

EMAIL ENCRYPTION WITH MICROSOFT OFFICE 365



ENCRYPTED EMAIL EXAMPLE

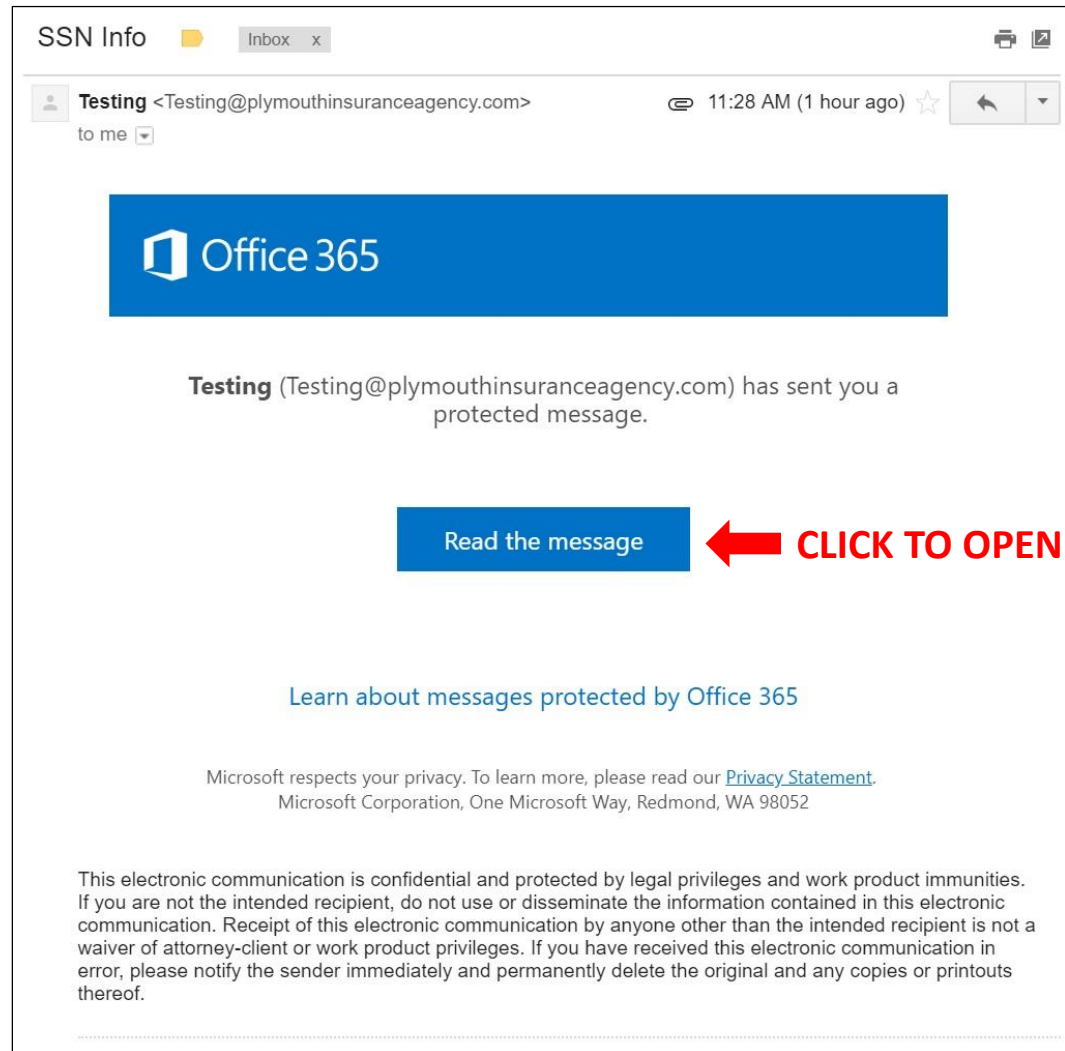
The next several slides provide a visual representation of the sequence of events a recipient will be required to perform in order to view an encrypted email.

Recipients who use Office 365 will not see the one-time passcode option. Instead, they will be prompted to sign into their Office 365 account to view the message.

This example details the one-time passcode option.




RECEIVE ENCRYPTED EMAIL



SSN Info Inbox x

Testing <Testing@plymouthinsuranceagency.com> 11:28 AM (1 hour ago) ☆
to me

 Office 365

Testing (Testing@plymouthinsuranceagency.com) has sent you a protected message.

