

5 common Secure Mail tasks



What's inside?

Task 1: Send an email with an attachment

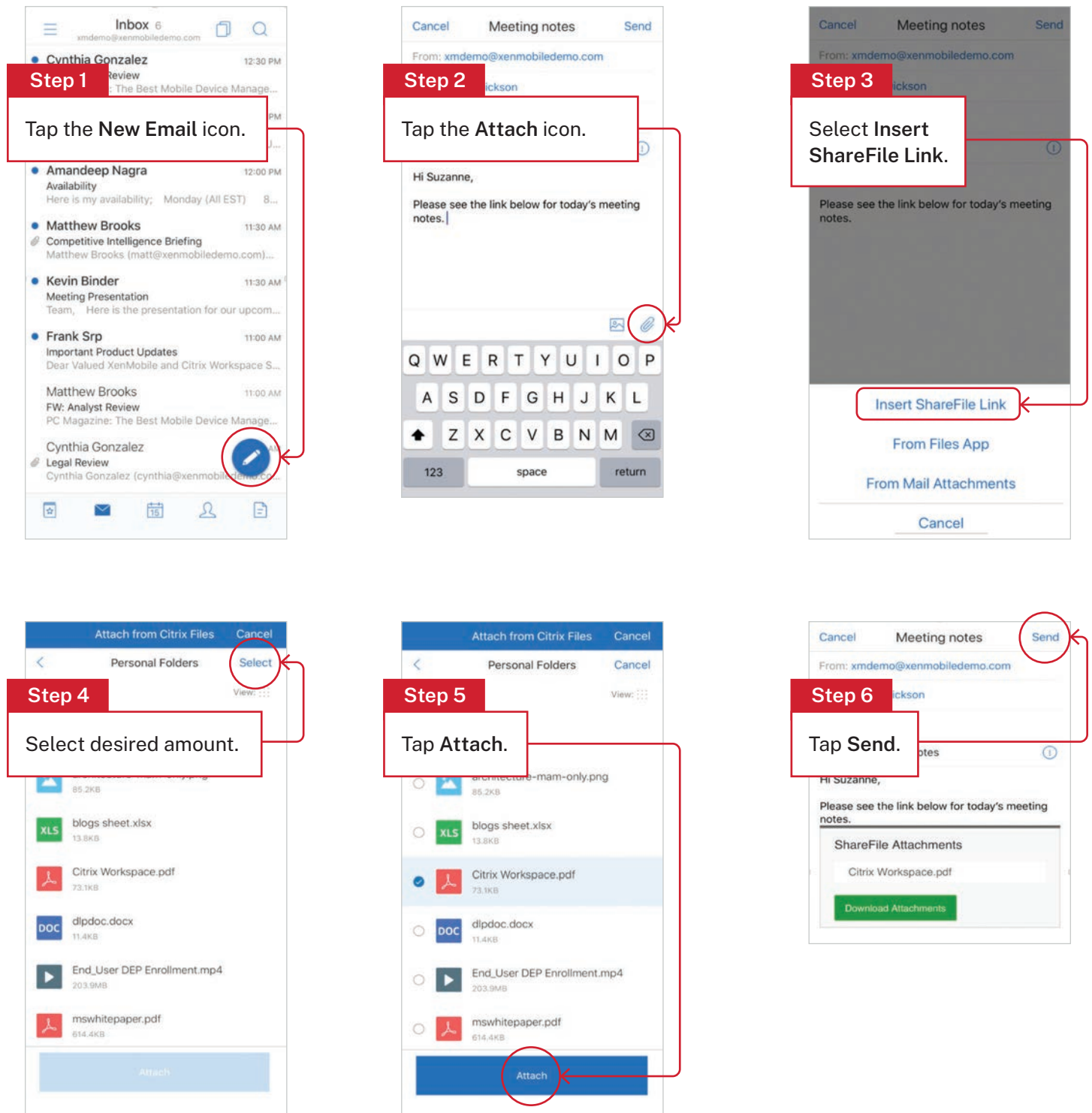
Task 2: Edit an attached file and send

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



Task 2: Edit an attached file and send

Step 1
Open an attachment.

Step 2
Tap the Upload icon, and then tap Open with... Select QuickEdit.*

Step 3
Make desired edits.

Step 4
To save edits, tap the app icon, and tap Save.

Step 5
Select your edited document.

Step 6
Tap Open In, and select Secure Mail.

