

# GalaxKey for External Partners



There are two ways to sign up to the Galaxkey Service:

- 1) Go to [www.galaxkey.com](http://www.galaxkey.com) and sign up your email
- 2) Sign up via a KennCo Galaxkey registration email

**NB:** If you have issues with the site please contact your IT provider to see if the site needs to be unblocked.

## Signing up via a registration Email

- 1) If you have not pre-signed up for an account you will receive an invitation email from your contact in KennCo at the point they send the first secure email to you. It should look like something below:

Welcome to Galaxkey! - Incredibly easy to use email and document security solution.

Your email [plawlor1000@gmail.com](mailto:plawlor1000@gmail.com) is invited to join the Galaxkey security infrastructure. This invitation was sent by [PLawlor@kennco.ie](mailto:PLawlor@kennco.ie)

With this invitation, a Free Galaxkey Identity has been created for you.

You are just one step away from using a world class content security solution.

Copy and paste the following URL in a web browser to get started.

<https://manager.galaxkey.com/IdentityAcceptance/Accept/CCHSUSAHPPANSACXUNPASCKSUUUXSNSNUSCKHCNPHSSFHHUAPP>

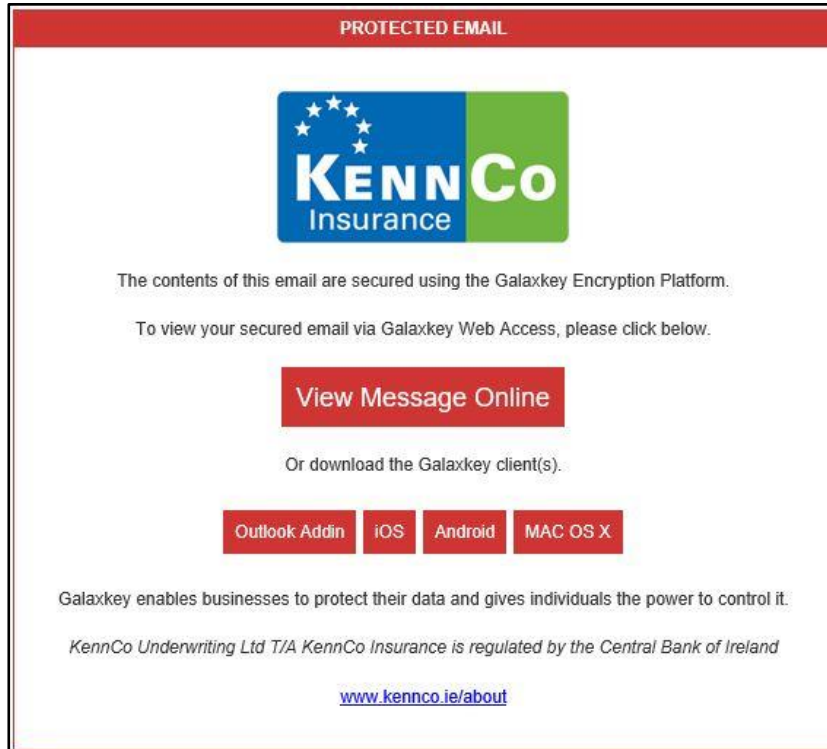
- 2) Click on the link in the email and enter the details requested in the registration form. Once this is completed you have successfully signed up for GalaxKey.

The screenshot shows the registration page for GalaxKey. At the top is the KennCo Insurance logo. Below it is the word "REGISTRATION" in red. The form includes a "Login ID" field with the email "example@outlook.com". There are fields for "Name\*", "Contact Phone", "Password\*", and "Confirm Password\*". Below these are four checkboxes: "Use security questions to enhance your security", "This consent relates to providing system notifications required for Galaxkey to function and technical support when needed. It \*does not\* include any marketing or sales related contact.", "I would like to receive the Galaxkey monthly newsletter.", and "I accept the Galaxkey Terms Conditions & Privacy Policy for registering a new account." At the bottom is a red "Register" button.

## Opening a Secured Email

When you receive a secured email from KennCo, there are two ways to access the email:

- 1) Click on the Outlook add-in from the secure mail that you have received. This will download the installer for the add-in that you can then install on your machine which allows you to view secure emails via Outlook.



- 2) Alternatively click “View Message” and log in with the account that the email was sent to on GalaxKey. Here you can see all your secure emails from KennCo. To reply just click on the ‘Reply’ button in the top bar.

