




# Zix Message Encryption for Apps

**How to Order Zix Message Encryption for Apps Service**

 Apps Marketplace

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## Product Introduction

Zix Message Encryption for Apps (ZME) is an email encryption service for Google Apps customers. It provides on-demand message encryption, allowing you to communicate securely with your business partners and customers. The product is listed on the Google Apps Marketplace.

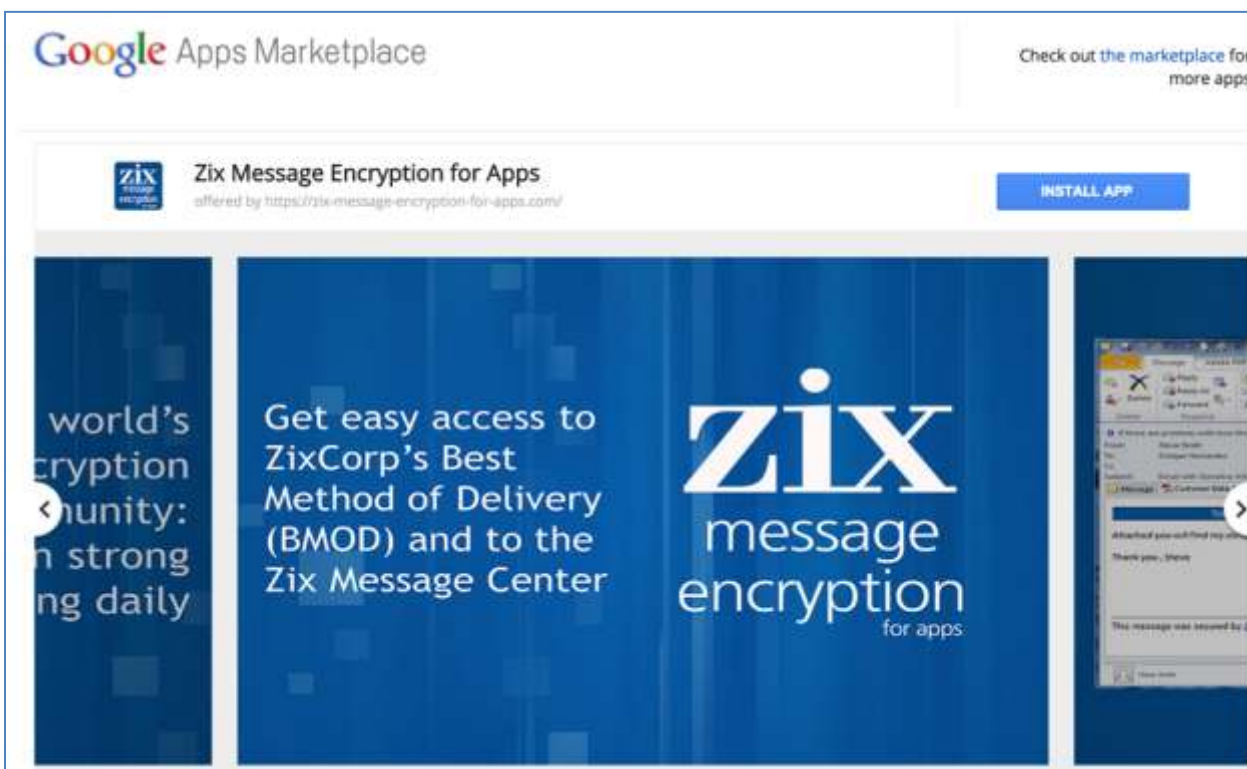
A complete description of the product can be found at [ZME Resource Center](#).

## Purpose of this Document

This training guide describes how to order the Zix Message Encryption for Apps product.

## Where to locate the Zix Message Encryption for Apps (ZME) Service

The Zix Message Encryption for Apps (ZME) product is listed on the Google Apps Marketplace.



## Pre-Requisites for Installing the ZME App

Before you can launch Zix Message Encryption for Apps, you must have Super Admin privileges in Google Apps and you must enable the Admin SDK so that the ZME app can authentication you. For instructions, go to [ZME for Apps Admin Guide](#).

