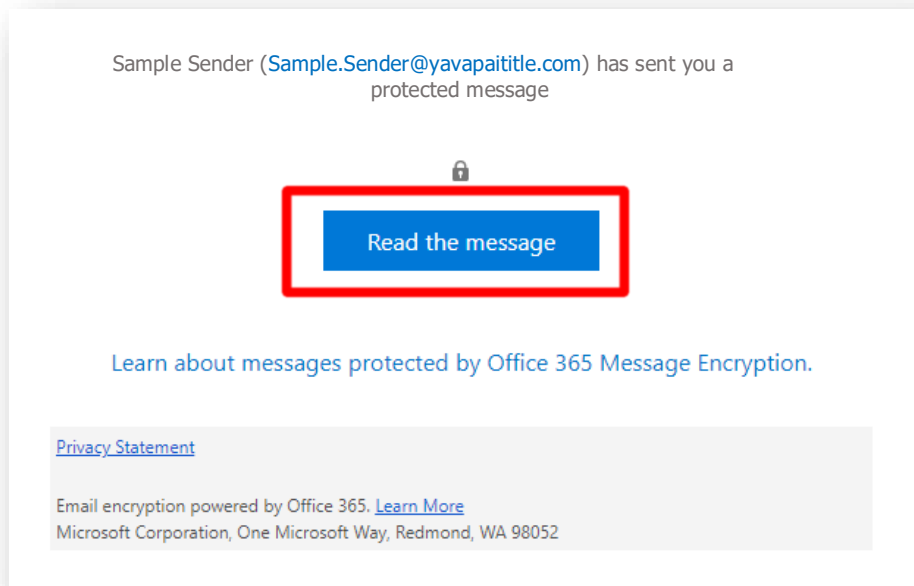
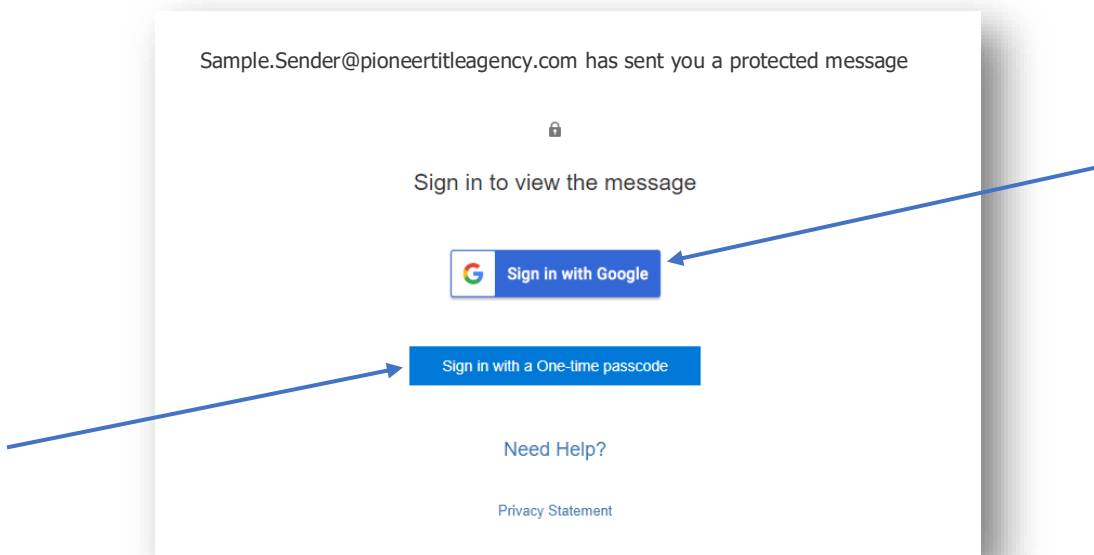


