

# Secure E-mail User Manual



WINONA  
NATIONAL BANK

1491 West Broadway    204 Main Street    840 Mankato Avenue  
Winona, MN 55987    507-454-4320  
[www.winonanationalbank.com](http://www.winonanationalbank.com)

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# Log-In

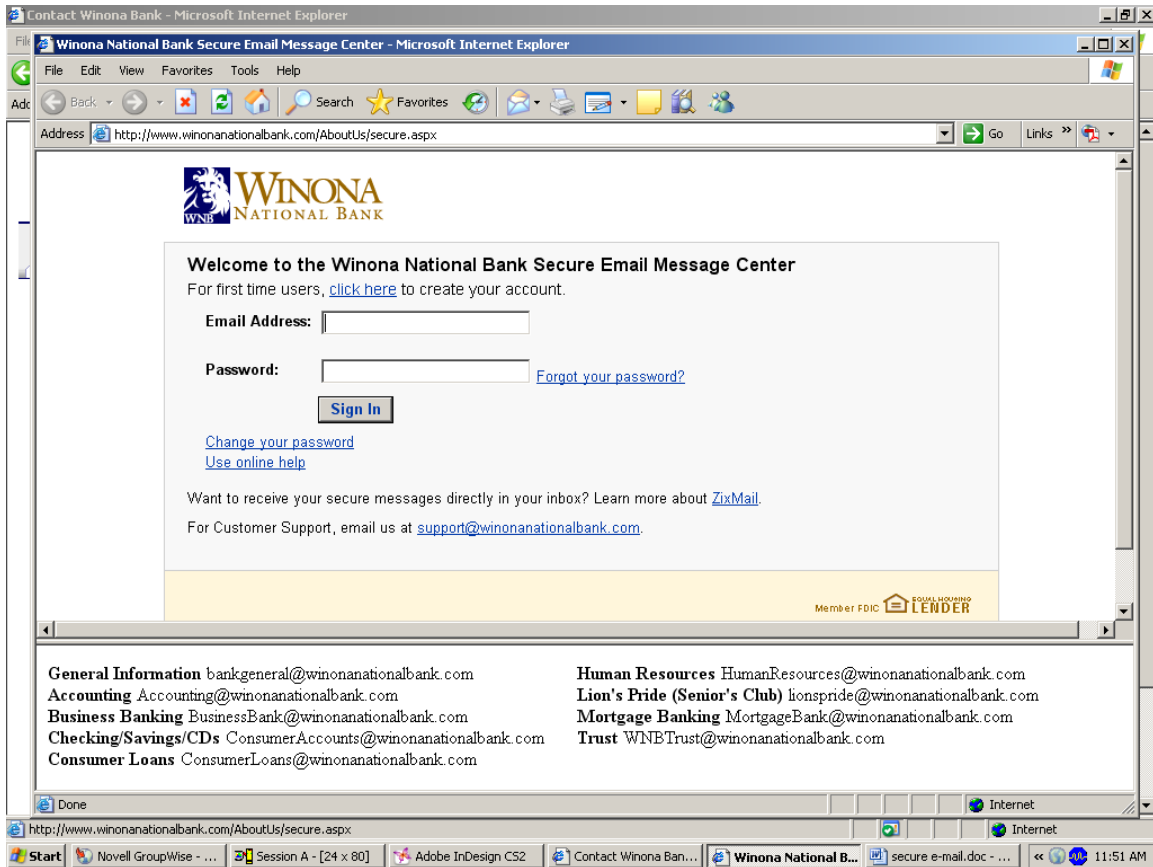
The screenshot shows a Microsoft Internet Explorer browser window displaying the contact page of Winona National Bank. The browser's address bar shows the URL: <http://www.winonanationalbank.com/contactus.aspx>. The page header features the Winona National Bank logo and the slogan "Making dreams come true since 1874". A navigation menu includes links for Home, Kid's Banking, Calculators, Banking Resources, and Identity Theft. Below this, a secondary menu lists Personal Banking, Business Banking, Trust & Investment, Private Financial, and Seniors' Club. The main content area is titled "Contact Us" and contains the following text: "Your comments are important to us. Please use the form to e-mail your questions or comments." followed by "To send a secure e-mail to Winona National Bank, use this [link](#)." and "To conduct a transaction or for immediate assistance, please call us at 507-454-4320 or 800-546-4392. Or use our InfoLine telephone banking system at 507-454-9202 or 800-895-0290." The form includes input fields for Name, E-Mail, and Subject, a dropdown menu for Department (set to "General Information"), and a large text area for the Message. At the bottom of the form are "Submit" and "Reset" buttons. On the right side of the page, there is a sidebar with links for "About Us", "Contact Us", and "Careers", along with promotional banners for "community INVOLVEMENT", "what's NEW?", and "online MORTGAGE APPLICATION". Below these is an "Online Banking" section with fields for "NetTeller ID" and "NetTeller PIN", and buttons for "LOGIN" and "CLEAR". Further down are links for "Security", "Online Banking Help", "e-Statements Help", and "Privacy Policy". At the very bottom of the sidebar is a "Reorder Your" button. The Windows taskbar at the bottom shows several open applications: Start, Novell GroupWise - Cale..., Session A - [24 x 80], Adobe InDesign CS2, Contact Winona Bank ..., secure e-mail.doc - Micro..., and Internet. The system clock shows 11:50 AM.