## Installing the App

After you complete the pre-requisites for launching ZME, you can begin the installation process. Click the INSTALL APP button.

The screenshot shows the Google Play Store listing for the Zix Message Encryption for Apps app. At the top left is the Zix logo and the text "Zix Message Encryption for Apps" with a URL. A blue "INSTALL APP" button is in the top right. The main banner features the Zix logo and the text "message encryption for apps". Below the banner, there is an "OVERVIEW" section with text describing the app's features and requirements. A "Report Abuse" link is visible, and another "INSTALL APP" button is at the bottom.

**Zix Message Encryption for Apps**  
offered by <https://zix-message-encryption-for-apps.com/>

**INSTALL APP**

world's  
encryption  
community:  
n strong  
g daily

Get easy access to  
ZixCorp's Best  
Method of Delivery  
(BMOD) and to the  
Zix Message Center

**zix**  
message  
encryption  
for apps

**OVERVIEW**

Instantly get access to the world's only shared email encryption community: 46 million strong and growing every day.

Before you launch Zix Message Encryption for Apps for the first time, you must have Super Admin privileges in Google Apps and you must enable the Admin SDK so that the ZME app can authenticate you. For instructions, go to <http://www.zixcorp.com/zmeadmin>

Zix Message Encryption for Apps is an email encryption service for Google Apps customers. It provides on-demand message encryption, allowing you to communicate securely with your business partners and customers. Using ZixCorp's Best Method of Delivery, Zix Message Encryption for Apps provides

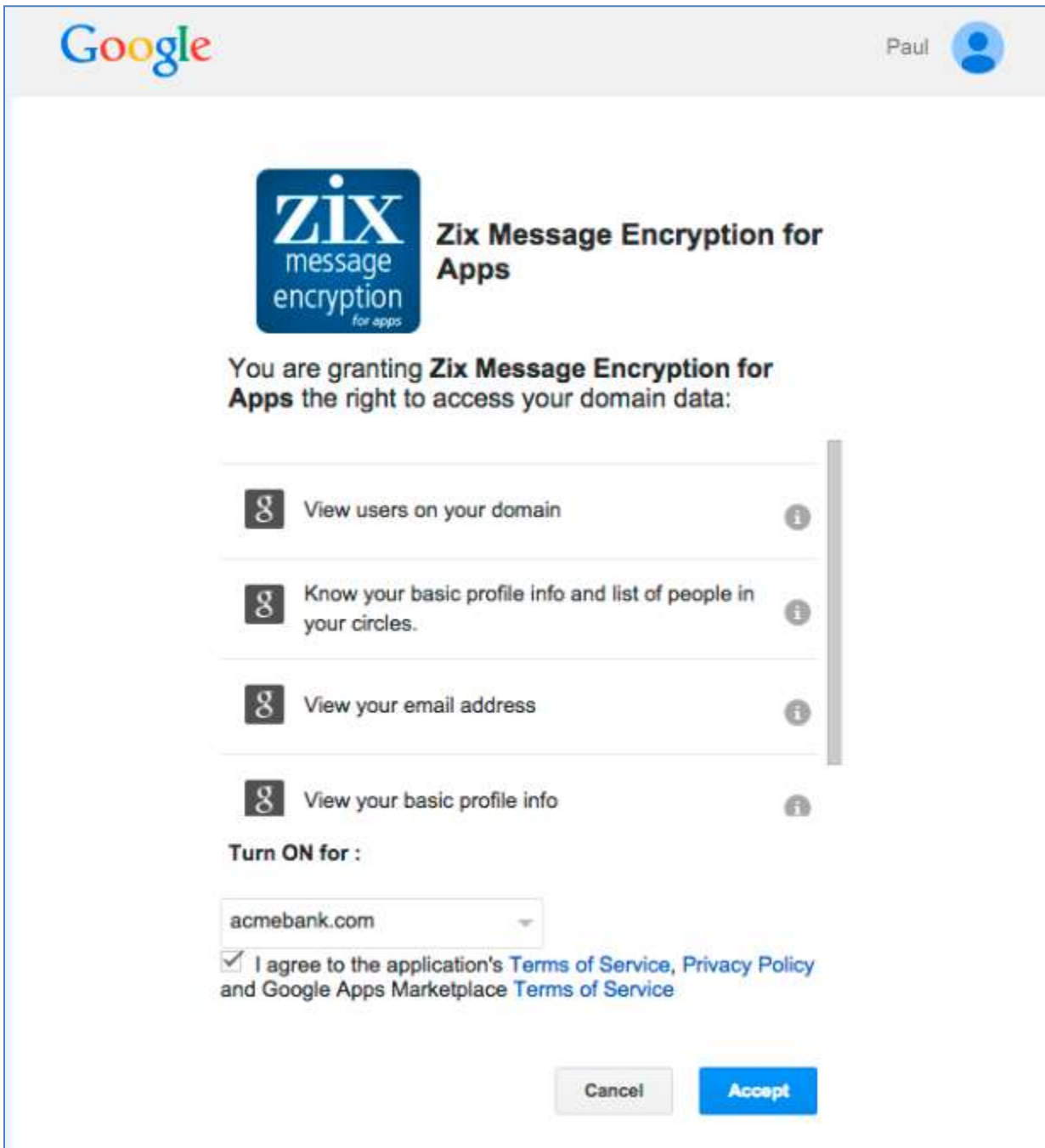
Version: 1.0.0.0  
Updated: July 8, 2015  
Language: English (United States)