Office 365 Encryption Instructions

1. Click on the “Read the message” button to go to the encryption portal.

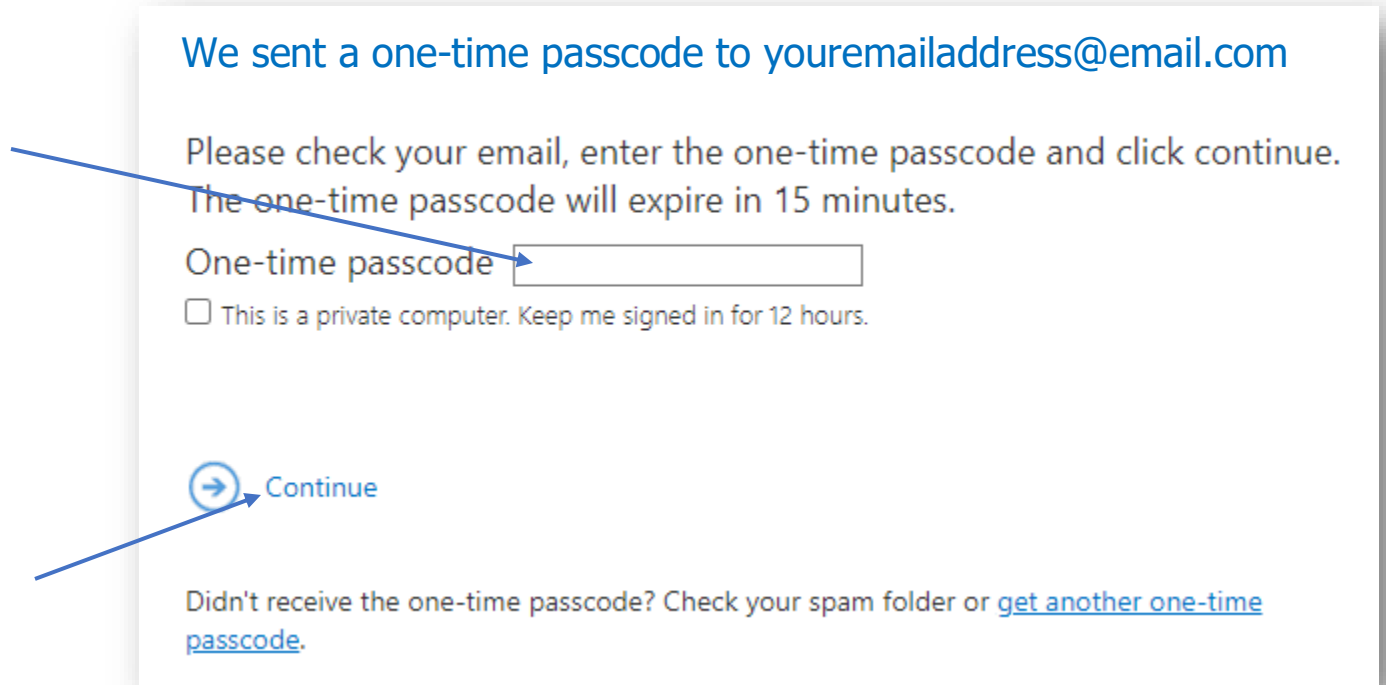


2. Your default web browser will open and you will be presented with two options. One option will be to sign-in using a Microsoft/Google/Yahoo account. If you are given this option, and have an account with that provider, login with this account. If you choose this option skip to step 5. The other is to use a one-time password, see below.

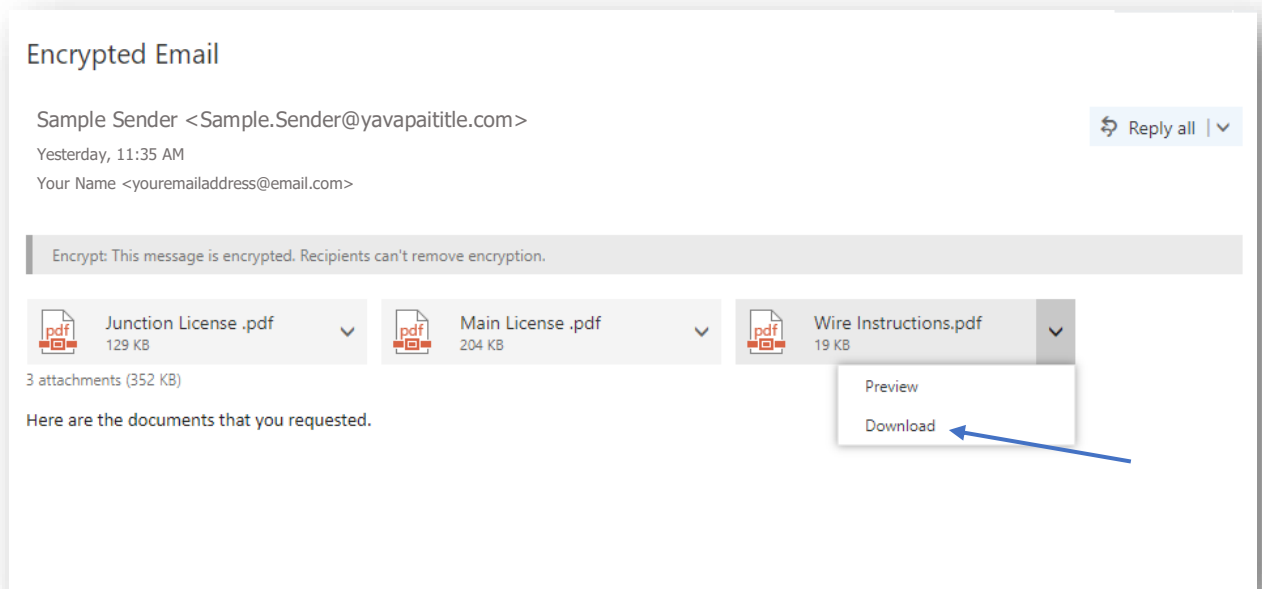


3. If you want to use a one-time code, you will need to click on “Sign in with a One-time passcode”.

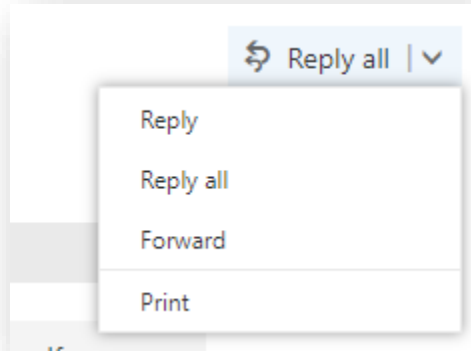
- Next, look in your email for a new email from Microsoft with your One-time code. Enter the code in web site and click Continue.



- You can now read the encrypted message and download any attachments that were included. You can select the dropdown arrow next to the attachments to choose to download or preview the attachment.



- Using the “Reply all”, “Reply” or “Forward” options within the portal will encrypt the new message. There is also a print option in this same dropdown.



- After you are finished reading the encrypted message use the Sign Out button at the top right of the webpage.

