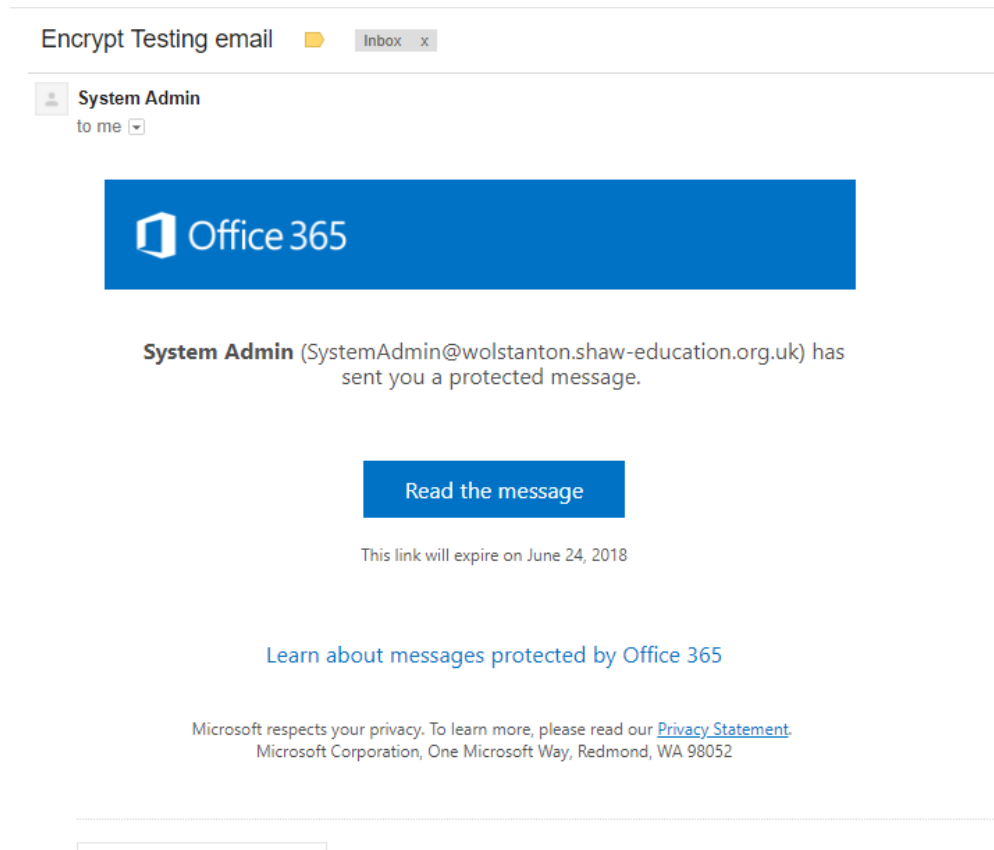


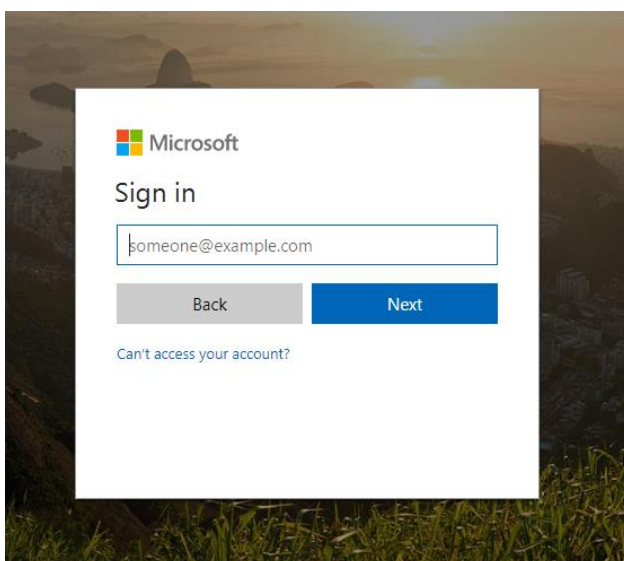
Opening Office365 encrypted email

An email encrypted via Office365 will look similar to the picture below

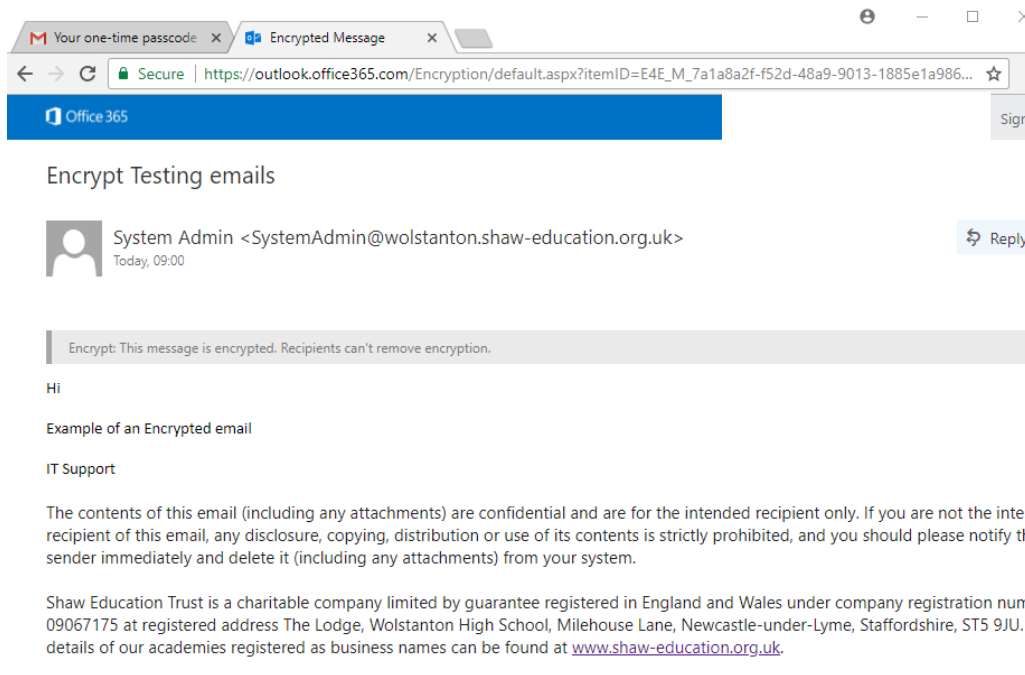
Click on the “read the message” blue box which will open a browser



If you are using an Office365 account you will get an option to sign into your Microsoft account to confirm your identity, enter your email address and your email password as normal



After successfully logging in the encrypted email will appear



If you are using gmail or any other email provider to view the message you will get an option to sign in with your email address and password if supported (in this case google/gmail) but for ease of use the recommended option is to use the “or sign in with a one-time passcode”