Report Abuse

**INSTALL APP**

## Grant access to your domain data

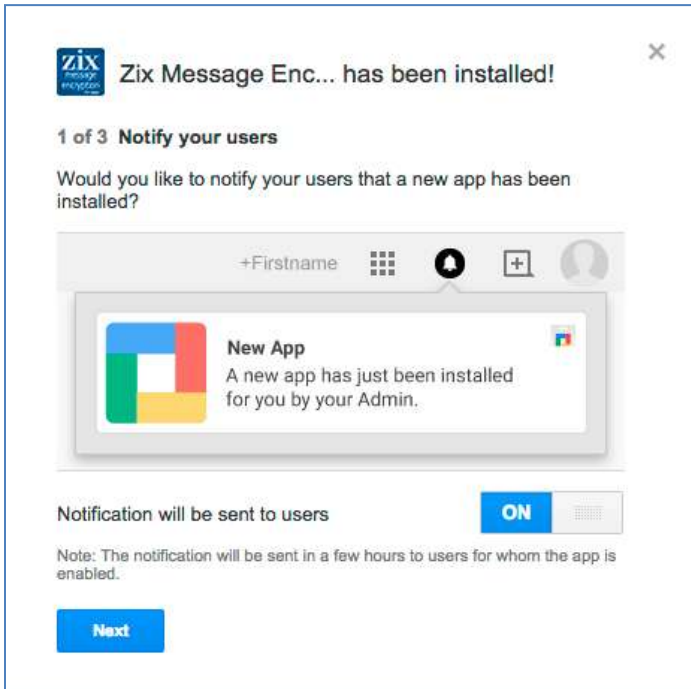
You are asked to grant Zix Message Encryption for Apps the right to access your domain data. Accept the Google Apps Marketplace Terms of Service.



