



Office 365

Send and Retrieve Encrypted Emails

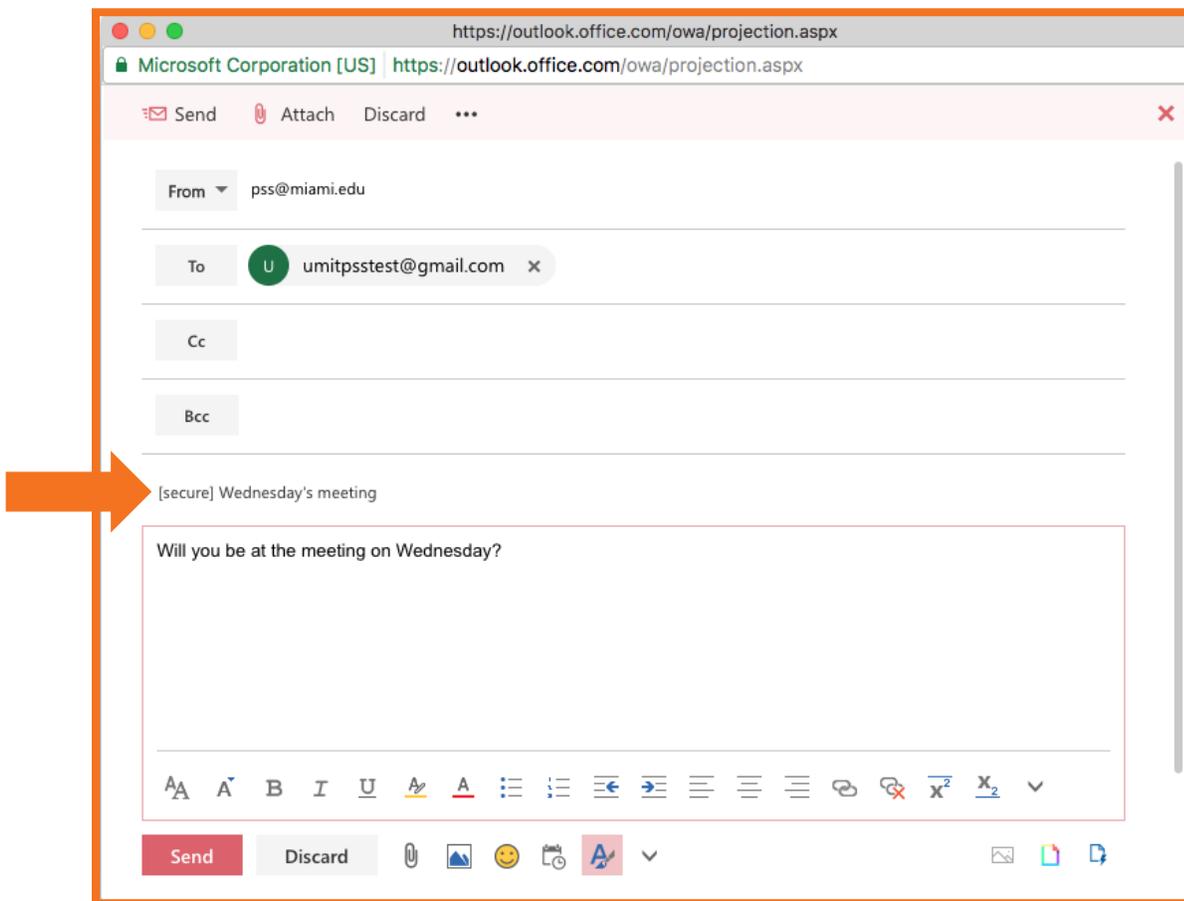
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Sending and Retrieving Encrypted Emails

