How To Send a SecureSignature Secure Message to Multiple Recipients?

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1) Login to your account & click on "New Email" from the side navigation bar.

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Ð	Logout		Send Text Alert	Enable Document Viewing (In Web Browser) Need Help?
			Restrict Forwarding	(Note: Document file cannot be preview. It will download)
			Access Code 1 Need Help?	Restrict Downloading Need Help?
			Access Code Generate Access Code	Restrict Printing Need Help?
			Notify Recipient of Access Code via Text Alert	
			Use this setting for all recipients	
			≜ vecch29285@timeucl.com	

 Choose recipients from the input .after choosing the "Recipient", their information will appear. If you wish to add more recipients, select more at this time.

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- 3) First enter a subject in subject input.
- 4) Enter the message in the message body.
- 5) After that click on the "Attach File" button to attach a file.

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Secure Inbox	Styles - F	yacob39295_at_timevod_com_down	Sep 20, 06:54 PM 17.27 KB			
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6) After clicking on the attach button you will see the popup, select the attachment.

7) After selecting, click on "Done".

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8) Click on "For esign" check box after that, there will be a check box on the attached document which are supported for esign, check the document which you want to send as esign & uncheck the document which are not required for esign.

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	New Email			То	Subject	Date	,	Action	
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0	Secure Package	^		To: felipe087,yacob39295	Test	09/24/2021 05:47:31 PM Asia/Kolkata	e	:	0
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0	Secure Vault			To: mafeso1643	Test	09/08/2021 02:59:08 PM Asia/Kolkata	e	:	0
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				To: TestGroup	TestGroupSign	08/27/2021 02:07:42 PM Asia/Kolkata	e	:	0

9) Click on "send" button to send the mail.

10) In the sent box you can check the proof of delivery log of the sent mail by clicking on the "i" Icon in the action column. After that click on the row in which your message has been sent.

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				Copyright 2021. All Rights	s Reserved.	



11) After clicking, You will see the "Sent Email" screen in this also you can check the proof of delivery log by clicking the "proof of delivery log" button.

12) When the recipients have signed the document, the signed copy of the document is saved to your SecureVault and is emailed to each recipient.