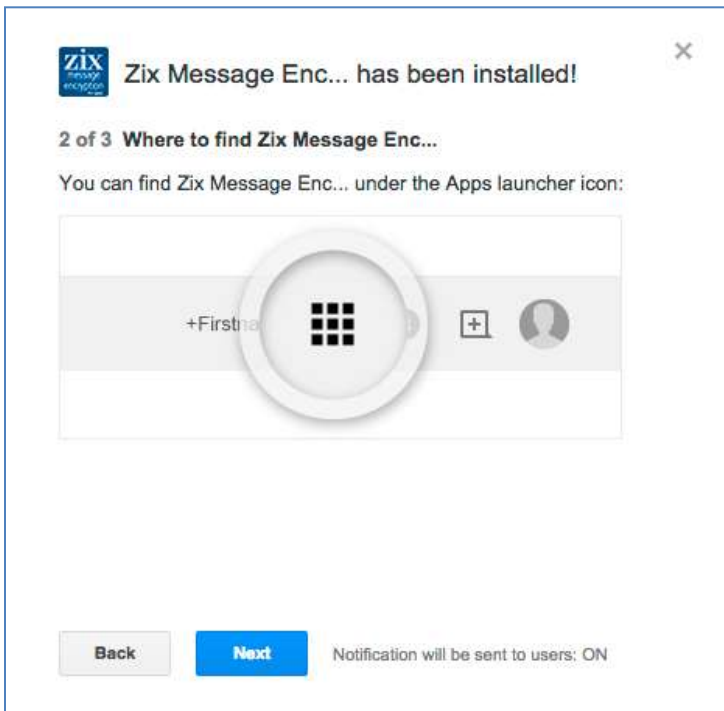
Notify your users

Three pages will appear in sequence. The first and second pages ask you to turn notifications to your users ON or OFF.

Step 1 of 3:



Step 2 of 3:





**Launch App**

The third page prompts you to launch the app.



Click Launch App. You are routed to the Zix Message Encryption for Apps Login Page.

Step 3 of 3:

**Zix Message Enc... has been installed!** ✕  
**3 of 3 Additional setup**  
Zix Message Encryption for ... requires additional setup before your users can start using it. It is recommended that you complete this setup now.  
[Manage app](#)   
  
[Back](#) [Launch app](#) Notification will be sent to users: OFF

## Zix Message Encryption for Apps Login Page

Login with your OAuth credentials.

  
  
**Deliver email securely to anyone, anywhere and on any device**  
Zix Message Encryption for Apps (ZME) is an email encryption service for Google Apps customers. It enables secure, transparent delivery to other ZME users and to thousands of Zix customers worldwide; and via the Zix Message Center to all other email users everywhere.  
[Learn More](#)  
**Individually Secure. Tens of Millions Strong.**  
  
[Sign In with Google+](#)  
[Click here to login with Google+](#)

If you are not a Google Apps Super Admin, you will receive an error message. Refer to the Admin Guide instructions at <http://www.zixcorp.com/zmeadmin>.

The screenshot shows the Zix message encryption logo at the top left. Below it is the heading "We're Sorry". A central message box contains the text: "You are not a Google Apps Super Admin! Please login as a Google Apps Super Admin in order to use this application. Back to homepage." At the bottom of the page, there is a footer with the copyright notice "©1999-2015 Zix Corporation. All rights reserved. This site and ZixCorp marks are protected by copyright and trademark under U.S. and international law." and a link for "Privacy Policy".

If you have not yet set up API access, you will receive an error message. Refer to the Admin Guide instructions at <http://www.zixcorp.com/zmeadmin>.

The screenshot shows the Zix message encryption logo at the top left. Below it is the heading "We're Sorry". A central message box contains the text: "API Access Required for Domain. Please visit the Google Apps Administrator Help for more information. Back to homepage." At the bottom of the page, there is a footer with the copyright notice "©1999-2015 Zix Corporation. All rights reserved. This site and ZixCorp marks are protected by copyright and trademark under U.S. and international law." and a link for "Privacy Policy".

If you are a current or former ZME or ZixGateway customer, you are not able to initiate an order through this process. Our Support team [support@zixcorp.com](mailto:support@zixcorp.com) can assist you with your request.

The screenshot shows the Zix message encryption logo at the top left. Below it is the heading "We're Sorry". A central message box contains the text: "Your domain has already been provisioned. Please contact support at Support. Back to homepage." At the bottom of the page, there is a footer with the copyright notice "©1999-2015 Zix Corporation. All rights reserved. This site and ZixCorp marks are protected by copyright and trademark under U.S. and international law." and a link for "Privacy Policy".




## Order the Product

Upon successful login, the Contact and Company Information page displays.

### Complete technical contact information

Your Super Admin name and email address are protected fields. They cannot be changed. Enter your phone number and title.



