Features

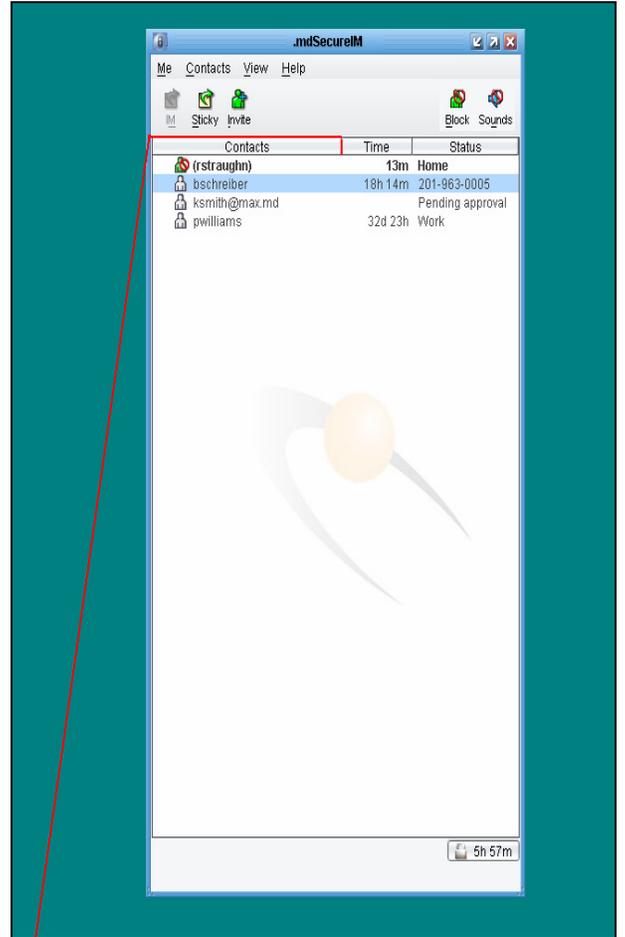
Stretching - In some areas you may find you need to widen or narrow the column width. This example uses the "Contacts" column but can be used for the "Time", "Status" columns, and even the window as well (note though not shown how the **After** Image is wider than the **Before**).

Before



Initial narrow column width, in need of adjustment

After



Adjusted (widened)

Move mouse over area between Contacts and Time until the cursor becomes a \leftrightarrow
Use mouse to widen columns (left click and hold down, i.e. "drag" it)
Use the left click button and drag the box to the right length and let go of the button.

Generally, there are at least two ways to navigate via mouse, and one way via keyboard as demonstrated by the add contacts example.

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Status Messages

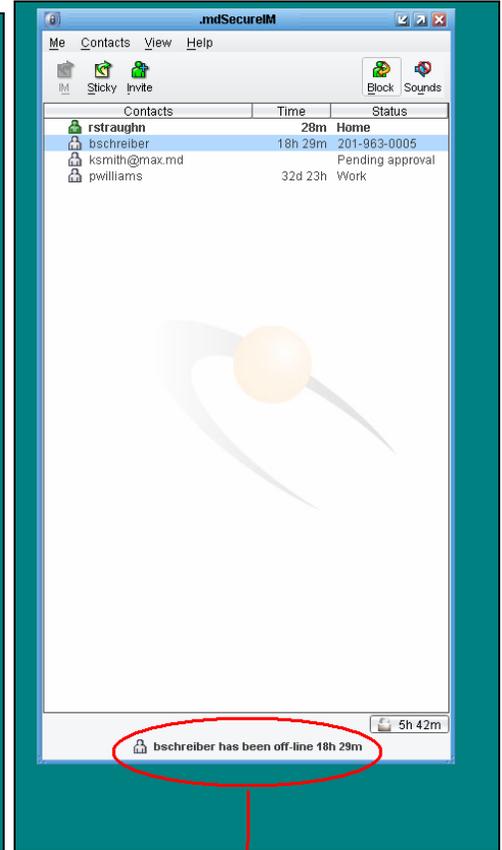
In the bottom of your buddies list is a "status or message" window, which depending on conditions will give you helpful messages that typically last about 5 seconds. Here are some examples:



Inactive or blank



active



offline

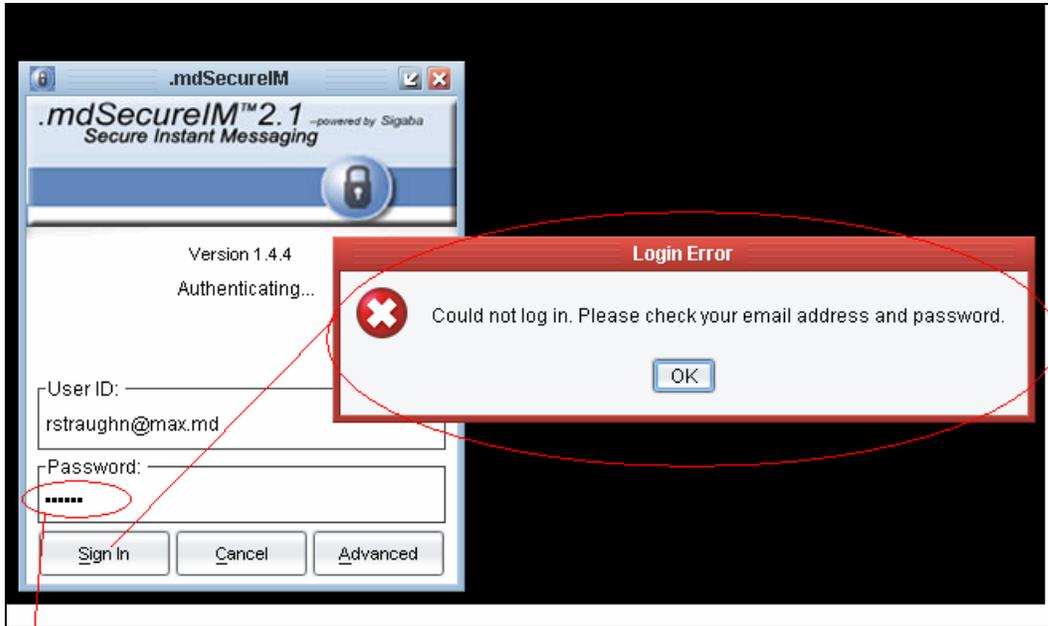
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Error Messages

Occasionally you may receive an Error message. Here are some **simulated** situations that you may encounter as well as some corrective actions.

Example 1

Password is incorrect



Wrong password! Correct and retry

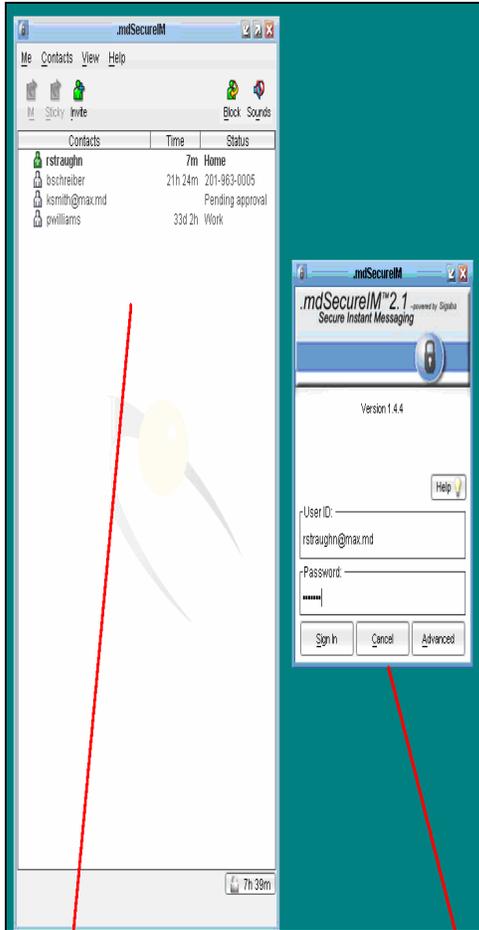
Suggestions:

- Check to confirm the "User ID" is correct.
- Check and then recheck what you type, *remember spelling counts!*
- Check num and caps lock keys
- Slow down and retry

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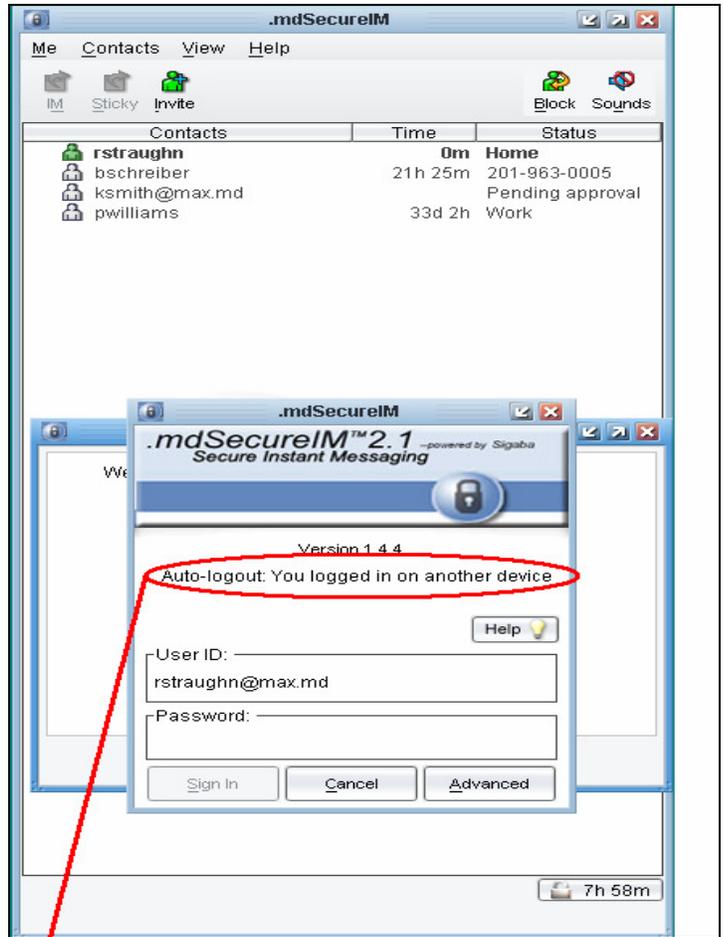
Example 2

Trying to log in while already logged in on the SAME PC!



Logged in with
My buddy list

Clicking on
Desktop icon again
To start a second
.mdSecureIM session



Automatically logged me off!

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Symbols and Shortkeys

Keyboard Shortcuts

Use the key while simultaneously holding the ALT key see below

Key	Function	Menu
I	Invite	Main
M	Message	Main, Chat

Via Keyboard - Press the "alt" and "i" together.  , notice the "_" under the word Invite

This indicates you can use Alt-I combination (2 keys together) to launch the invite

If you look at an option and you see an "_" under the option. You may use the general form: Alt-{key} to navigate to it.

Symbols Legend

Symbol	Function
	Taskbar icon
	Desktop shortcut
	Handy Information
	Do NOT do this
	Not sure here
	Use Caution
	Windows
	Extreme

Advanced users

Switching between Windows alt-tab:

When you switch between task you will see the lock icon  if one or more components of .mdSecureIM has active windows

If a chat window is active will also see the taskbar icon 

Switching PCS

Your personal preferences are stored on the computer you use, so when you use another computer, you will have to make those selections again.

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