## How to get to this screen:

Click on the "contact us" link from Winona National Bank's home page at [www.winonanationalbank.com](http://www.winonanationalbank.com).

## Description:

From this screen you can directly e-mail **non-secure** information. If you wish to **e-mail secure information**, click on the highlighted and underlined word "link" toward the top of the page.



**How to get this screen:**

The first time you click on the word “link” on the previous page, you will be brought to this page.

**Description:**

Here is where you will log in to send and receive secure e-mails.

**Note:**

Your first time visiting this page, you will be required to register your e-mail and a password. You can do this by clicking on the highlighted words “click here”.

# Registering

**Register below for your mailbox to send and receive secure messages.**

Email Address: \*

Password: \*

Re-enter Password: \*

Password Reminder Phrase: \*  
Choose a word or phrase that will help you remember your password.

Want to receive your secure messages directly in your inbox? Learn more about [ZixMail](#).  
For Customer Support, email us at [support@winonanationalbank.com](mailto:support@winonanationalbank.com).

**General Information** [bankgeneral@winonanationalbank.com](mailto:bankgeneral@winonanationalbank.com)  
**Accounting** [Accounting@winonanationalbank.com](mailto:Accounting@winonanationalbank.com)  
**Business Banking** [BusinessBank@winonanationalbank.com](mailto:BusinessBank@winonanationalbank.com)  
**Checking/Savings/CDs** [ConsumerAccounts@winonanationalbank.com](mailto:ConsumerAccounts@winonanationalbank.com)  
**Consumer Loans** [ConsumerLoans@winonanationalbank.com](mailto:ConsumerLoans@winonanationalbank.com)

**Human Resources** [HumanResources@winonanationalbank.com](mailto:HumanResources@winonanationalbank.com)  
**Lion's Pride (Senior's Club)** [lionspride@winonanationalbank.com](mailto:lionspride@winonanationalbank.com)  
**Mortgage Banking** [MortgageBank@winonanationalbank.com](mailto:MortgageBank@winonanationalbank.com)  
**Trust** [WNBTrust@winonanationalbank.com](mailto:WNBTrust@winonanationalbank.com)

## How to get to this screen:

If you successfully click on the highlighted words “click here” you will be directed to this screen.

## Description:

This is where you will set up your e-mail address and password. Once you have filled in the required fields click on submit password.

## Note:

Your password must be at least six characters and contain both alphabetic and numeric characters.

# Confirmation

**Winona National Bank**

**Account Change Confirmation**

A confirmation email has been sent to your email address for this Winona National Bank Secure Email mailbox. After you receive the confirmation email, please follow the instructions to activate the changes.

Member FDIC EQUAL OPPORTUNITY LENDER

Secured by zixcorp

<b>General Information</b> bankgeneral@winonanationalbank.com	<b>Human Resources</b> HumanResources@winonanationalbank.com
<b>Accounting</b> Accounting@winonanationalbank.com	<b>Lion's Pride (Senior's Club)</b> lionspride@winonanationalbank.com
<b>Business Banking</b> BusinessBank@winonanationalbank.com	<b>Mortgage Banking</b> MortgageBank@winonanationalbank.com
<b>Checking/Savings/CDs</b> ConsumerAccounts@winonanationalbank.com	<b>Trust</b> WNBTrust@winonanationalbank.com
<b>Consumer Loans</b> ConsumerLoans@winonanationalbank.com	

