

USER MANUAL

Certified Email

Configuration and 1st use



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1.- Introduction

In this manual you will learn to send certified emails **without having knowledge** prior. We will guide you step by step on what actions to take.

To send certified emails you only need your email **manager** current (Gmail, Outlook, as well as any other type of email) and our certification tool.

Each certified communication generates a **signed document** that will serve as certified proof with legal validity.

2.- Registration as an Afilnet client

To be able to access the Certified Email service, it is mandatory to be an **Afilnet client**, for this you only have to register through our website or at the following link:

<https://www.afilnet.com/uk/client/register/>

Once registered, an email will be sent to verify your email account, proceed to verify said email.

After validating your email account, you will be able to **access as a client**, including your email and password.

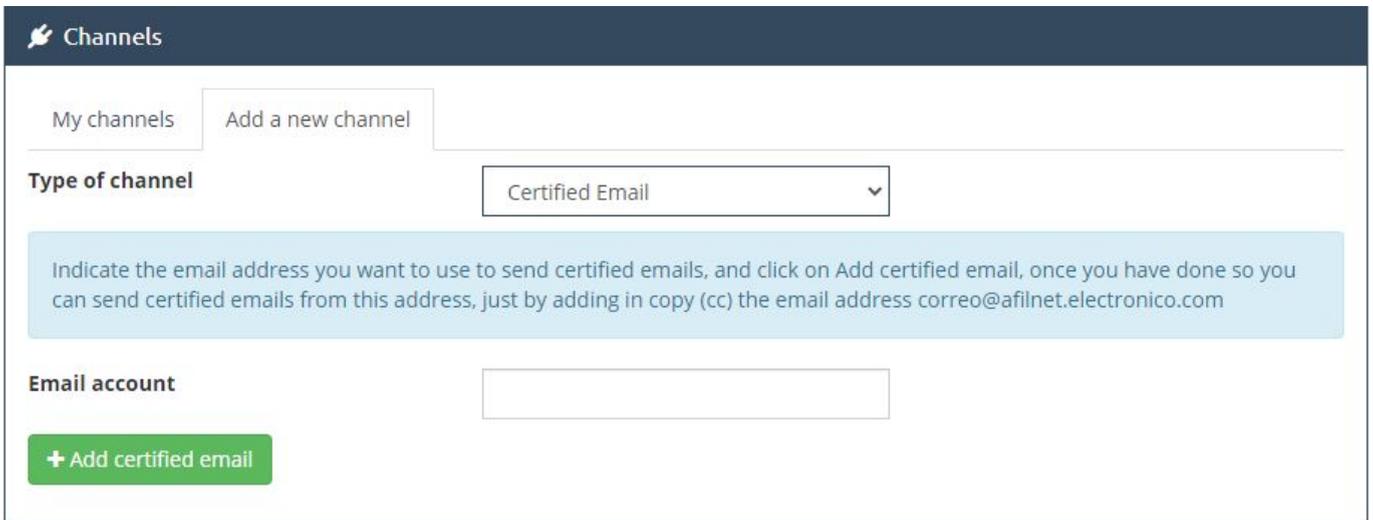
3.- Configuration of your Certified Email account

To configure a new certified account, go to the option "**Channels**" in the administration panel on the left of your screen.

When you are in "**Channels**", click on the upper right tab: "**Add a new channel**".

In the drop-down type of channel, you must select the option: "**Certified Email**"

Later in the box below you must put the email address from which you want to send certified email. Once you have included the email address, press the green button: "**Add certified email**".

