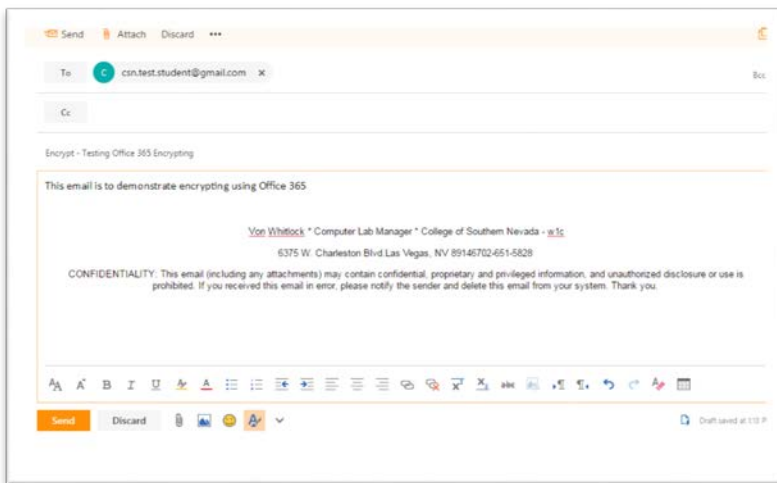
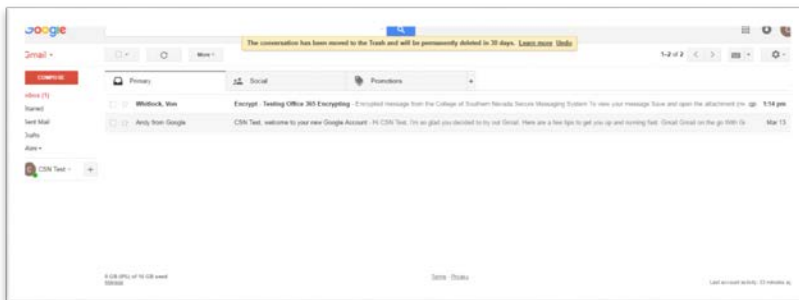


How to send an encrypted email to an outside recipient

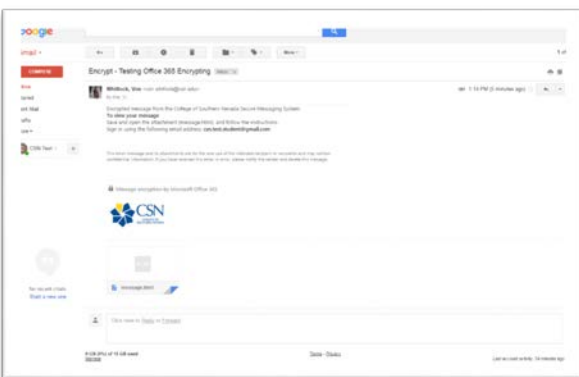
Create a new email and be sure to type in "Encrypt" in the beginning of the subject line.



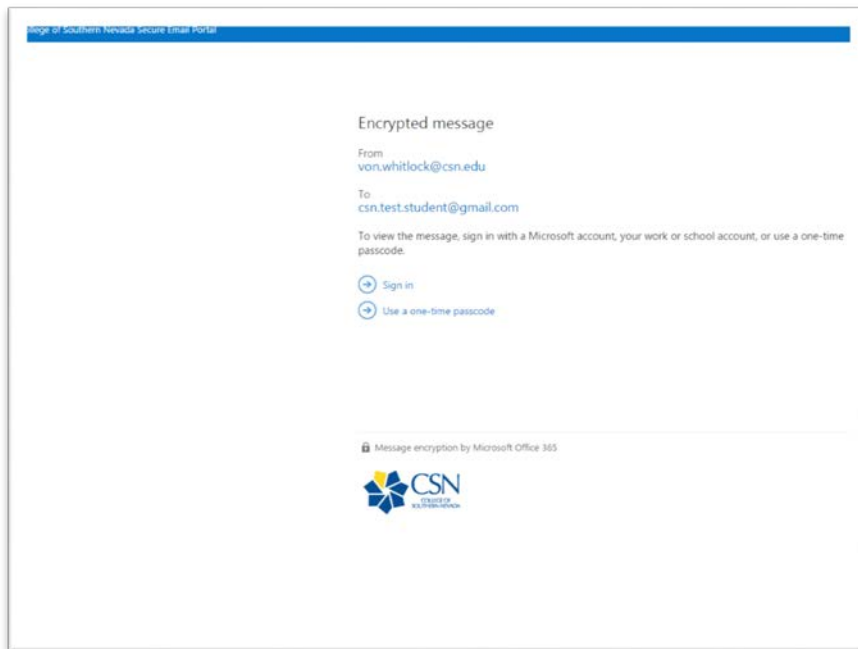
The recipient should see the new email in their inbox as shown:



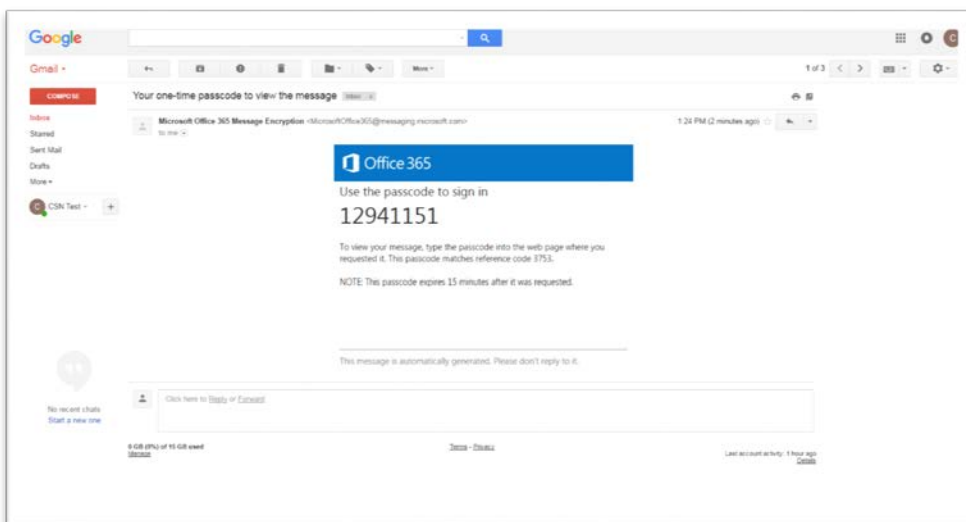
When the recipient opens the email it will look like the one below



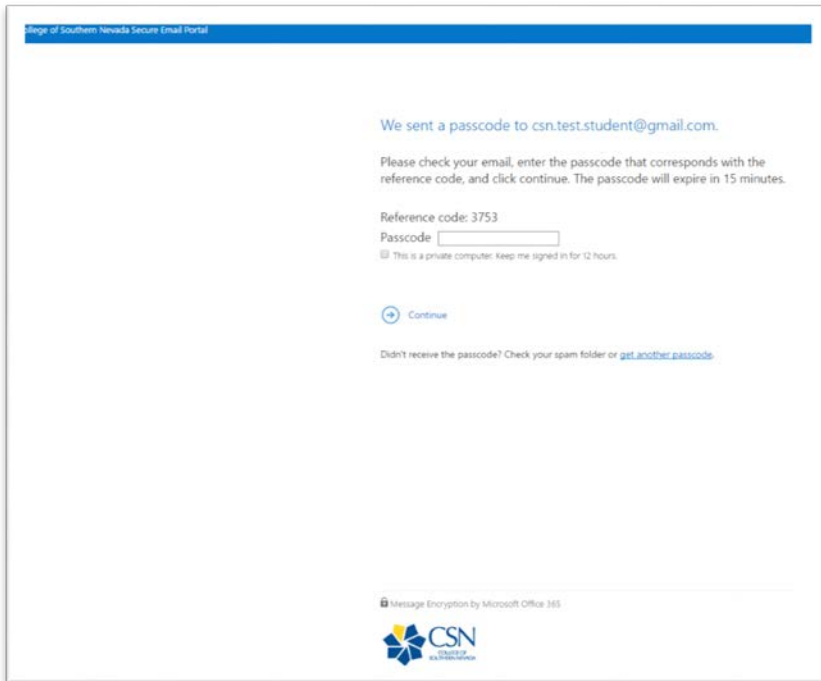
After they download the open the HTML attachment, they will be prompted to enter in their Microsoft Account (If linked to the recipient's email address) or to request for a one-time passcode.



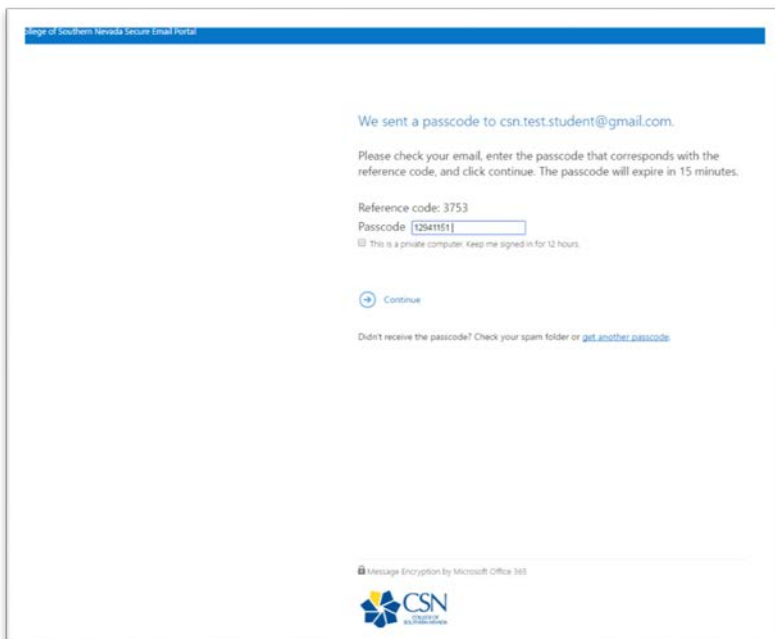
If they select a one-time passcode, one will be sent to the same recipient email address and that code can be used to access the encrypted email



When the student requested the passcode they received the following screen



The person will then enter the code they received from Microsoft in the field provided:



Then they will receive the email unencrypted, as sent