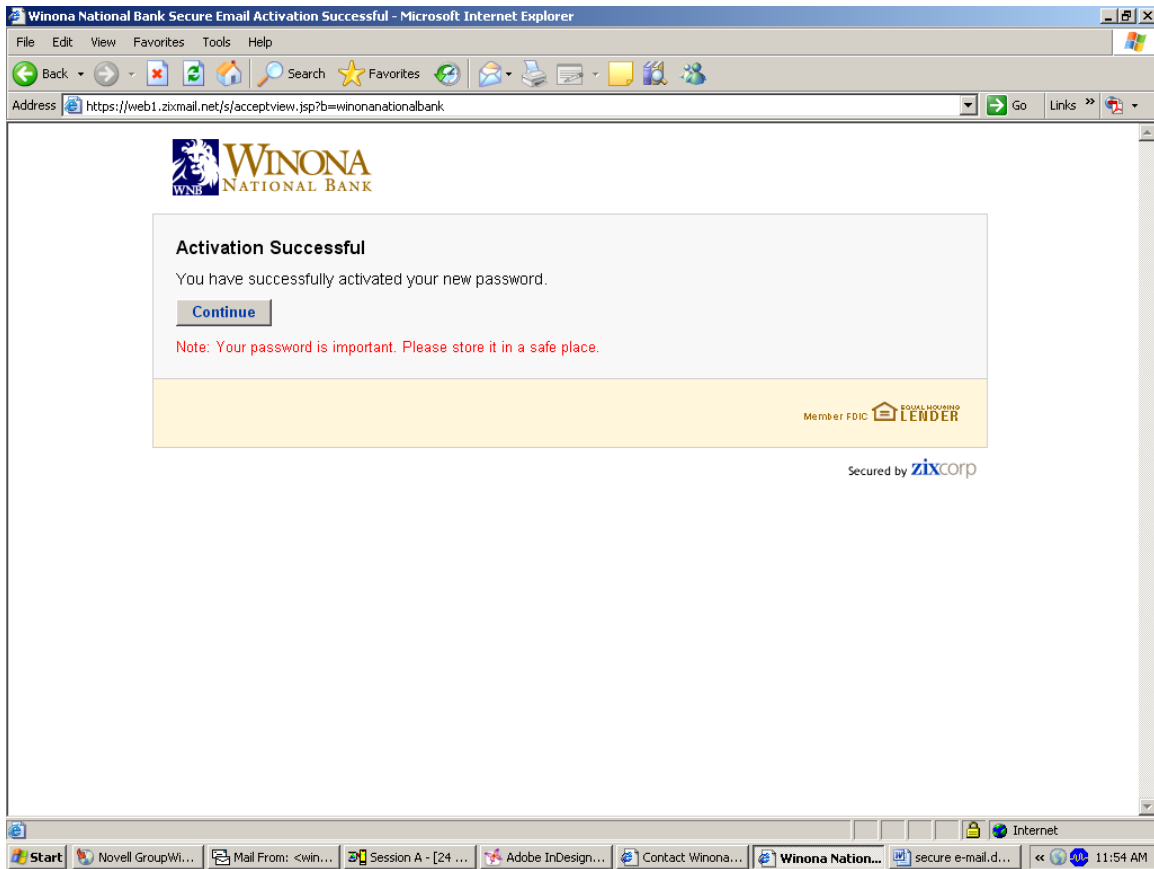
## How to get to this screen:

After clicking on submit password this screen will appear.

## Description:

This screen appears after you have submitted your e-mail address and password for the first time. Shortly after registering you will receive a confirmation e-mail in your in-box.