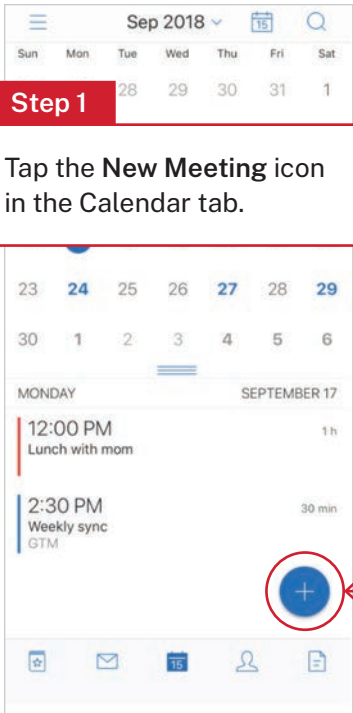
Step 7
With the edited document attached to an new email, add a message and tap Send.

*Note: If you don't have QuickEdit, you can download it from Secure Hub.

Task 3: Create a meeting and invite attendees

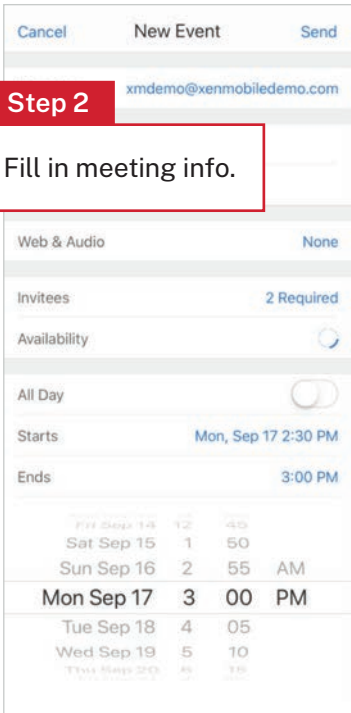
Step 1

Tap the **New Meeting** icon in the Calendar tab.



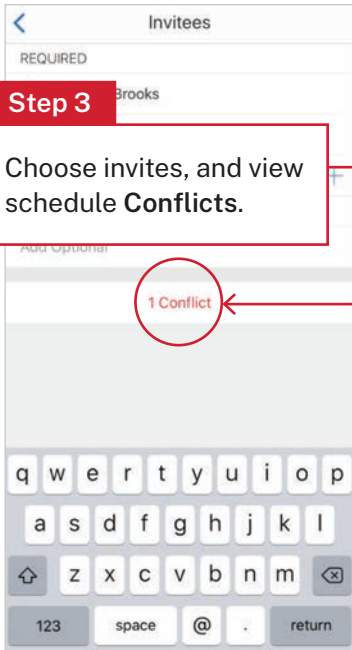
Step 2

Fill in meeting info.



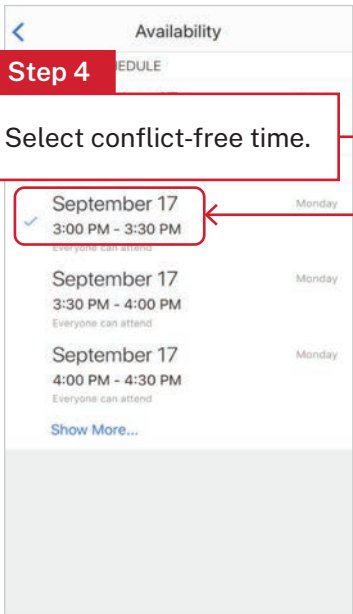
Step 3

Choose invites, and view schedule **Conflicts**.



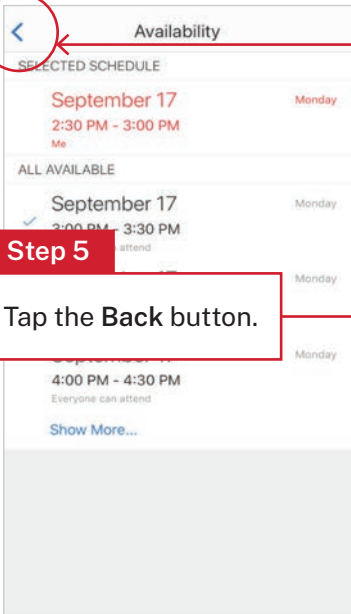
Step 4

Select conflict-free time.



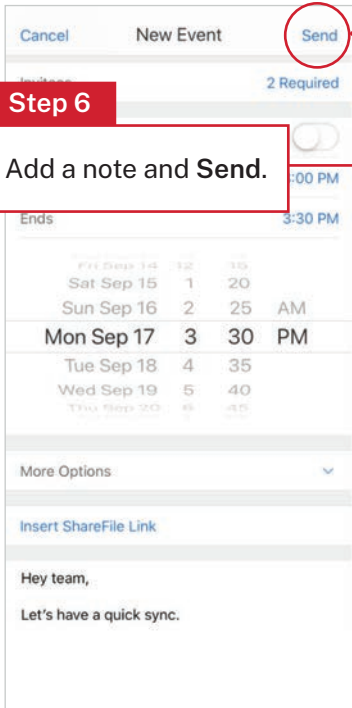
Step 5

Tap the **Back** button.