SystemAdmin@wolstanton.shaw-education.org.uk has sent you a protected message

Sign in to view the message

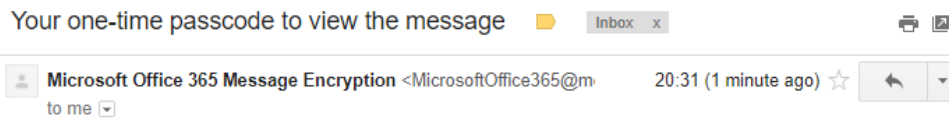


Or, sign in with a one-time passcode

Need Help?

[Terms of Use](#) [Privacy & Cookies](#)

If you click on the one time password option a new page will open asking for the code, please check your email and there will be a code sent to you by Microsoft



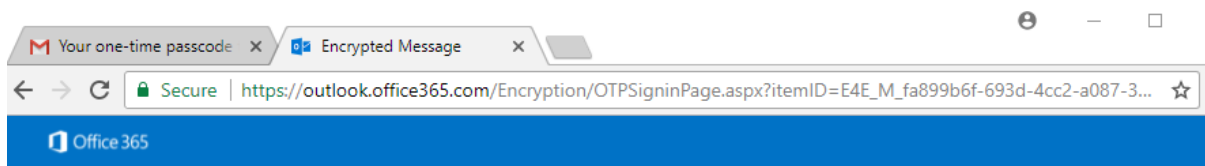
Here is your one-time passcode
88107256

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](#)

Go back to your browser and enter the code into the box and click continue



We sent a one-time passcode to whssch@gmail.com.