# Activation



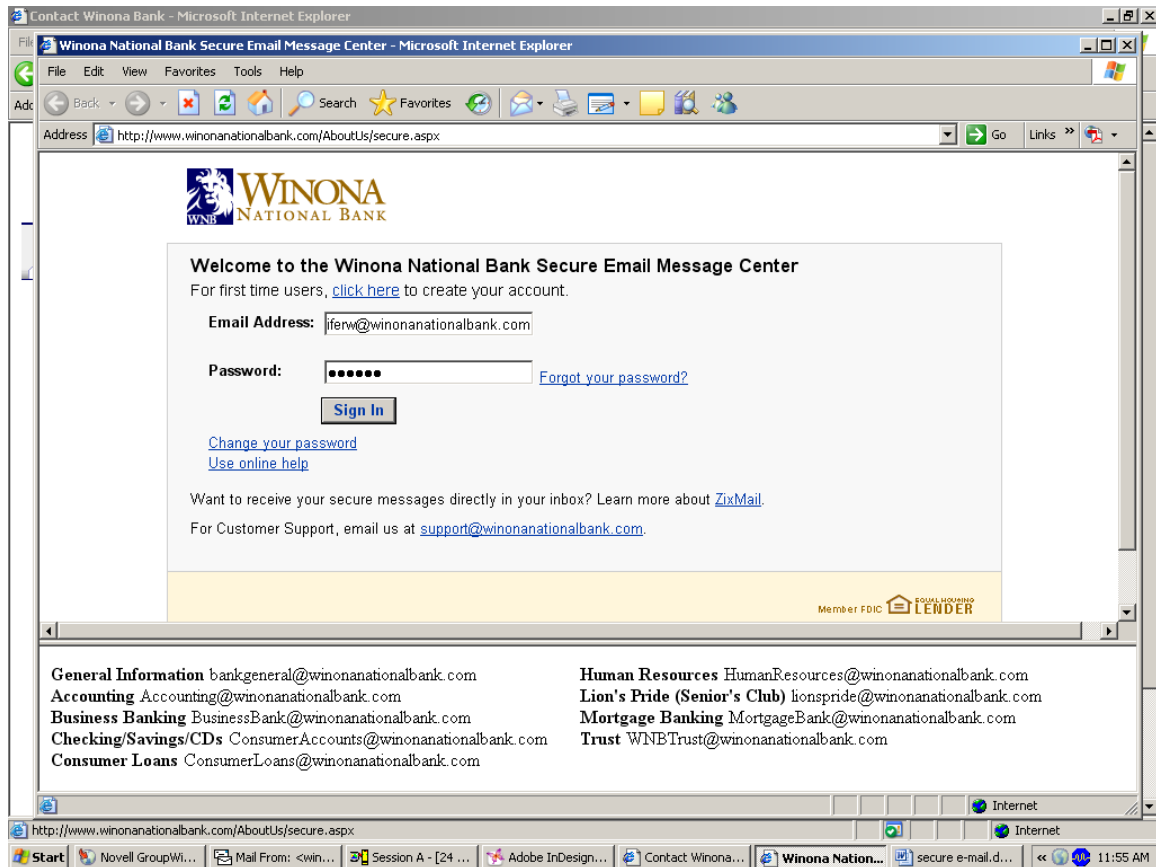
## How to get to this screen:

This is the confirmation e-mail that is sent to your in-box.

## Description:

This screen in an e-mail that was sent to you via the secure e-mail network notifying you that your e-mail account and password were successfully registered. Click on the "continue" link.

# Signing-in



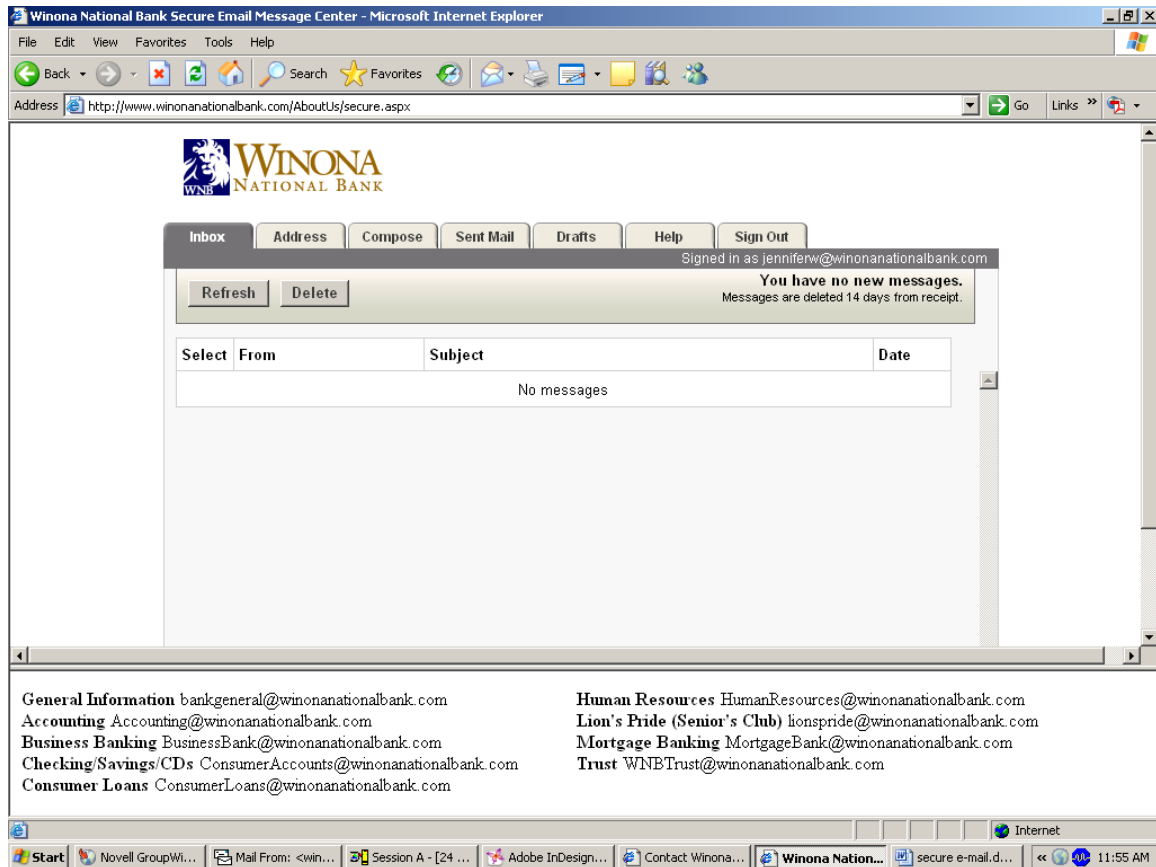
## How to get to this screen:

This screen will appear after you have successfully registered your e-mail and password on the secure e-mail network and clicked "continue" from the e-mail or by clicking on the secure e-mail "link" from the contact us page.

## Description:

This is the main log-in screen. Here is where you will enter your e-mail address and password, and then click the "Sign In" link.

# Inbox



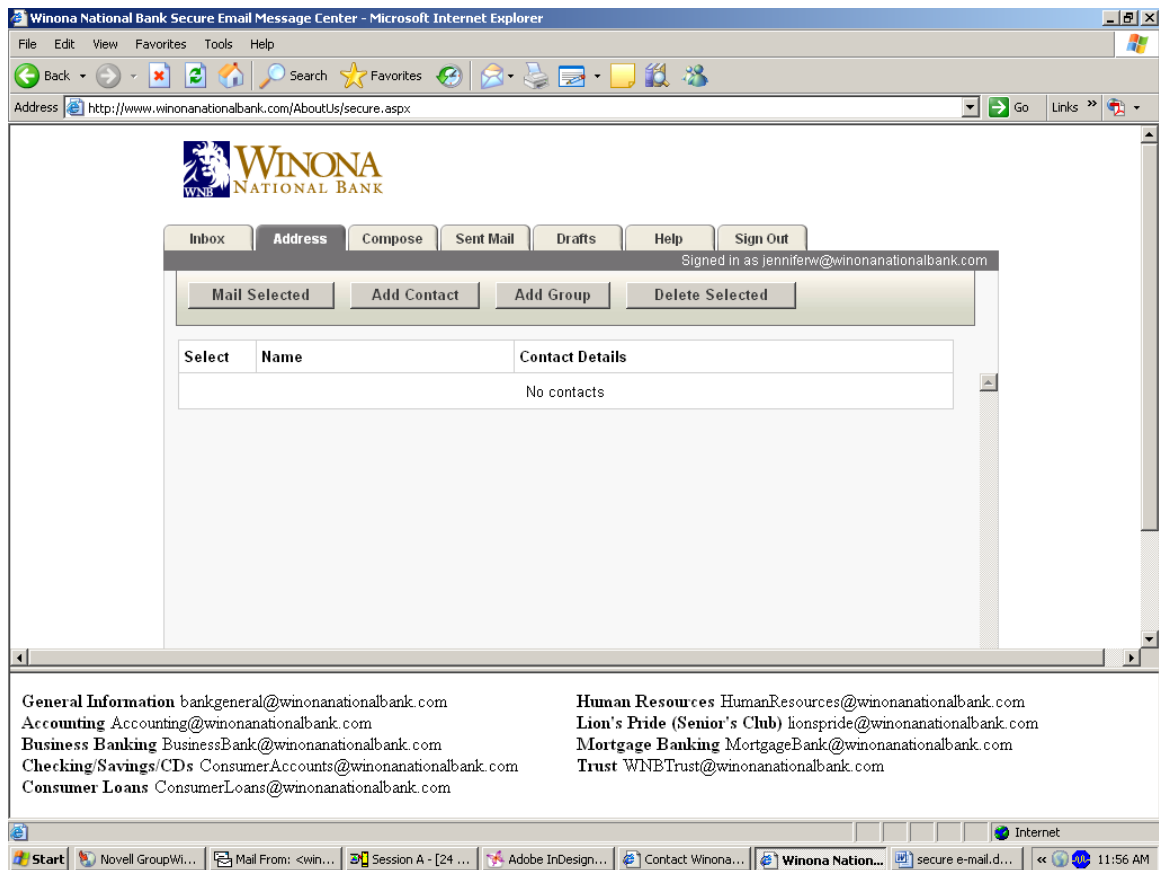
## How to get to this screen:

After you successfully log-in to the secure e-mail network you will be brought to your secure e-mail inbox.