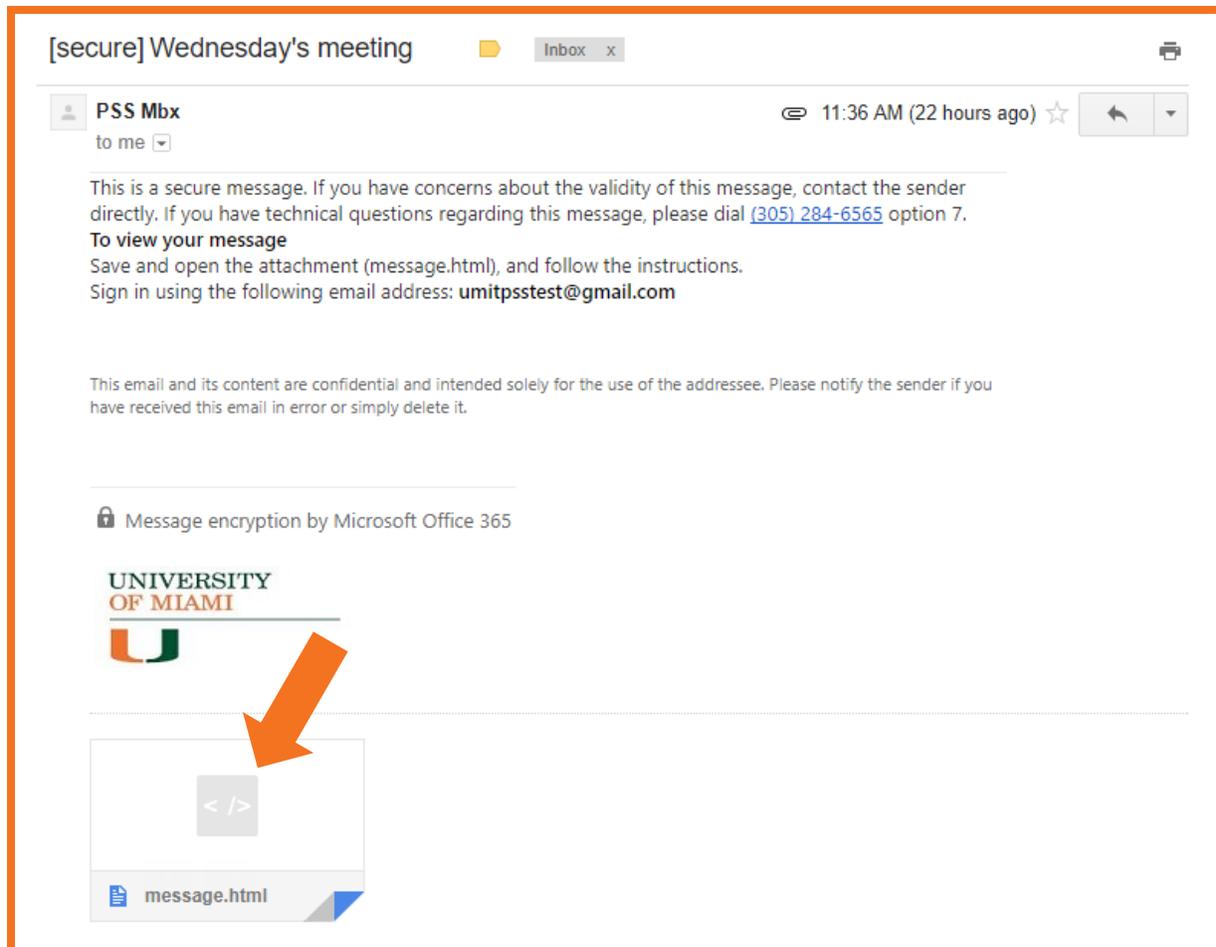
How to Send an Encrypted Email

1. Create the email and in the subject line type the text [secure] or [SECURE] (including the square brackets and then a space after the closing bracket). The text is case sensitive.
2. Send the email.

