PrivaSphere™

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

© all rights reserved — PrivaSphere AG — 2010—2011

Setup of PrivaSphere Group and Archive

With PrivaSphere Secure Messaging it is easily possible to administer groups and archive the entire eMail traffic within the group for e.g. regulatory purposes.

In this quick-reference guide you will learn how to set up a group of PrivaSphere users and how to add archival functions to your group.

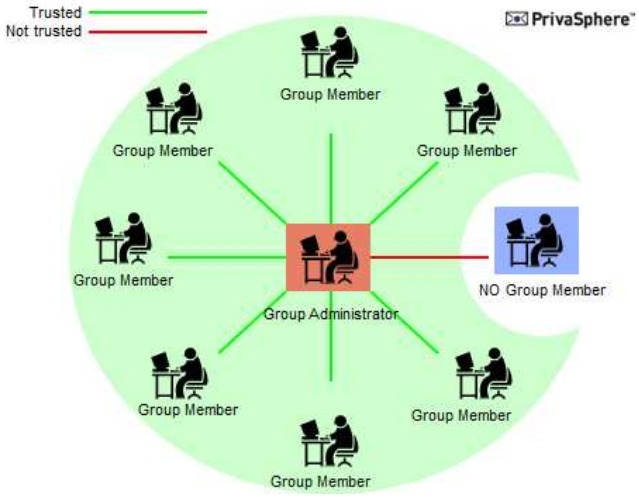
The main advantages are:

Group functions:
- Communicate securely with your project group or your office staff
- Make the administration of trust relationship easier within your group
- If the administrator of a group has a trusted relationship to a member of the group, all other group members automatically have a trusted relationship to the respective member (centralized trust management).

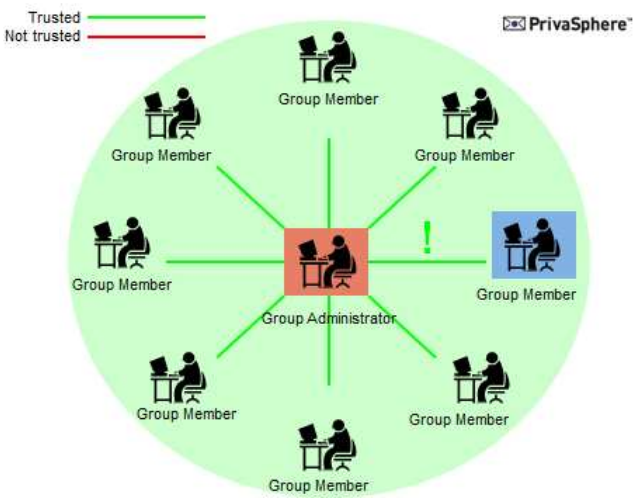
Archival functions:
- Meet regulatory requirements to archive your business relevant correspondence for e.g. ten years
- Have evidence of all the eMail traffic within the group

Principle of group trust management

Within the group, all members with a trusted relationship to the Group Administrator, are trusted among themselves.



If a new user joins the group, the Group Administrator initiates a trusted relationship with this member and invites him to join the group. This extends the trust relationship between the Group Administrator to all other group members.



Setup a PrivaSphere Group

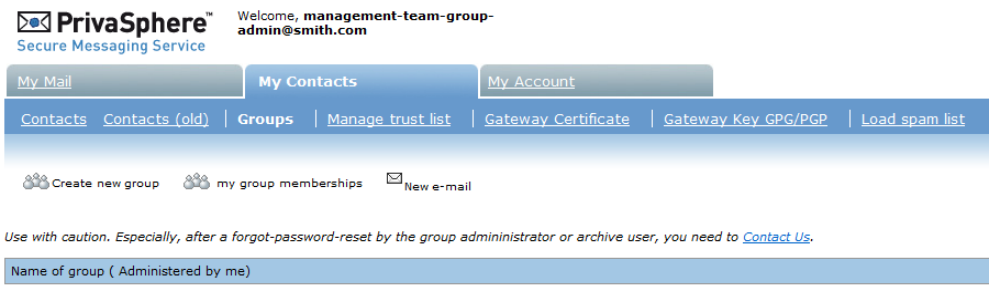
To add members to your group all of them **need to be registered** as PrivaSphere users. It doesn't matter what kind of account they have (business / subscription).