## Description:

This is your secure e-mail in box. You will treat it the same as you treat your other e-mail in-boxes, but this one can send and receive secure information without the risk of it being intercepted by an outside source.

# Addresses



## How to get to this screen:

Click on the “Address” tab toward the top of the screen.

## Description:

In your address book you will be able to save Winona National Bank e-mail addresses that you would like to be able to send a secure e-mail to.

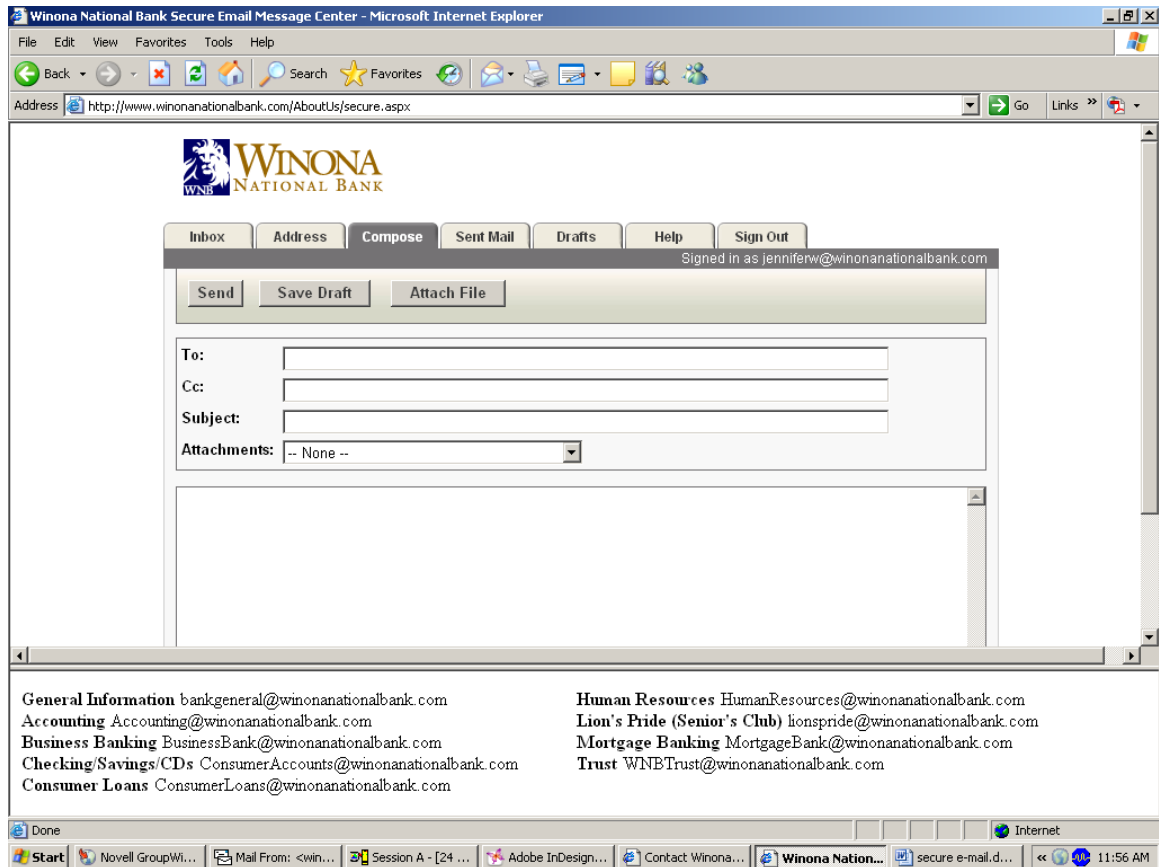
## Note:

Secure e-mails can only be sent to individuals at Winona National Bank from this site.

In order to send a secure e-mail the individual does not have to be saved in your address book. E-mail addresses can also be entered in manually.