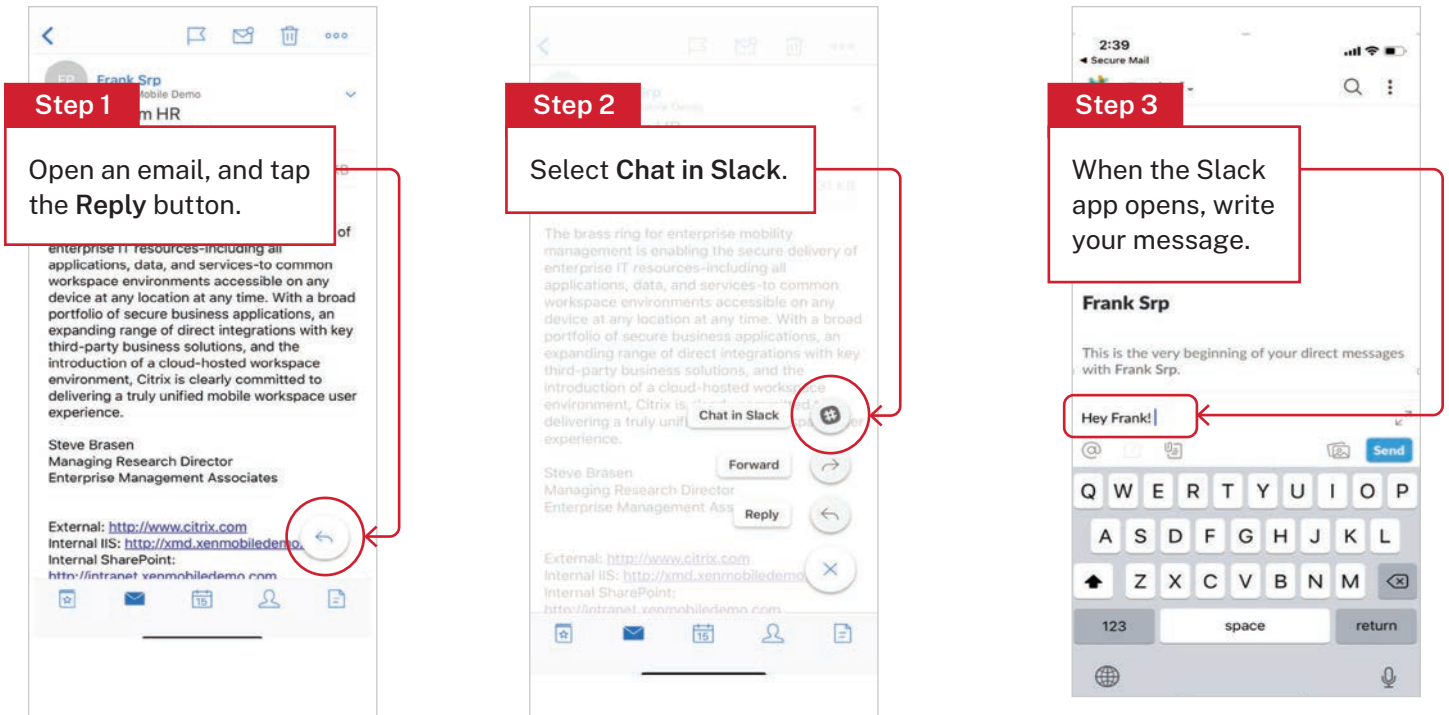


Step 6

Add a note and **Send**.



Task 4: Start a Slack chat with email recipients



Task 5: Turn on Out of Office

Step 1
Open Settings.

Step 2
Tap Out of Office to turn On.

Step 3
Turn on Send Automatic Replies.

Step 4
Write message, and tap Save.

Step 5
Set the time duration, and tap Save.

Step 6
Tap Save.

The screenshots show the following sequence of actions:

- Opening the Settings app from the Mailboxes screen.
- Scrolling to the 'Out of Office' option under the 'GENERAL' section and tapping it.
- Turning on the 'Send Automatic Replies' toggle switch.
- Entering a message in the 'REPLY' field and tapping the 'Save' button.
- Setting the 'Time Duration' for the out-of-office period and tapping 'Save'.
- Finally tapping 'Save' on the 'Out of Office' configuration screen.

For more of what you can do in Secure Mail, [watch this video](#):



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