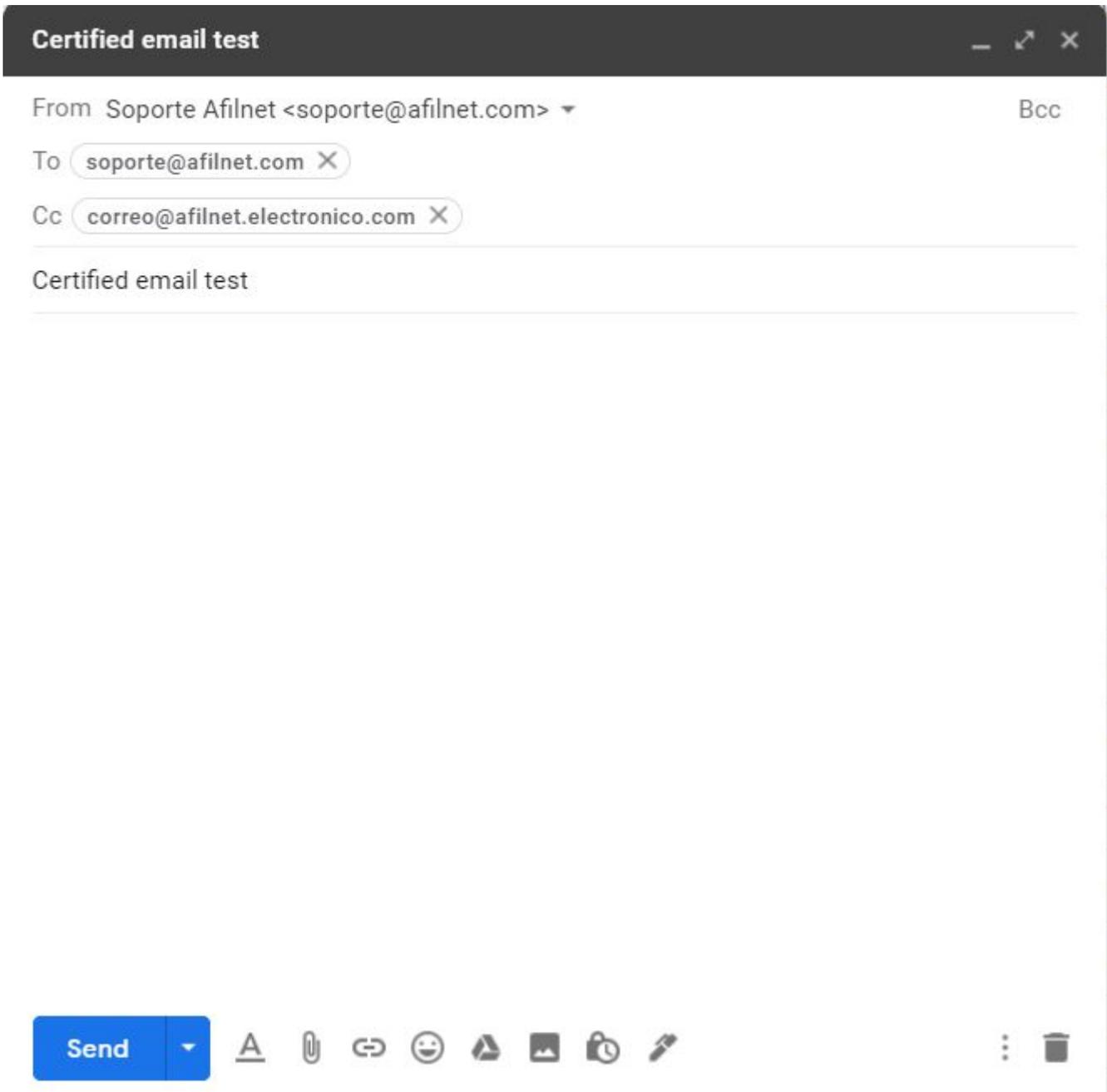


Once you have completed this action, you can access your email manager to make the shipments.

4.- Send Certified Emails

To send a Certified Email from your mail manager, you only have to write the email to the recipient as if you were going to send a normal email, include the destination of the email, include the Subject, write the message and attach the necessary files.

To certify the shipment, you will only have to put in a copy (CC) of your email the address that we provide: correo@afilnet.electronico.com and click on Send.



Once you have sent the email, you can return to Afilnet to download your certificates.

5.- Download certificates

To download the certification document you have to access your Afilnet account. In the administration menu, on the left of your screen you must select: **"Sent"**. There you will find the list of Certified Emails sent, if you click on **"View details"** you can download the certificate of the email you have sent.