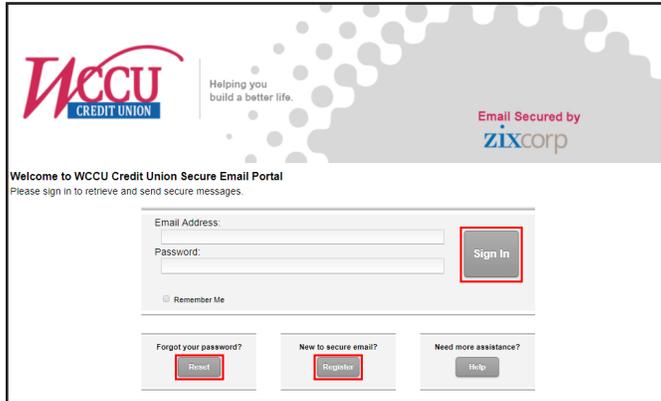# How to Use WCCU's ZIX Portal
## Sending Secure Email Messages to WCCU

First Time: Create an account using the **Register** button. Follow the Password Requirement Rules listed on the bottom of the "Register Account" page.

Already have an account? Enter your email address and password. Click the **Sign In** button. If you do not know your password, click the **Reset** button and follow the directions listed on the "Reset Password" page.
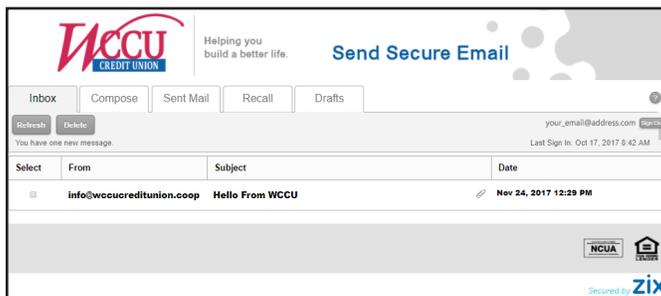

Using your Inbox: After logging in, your **Inbox** will be displayed. Any unread emails will be in bold. This inbox operates like any other mailbox, allowing you to securely communicate with us. Click a message to open it.
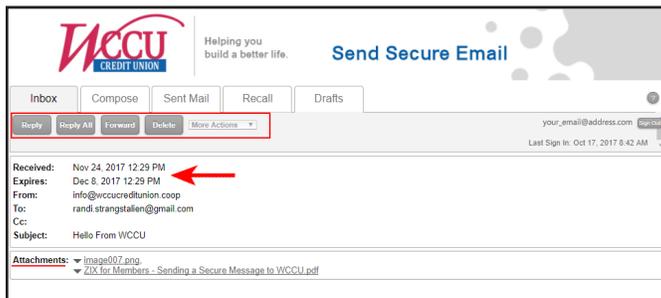
Reading A Message: The header of your message will include the date received and the date the message will automatically delete out of your Zix Inbox. Any attachments will be shown in the attachment box. Above your message, you are able to reply, reply all, forward the message, or delete it. A drop-down menu provides additional options.
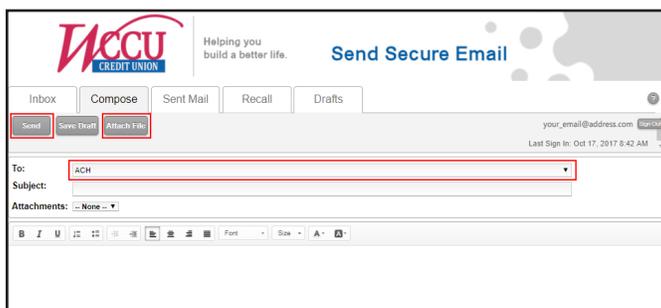
Sending A Message: Send a message by clicking **Reply** while reading a message or by clicking the **Compose** button at the top at any time. When using Compose, select a department from the drop-down in the **To** line or select "other" to enter a specific WCCU email address. (To include an attachment, click on the **Attach File** button near the top.) Click the **Send** button at the top to deliver your secure message to WCCU.
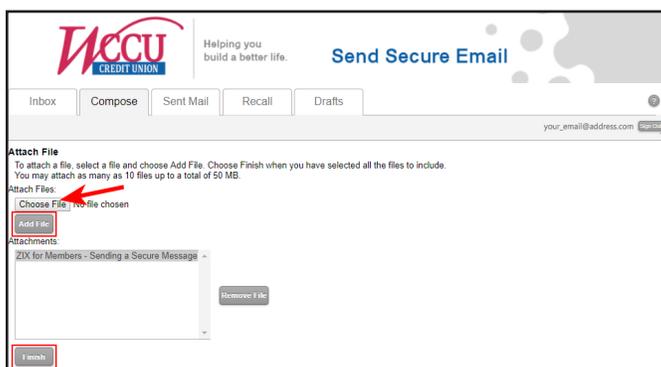
Include an Attachment: First, click **Choose File** to select the location of your attachment. Once you have selected your first file, click the **Add File** button. Continue to select additional files if needed. Once you have added all files, click **Finish** and continue to compose your message.