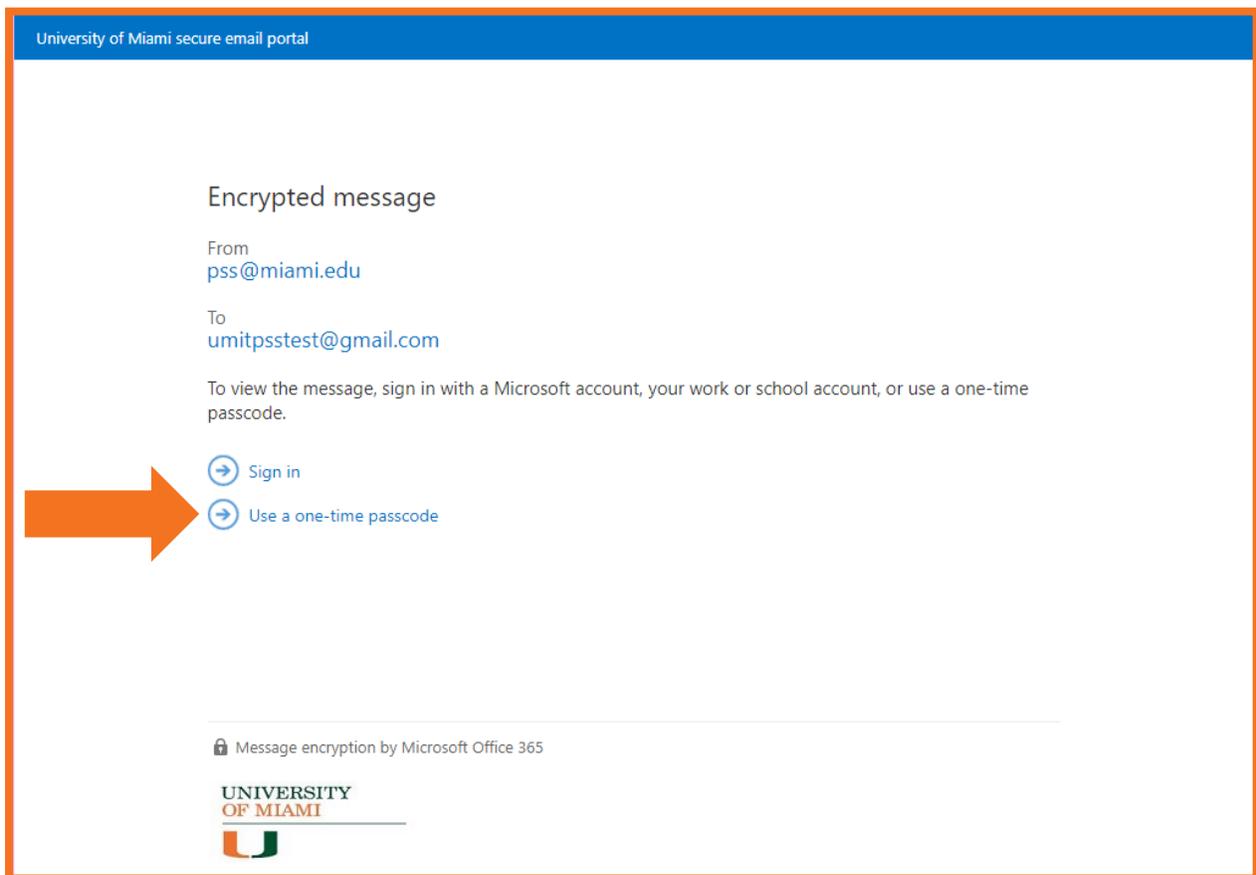


How to Open an Encrypted Email

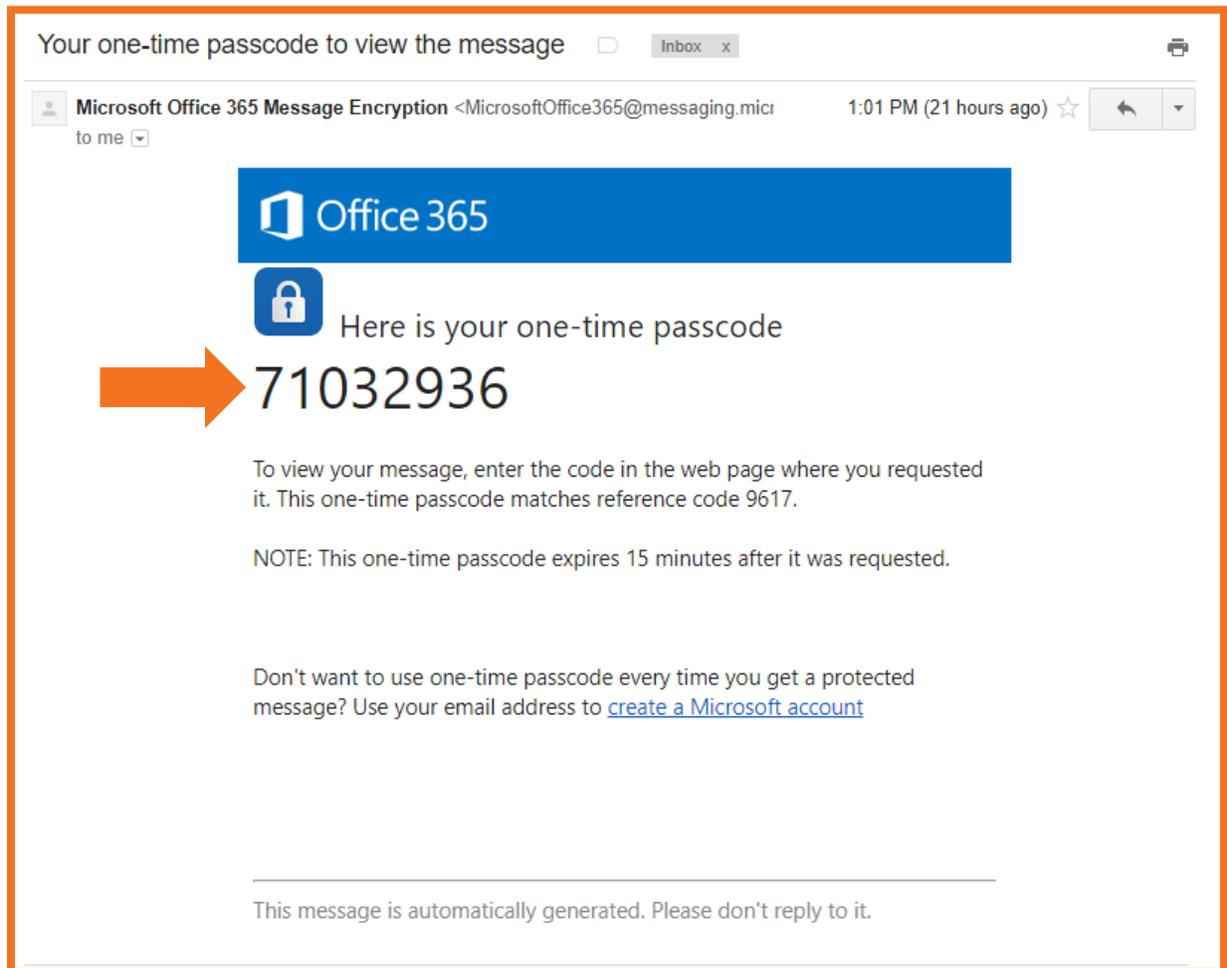
1. The recipient will receive a notification that they have received an encrypted message. To open the encrypted message, download the **message.html** attachment.



2. Open the downloaded attachment and the recipient will be directed to a sign-in page.
 - a. University users can click **Sign In** and login with their @miami.edu email address and password.
 - b. External users will need to click on **“Use a one-time passcode.”**



3. External users who click on “use a one-time passcode” will have a one-time passcode delivered to the same email address the encrypted message was delivered to.



4. Provide the passcode on the Encryption sign-in page. Click **Continue**.

get another one-time passcode.' At the very bottom of the page, there is a footer with a lock icon, the text 'Message Encryption by Microsoft Office 365', and the University of Miami logo." data-bbox="115 222 889 720"/>

University of Miami secure email portal

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

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

Reference code: 2914

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](#).