## Contact & Company Information

**Welcome, Paul Lennon**  
paul.lennon@acmebank.com  
acmebank.com

Enter the contact and billing address information into the appropriate fields. Once complete, you will be prompted to enter the email addresses for each person in your company eligible to use our encryption services. On the final page, you will be asked to review the order content, accept our Terms and Conditions, and submit the order to us.

### Contact Information

<b>Contact First Name *</b>	<b>Contact Last Name *</b>
<input type="text" value="Paul"/>	<input type="text" value="Lennon"/>
<b>Contact Email *</b>	<b>Contact Phone *</b>
<input type="text" value="paul.lennon@acmebank.com"/>	<input type="text" value="214-370-2222"/>
<b>Contact Title *</b>	
<input type="text" value="Technical Contact"/>	

## Supply company and billing contact information

In the Company Information fields, enter your company name and full address. These are required fields.

Billing Contact:

- The default setting assumes the Billing Contact is the same as the primary contact, that is, the Super Admin who logged into the app.
- If the billing contact is different from the Super Admin login information, un-check the “Same Contact for Billing” button and enter the required information.

Hit the Submit button.

### Company Information

<b>Company Name *</b> Acme Bank	<b>Address 1 *</b> 123 Main Street
<b>Address 2</b> Suite 250	<b>City *</b> Culver City
<b>State *</b> California	<b>Zip *</b> 96053
<b>Country *</b> United States	

**Same Contact for Billing**

### Billing Contact

<b>Billing First Name *</b> Ringo	<b>Billing Last Name *</b> Jefferson
<b>Billing Email *</b> ringo.jefferson@acmebank.com	<b>Billing Phone *</b> 214-370-2222
<b>Billing Title *</b> Accounts Payable Manager	

**Submit**

## Enter email addresses

After you hit the Submit button, the Order Page appears. Enter email address data here.

Notice that “@your\_domain.com” is supplied by the app. Enter only the part of the email address that precedes the @ symbol.

The screenshot shows the Zix Message Encryption interface. At the top left is the logo "zix message encryption for apps". Below it is the heading "Order Page". A welcome message reads "Welcome, Paul Lennon". There is a form with the label "Add Email:" followed by a text input field containing an empty space, and a dropdown menu showing "@acmebank.com". To the right of the dropdown are a trash icon and a plus sign. Below the form, there is a "Total Purchase Price" section with "Email Addresses: 0" and "Total: 0". A "Purchase Order #" field is also present. At the bottom left is a button labeled "Edit Contact Information", and at the bottom right is a blue "Submit" button. The footer contains copyright information: "©1999-2015 Zix Corporation. All rights reserved. This site and ZixCorp marks are protected by copyright and trademark under U.S. and international law." and a "Privacy Policy" link.

The application prevents duplicate entries.

This screenshot shows the same Zix Message Encryption interface as the previous one, but with five "Add Email:" rows. Each row has a text input field and a dropdown menu set to "@acmebank.com", with a trash icon to the right. The first three rows contain the text "john", "paul", and "george" respectively. The fourth row contains "paul" and is highlighted with a red border. Below this row, a red error message reads "Please enter a unique email." The fifth row is empty. A plus sign is visible at the bottom right of the form area.

As you add email addresses, the app calculates Total Purchase Price.

**zix** message encryption  
for apps

## Order Page

Welcome, Paul Lennon

Add Email:  @acmebank.com

Add Email:  @acmebank.com

Add Email:  @acmebank.com

Add Email:  @acmebank.com

Add Email:  @acmebank.com

Add Email:  @acmebank.com

**Total Purchase Price**  
Email Addresses: 5  
Total: \$500

Purchase Order #:

Purchase Order # is an optional field. If you supply a Purchase Order # on this page, it will appear on the invoice Zix sends to you.

**Total Purchase Price**  
Email Addresses: 5  
Total: \$500


Purchase Order #:

Hit the Submit button.

## Review order contents

After you submit the email addresses, the Service Agreement page opens. The technical contact, billing contact (if different from technical contact) and company information displays. You can edit this information if necessary.

The email addresses are listed and the total amount ordered is displayed. You can edit the order information if necessary.