At the bottom of the screen there is a listing of addresses for various departments within Winona National Bank for your convenience.

# Composing



## How to get to this screen:

Click on “compose” toward the top of the screen.

## Description:

This screen allows you to compose secure e-mails. When you are ready to send the e-mail click on “send”. If you want to save the e-mail and send it later click on “save draft”.

## Notes:

The files that you attach in the e-mails you compose will be secure.

## Sent Mail

Winona National Bank Secure Email Message Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://www.winonanationalbank.com/AboutUs/secure.aspx> Go Links

**WINONA NATIONAL BANK**

Inbox Address Compose **Sent Mail** Drafts Help Sign Out

Signed in as jenniferw@winonanationalbank.com

Delete Messages are deleted in 14 days.

Select	To	Subject	Sent
No sent messages			

**General Information** bankgeneral@winonanationalbank.com  
**Accounting** Accounting@winonanationalbank.com  
**Business Banking** BusinessBank@winonanationalbank.com  
**Checking/Savings/CDs** ConsumerAccounts@winonanationalbank.com  
**Consumer Loans** ConsumerLoans@winonanationalbank.com

**Human Resources** HumanResources@winonanationalbank.com  
**Lion's Pride (Senior's Club)** lionspride@winonanationalbank.com  
**Mortgage Banking** MortgageBank@winonanationalbank.com  
**Trust** WNBTrust@winonanationalbank.com

Done

Start Novell GroupWi... Mail From: <win... Session A - [24 ... Adobe InDesign... Contact Winona... Winona Nation... secure e-mail.d... 11:56 AM

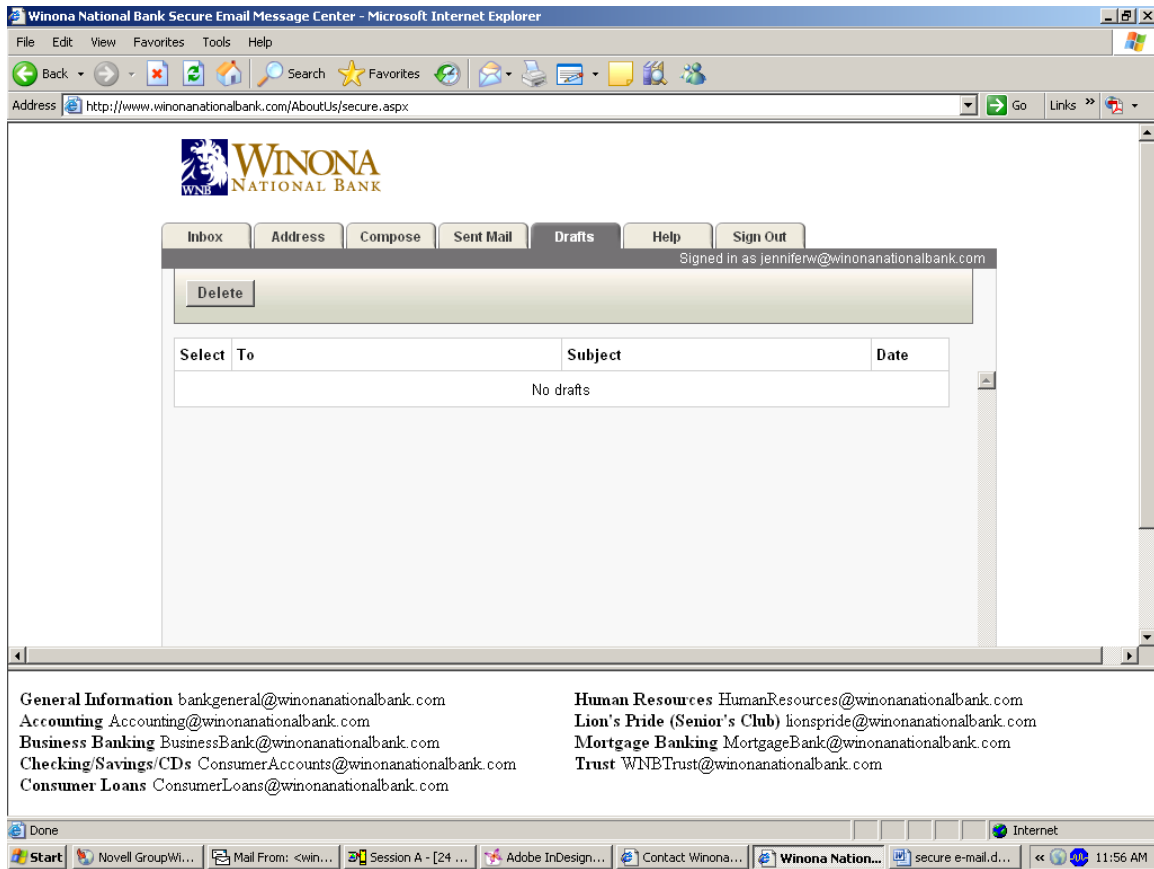
### How to get to this screen:

Click on "Sent Mail" toward the top of the screen.