 Message Encryption by Microsoft Office 365

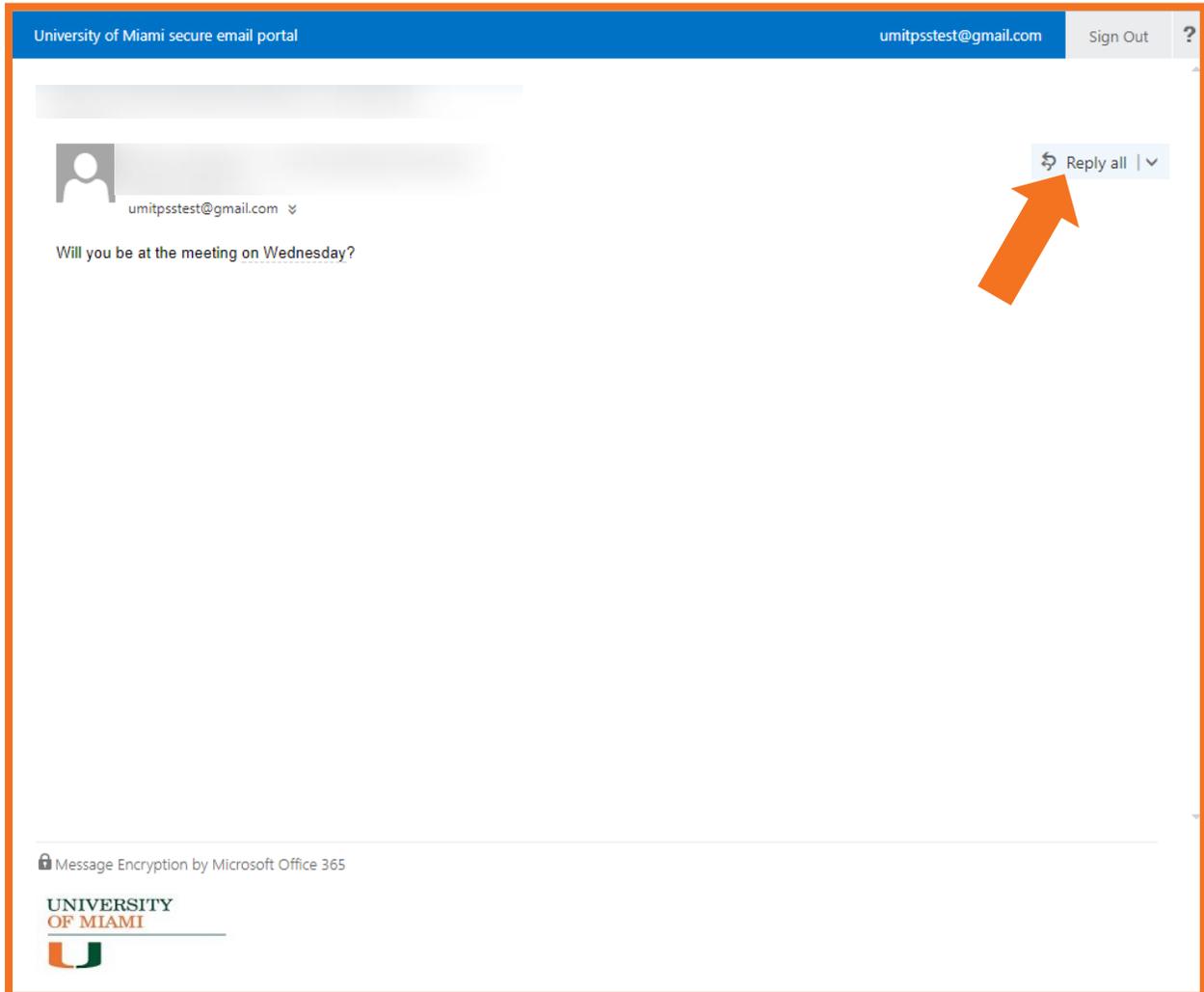
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OF MIAMI**