Read the message

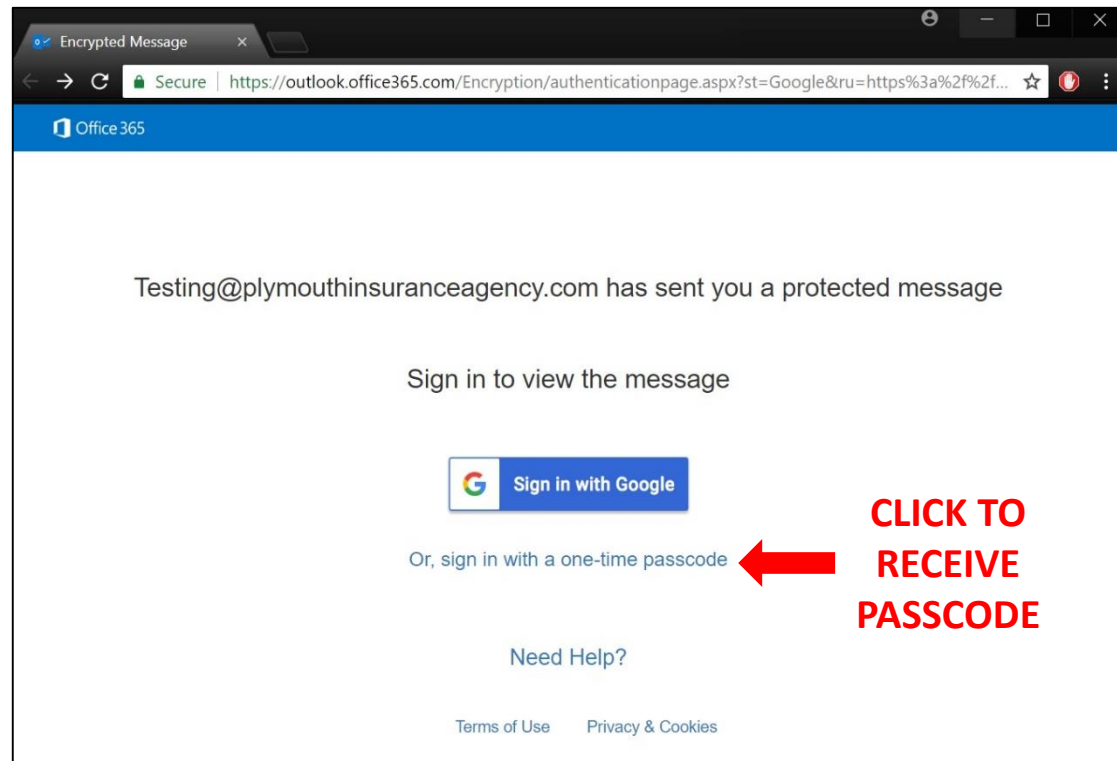
← CLICK TO OPEN

[Learn about messages protected by Office 365](#)

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Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

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ENCRYPTED EMAIL ACCESS





A recipient can choose to sign in with a Google account or a one-time passcode, which will be immediately sent and valid for 15 minutes.

This example details the one-time passcode method.

ENCRYPTED EMAIL PASSCODE RECEIVED

Your one-time passcode to view the message Inbox x

 **Microsoft Office 365 Message Encryption** <MicrosoftOffice3> 1:22 PM (0 minutes ago) ☆
to me ▾

 Office 365

Here is your one-time passcode

49074757

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

Don't want to use one-time passcode every time you get a protected message? Use your email address to [create a Microsoft account](#)

This message is automatically generated. Please don't reply to it.



ENTER ENCRYPTED EMAIL PASSCODE

Encrypted Message x

Secure | https://outlook.office365.com/Encryption/OTPSigninPage.aspx?itemID=E4E_M_888745d9-6a23-42a9...

Office 365

We sent a one-time passcode to [redacted]

Please check your email, enter the one-time passcode and click continue.
The one-time passcode will expire in 15 minutes.

One-time passcode ← **ENTER PASSCODE**

This is a private computer. Keep me signed in for 12 hours.

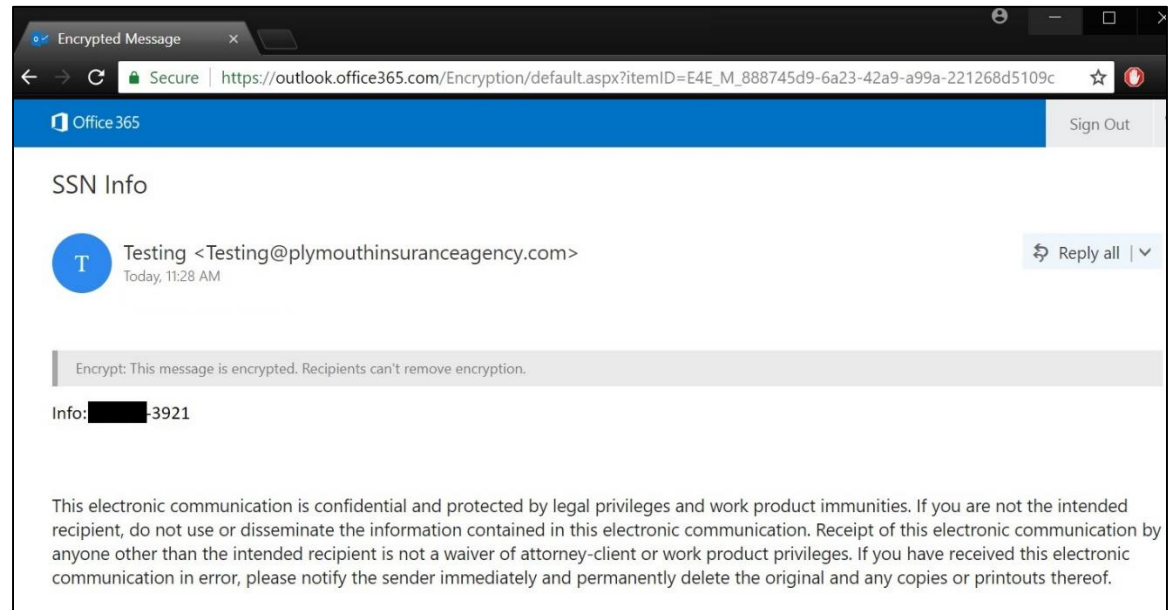
The new one-time passcode was successfully sent.

← **CLICK TO CONTINUE**

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode.](#)

A recipient enters the received one-time passcode
to gain access to the encrypted email.

DECRYPTED EMAIL



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