### Description:

This screen allows you to check the secure e-mails that you have sent.

# Drafts



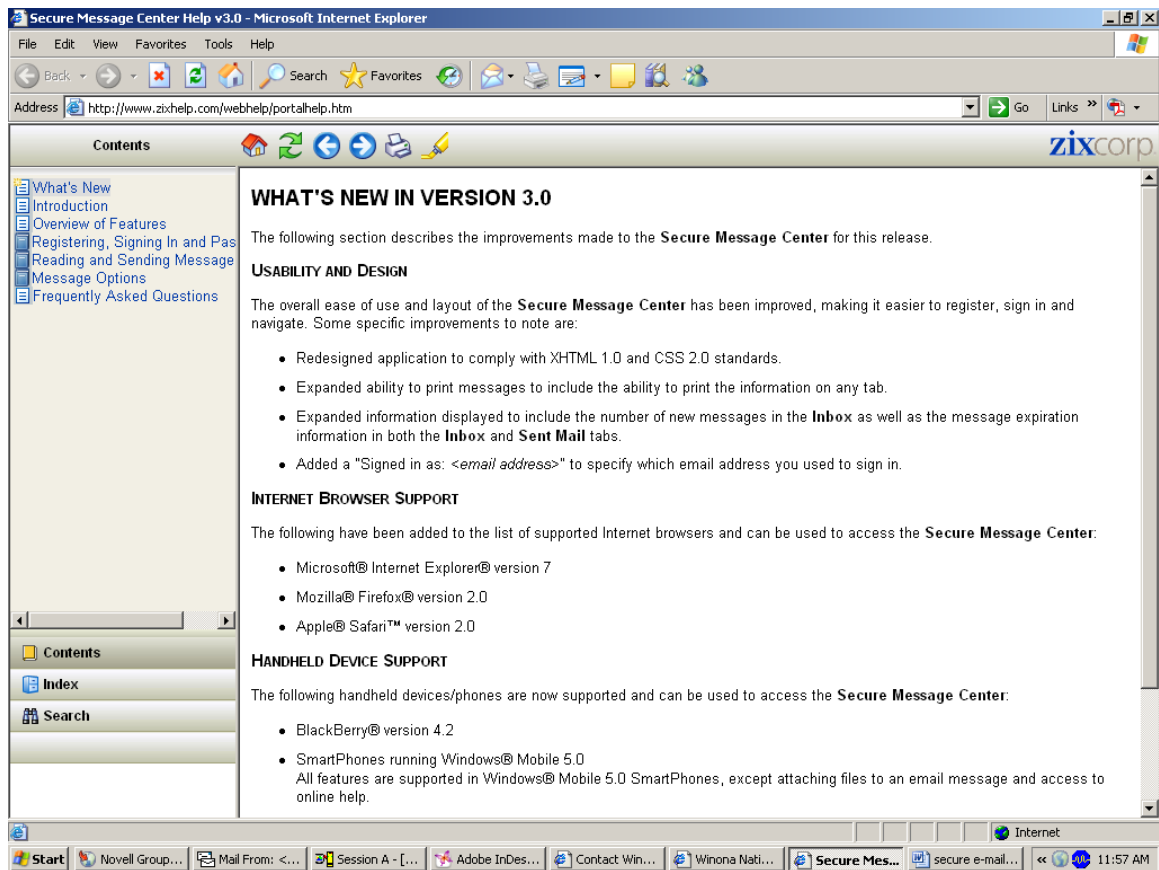
## How to get to this screen:

Click on "Drafts" toward the top of the screen.

## Description:

This screen allows you to access your saved e-mail drafts that have not been sent.

# Help



## How to get to this screen:

Click on "Help" toward the top of the screen.

## Description:

This screen allows you to access a variety of help topics for your secure e-mail account.

## Notes:

You can also contact a Winona National Bank Personal Banker by calling (507) 454-8800.