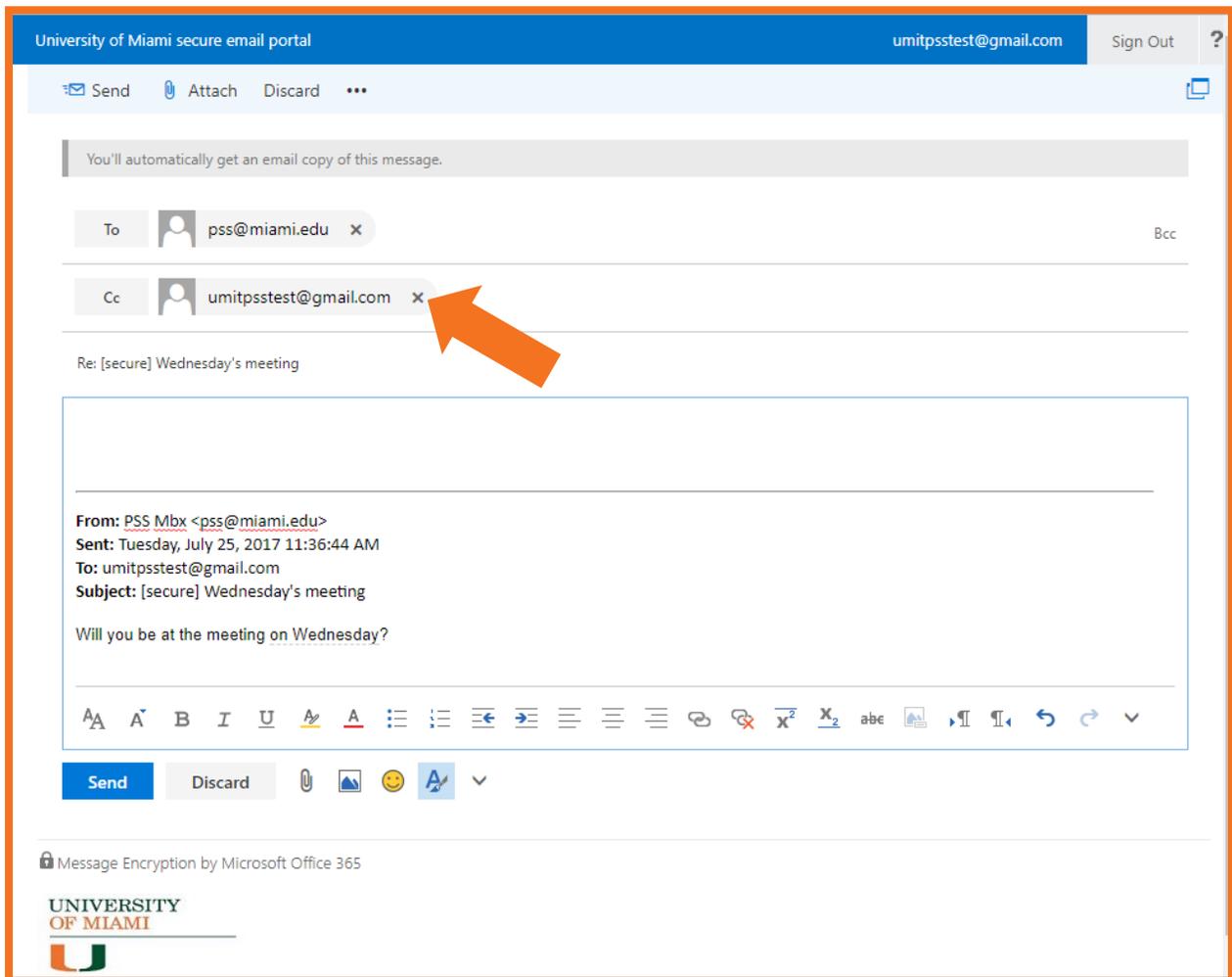
5. They will then be shown the contents of the encrypted message.

How to Reply to an Encrypted Email

1. To send a response, click the **Reply All** button.



2. By default, you are added to the CC field. Click the **X** next to your email address if you do not wish to receive a copy of the sent message.



University of Miami secure email portal umitpsstest@gmail.com Sign Out ?

Send Attach Discard ...

You'll automatically get an email copy of this message.

To  pss@miami.edu **X** Bcc

Cc  umitpsstest@gmail.com **X** 

Re: [secure] Wednesday's meeting

From: PSS Mbx <pss@miami.edu>
Sent: Tuesday, July 25, 2017 11:36:44 AM
To: umitpsstest@gmail.com
Subject: [secure] Wednesday's meeting

Will you be at the meeting on Wednesday?