## Service Agreement

### Detail Summary

<b>Contact Information</b> Paul Lennon Technical Contact paul.lennon@acmebank.com Ph: 214-370-2222	<b>Billing Contact Information</b> Ringo Jefferson Accounts Payable Manager ringo.jefferson@acmebank.com Ph: 214-370-2222	<b>Company Information</b> Acme Bank 123 Main Street Culver City, CA 96053 United States
--	---	--

[Edit Contact Information](#)

### Orders

1. john@acmebank.com
2. paul@acmebank.com
3. george@acmebank.com
4. henry@acmebank.com
5. maryann@acmebank.com

Total emails ordered: 5 x \$100 = **\$500**  
Purchase Order #: 12345-abc

[Edit Order Information](#)

### Terms and Conditions

**IMPORTANT:** Please read this Agreement carefully before electing to download and install the Software. By downloading or using the Software, or

## Accept Terms and Conditions

The bottom half of the page contains click-through Terms and Conditions text in a scroll window. Accept the Terms and Conditions.

### Terms and Conditions

**IMPORTANT:** Please read this Agreement carefully before electing to download and install the Software. By downloading or using the Software, or by selecting the "Yes" or "I agree" button below and continuing, you acknowledge that you have read this Agreement, that you understand it, and that you agree to be bound by it. If you do not agree to the terms and conditions of this Agreement, promptly exit this page without downloading, installing, or using this Software.

These Terms and Conditions describe the terms and conditions under which ZixCorp Systems, Inc. ("ZixCorp" or "we") provides a subscription to use Zix Message Encryption for Apps ("Subscription Services"), including the related computer software ("Software") and documentation ("Documentation") made available by ZixCorp to you ("you" or "Customer") as ordered by you through The Google Apps Marketplace ("Order") (the "Agreement").

- 1. Subscription Services.** So long as Customer has paid the Fees, ZixCorp will provide the Subscription Services, subject to the Documentation, to which Customer has subscribed. ZixCorp will also provide you with support services for the Software and Subscription Services ("Support Services") as set forth in ZixCorp's standard Service Level Agreement.
- 2. Subscription Materials.** You have a non-exclusive subscription and right, subject to the terms and conditions of this Agreement, to use the Documentation and the executable form of the Software in connection with your subscription to the Subscription Services. The Software and the Documentation are collectively referred to as the "Subscription Materials." You may use the Subscription Materials provided by us only so long as you have paid the applicable fees for Subscription Services to which the Subscription Materials relate. The applicable fees for the Subscription Services ("Fees") are specified in the Order and are non-refundable, except as provided in Sections 3, 6 and 8.
- 3. Payment and Invoicing.** All amounts are due upon execution of this Agreement. ZixCorp may issue invoices or initiate credit card payments, if

**I accept the Terms and Conditions.**

We will invoice you for this service. We offer a variety of payment methods. At time of invoicing, you can choose amongst credit card (VISA, MasterCard, Discover and American Express), check or wire transfer. You may cancel your service within 30 days of today's date without penalty.

**Submit**

If you do not check the T's and C's box, this error message displays.