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

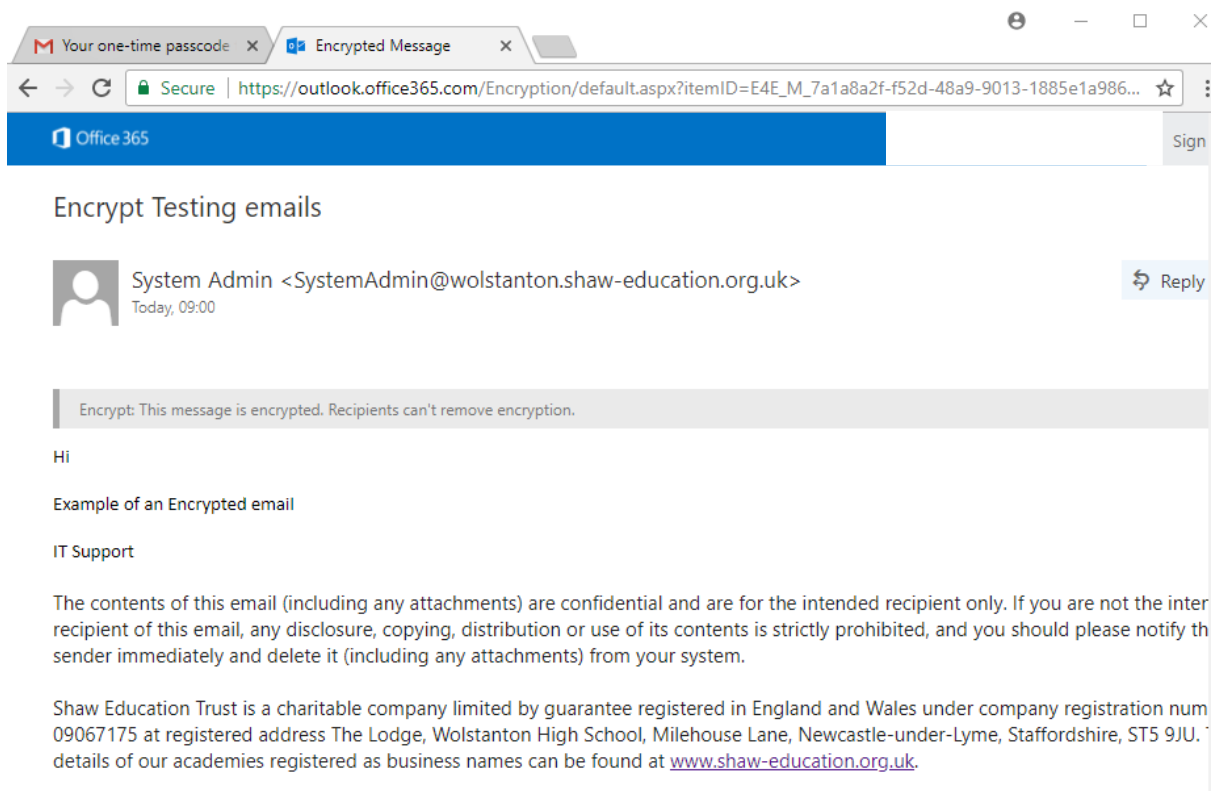
One-time passcode

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

[Continue](#)

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


The encrypted email will now be open



The screenshot shows a web browser window with two tabs: "Your one-time passcode" and "Encrypted Message". The address bar shows a secure connection to an Outlook URL. The Office 365 header is visible. The email content includes a header from "System Admin" and a body with a warning about encryption, a greeting, and a disclaimer.

Office 365 Sign

Encrypt Testing emails

 System Admin <SystemAdmin@wolstanton.shaw-education.org.uk> Today, 09:00 Reply

Encrypt: This message is encrypted. Recipients can't remove encryption.

Hi

Example of an Encrypted email

IT Support

The contents of this email (including any attachments) are confidential and are for the intended recipient only. If you are not the intended recipient of this email, any disclosure, copying, distribution or use of its contents is strictly prohibited, and you should please notify the sender immediately and delete it (including any attachments) from your system.

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