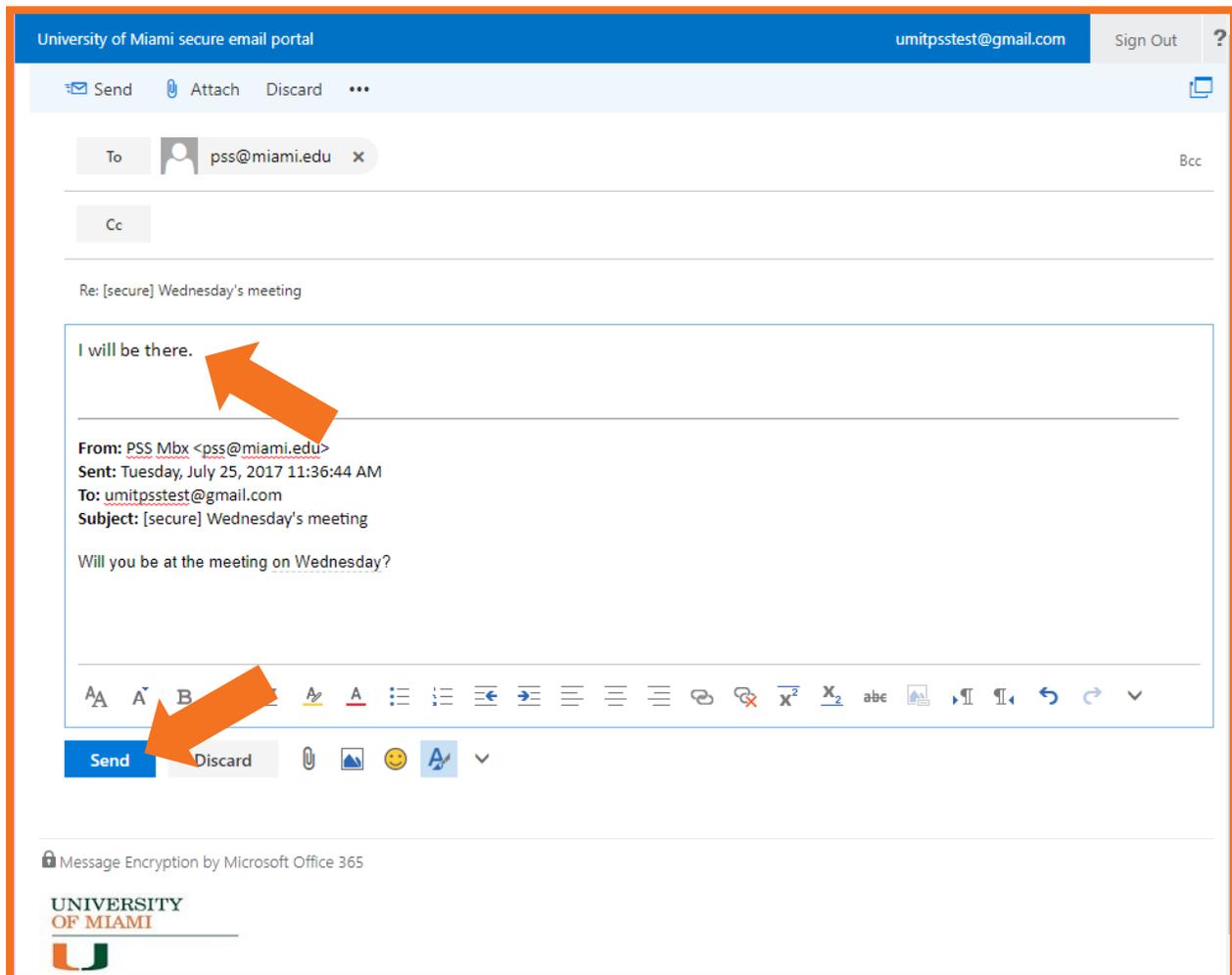


Send Discard     

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3. Click inside the text box and enter your message.
4. Click **Send** when done.



University of Miami secure email portal umitpsstest@gmail.com Sign Out ?

Send Attach Discard

To  pss@miami.edu × Bcc

Cc

Re: [secure] Wednesday's meeting

I will be there.

From: PSS Mbx <pss@miami.edu>
Sent: Tuesday, July 25, 2017 11:36:44 AM
To: umitpsstest@gmail.com
Subject: [secure] Wednesday's meeting

Will you be at the meeting on Wednesday?

Send Discard     ▼

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5. You'll be taken back to the encrypted message. Click **Sign Out** in the top left corner.
6. Close the window or tab.