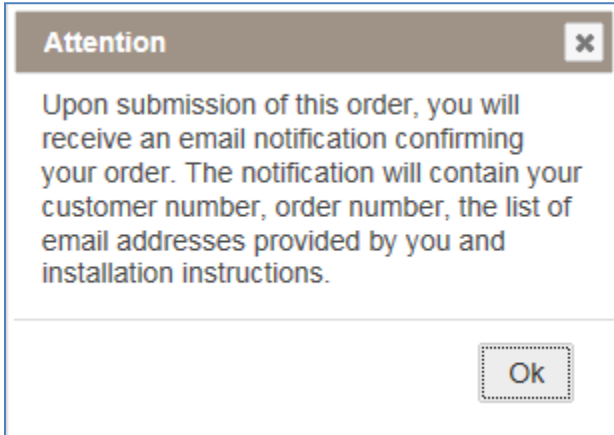
**I accept the Terms and Conditions.**

**You must accept our Terms and Conditions**

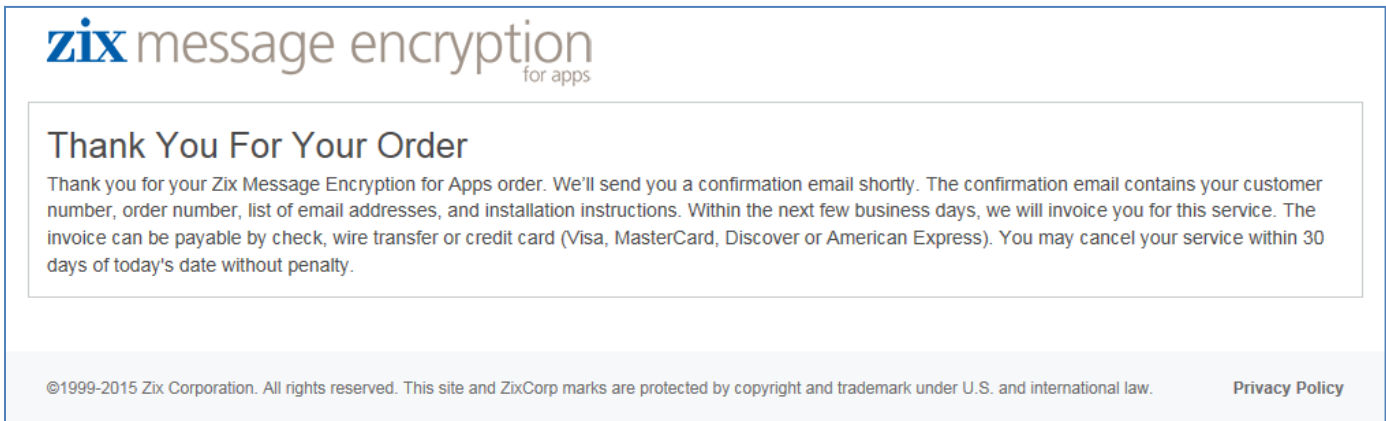
After you accept the Terms and Conditions, hit the Submit button.

## Submit the Order

When you hit the Submit button, an “Attention” window opens. It explains that you will receive an order confirmation email. Click OK to submit the order.



After submission of the order, a thank you message displays. You have completed the ordering process.



## Invoicing

You are not required to make payment when placing your order. We will invoice you for this service. The invoice can be payable by check, wire transfer or credit card (Visa, MasterCard, Discover or American Express). You may cancel your service within 30 days of your order date without penalty.

## Order Confirmation Email

This is an example of the email notification you will receive confirming your order. The notification contains your customer number, order number, and the list of email addresses included in your order.

From: donotreply@zix-message-encryption-portal.com  
To: jsmith@zed.com  
Cc: [REDACTED]  
Subject: TEST PORTAL ONLY. Zix Message Encryption for Apps order confirmation for Zed Plumbing

Sent: Tue 7/14/2015 11:25 AM

Customer ID: ZED75087  
Order ID: 00205319

John Smith

Thank you for your Zix Message Encryption for Apps order #00205319 dated 07/13/2015. Your order has been submitted to ZixCorp. ZixCorp will email an invoice to the provided billing contact within a few business days. You may cancel your service within 30 days of today's date without penalty.

This product requires ZixCorp to enable and activate an encryption key for your specific domain. Zix Support will handle the key enablement by 7:00 PM Central Time the next business day. You will receive a notification when key enablement is complete.

Before Zix activates your key, you will need to do the following:

- 1) Add ZME to the Inbound Gateway List
- 2) Add an email route for Zix in the Admin Console
- 3) Set up Encryption for Content Compliance

Instructions for using the Google Admin Console to route encrypted email are found in the Zix Message Encryption for Apps Admin Guide, available at <http://www.zixcorp.com/zmeadmin>.

Your order information is listed below. Please retain this information for future use.

Thank you,  
ZixCorp ZME Team

ORDER DETAIL:

Order Type:	New
Order Date:	Jul 13, 2015
Customer ID:	ZED75087
Order ID:	00205319