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.

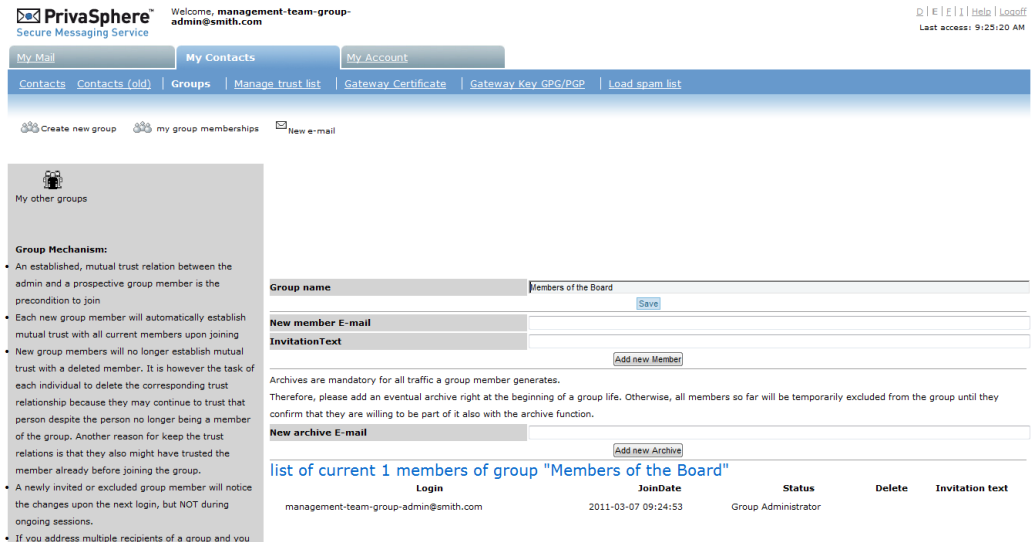
Once you have a trusted relationship with all the group participants, you are ready to invite them into your group.

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'**.

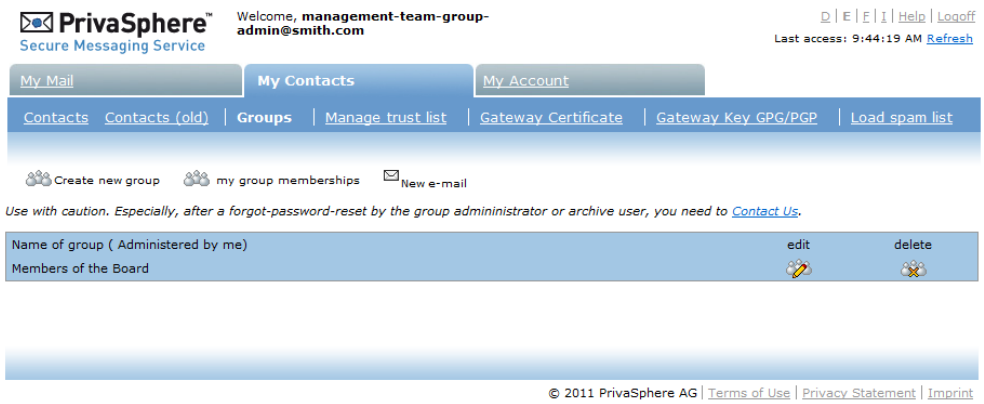


In the 'My Contacts' window click on '**Create new Group**'.



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.

