

User Guide

5 common Secure Mail tasks



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Task 2: Edit an attached file and send
Task 3: Create a meeting and invite attendees
Task 4: Start a Slack chat with email recipients
Task 5: Turn on Out of Office

Task 1: Send an email with an attachment

Cancel

Step 2

Hi Suzanne,

notes.

Meeting notes

Please see the link below for today's meeting

From: xmdemo@xenmobiledemo.com

ickson

Tap the Attach icon.

Send

P

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Personal Folders

Select desired amount.

blogs sheet.xlsx

dlpdoc.docx 11.4KB

203.9MB

mswhitepaper.pdf

Citrix Workspace.pdf

End_User DEP Enrollment.mp4

Select

<

Step 4

85,2KB

XLS 13.8KB

Cancel Meeting notes Send
From: xmdemo@xenmobiledemo.com
Select Insert ShareFile Link.
Please see the link below for today's meeting notes.
Insert ShareFile Link
From Files App
From Mail Attachments
Cancel

Cancel From: xmde	Meeting notes	Send
Step 6	ickson	
ap Se i	nd. _{ptes}	0
Please see	the link below for toda	ay's meeting
notes.		
notes. ShareF	File Attachments	
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Task 2: Edit an attached file and send











Task 3: Create a meeting and invite attendees

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
30	1	2	3	4	5	6
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12: Lun	00 PN ch with	∕l mom				16
2:3 Wee	SO PM ekly synd	2			6	30 min
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Cancel Ne	ew Ever	nt	Send
Step 2	demo@xi	enmobile	edemo.com
Fill in meetir	ng in [.]	fo.	
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Invitees			2 Required
Availability			0
All Day			0
Starts	м	on, Sep	17 2:30 PM
Ends			3:00 PM
Sat Sep 15	12	45 50	
Sun Sep 16	5 2	55	AM
Mon Sep 17	3	00	PM
Tue Sep 18	3 4	05	
Wed Sep 19	5	10 119	

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>	September 17 3:00 PM - 3:30 PM	Moriday
	Everyone can attend September 17 3:30 PM - 4:00 PM Everyone can attend	Monday
	September 17 4:00 PM - 4:30 PM Everyone can attend	Monday

SELECTED SCHEDULE	
2:30 PM - 3:00 PM Me	Monday
ALL AVAILABLE	
September 17	Moriday
Stop b attend	
Step 3	and the second second
	Monday
Tap the Back button.	Monday
Tap the Back button.	Monday Monday
Tap the Back button.	Monday
Tap the Back button. 4:00 PM - 4:30 PM Everyone can attend Show More	Monday
Tap the Back button. 4:00 PM - 4:30 PM Everyone can attend Show More	Monday
Tap the Back button. 4:00 PM - 4:30 PM Everyone can attend Show More	Monday



Task 4: Start a Slack chat with email recipients

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Task 5: Turn on Out of Office

Mailboxes	Q	Q
All Accounts	~	2:37 PM
Step 1 @xenmobiled	~	ecure
	~	2:37 PM
Open Settings.		ou a pr
Flagged		2:30 PM
S VIP 1		lemo.co
Drafts		2:30 PM
Sant Itams		etize,
(T) Outher		2:00 PM
Cutbox		4:00. (U,
U Deleted Items		2:00 PM
Archive		o.com)
Conversation History		1:30 PM
Junk Email		euze,
RSS Feeds		1
Sunc lesue		an angen
C Last sync: Today at 2:44 PM	0	x B







Step 5 Set the time of and tap Save	dura	ation	00 PM
The Rep 13 Fri Sep 14	11	30	
Sat Sep 15	1	30	AM
Sun Sep 16	2	00	PM
Mon Sep 17	3	30	
Tue Sep 18	4	00	



For more of what you can do in Secure Mail, watch this video:





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