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

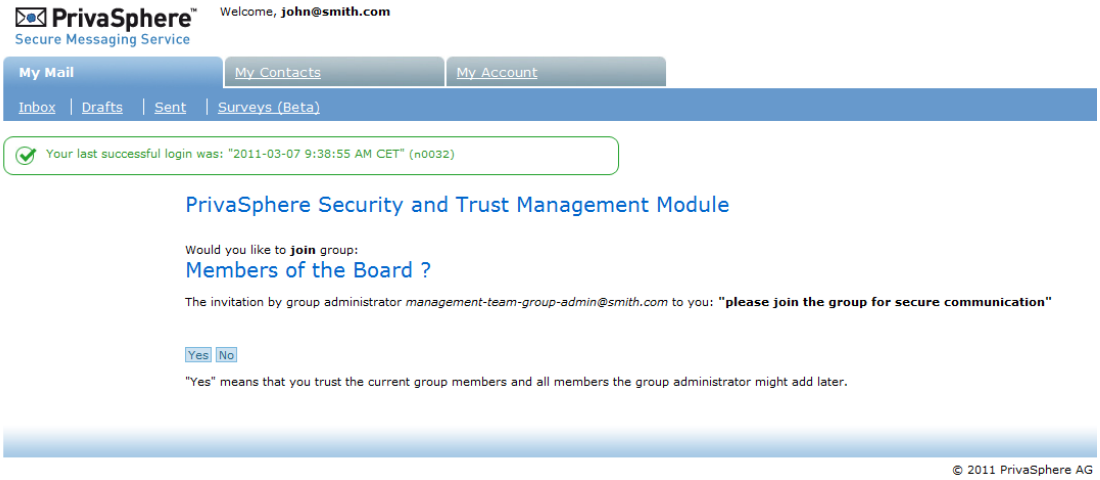


To add members to your group, choose '**edit**'.

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.

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.



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.

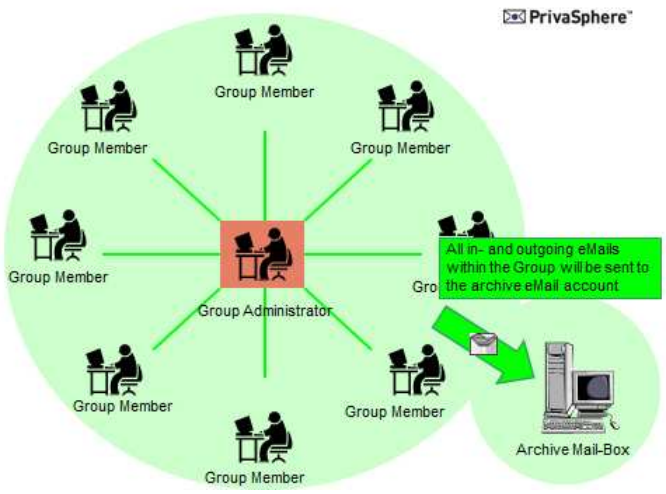
Simple group archive function

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).

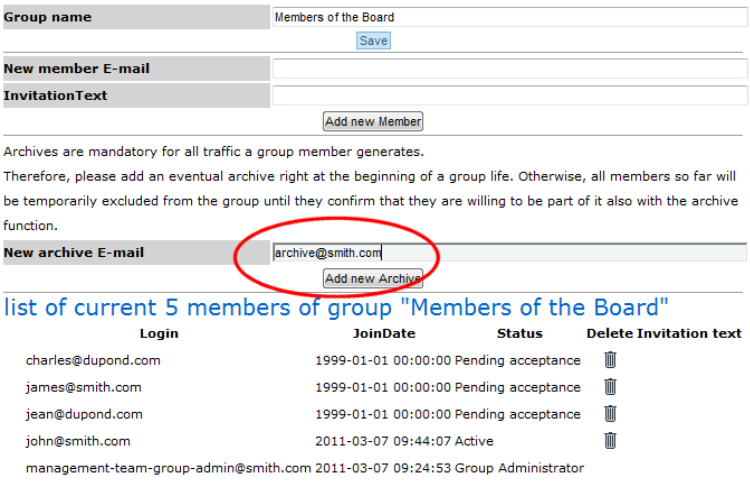
An encrypted blind carbon copy (bcc:) of all eMails sent or received by your group members will then be forwarded to the archive account.

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@yourcopmpany.com, see online help on www.privasphere.com).

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



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