

MIAMI INFORMATION TECHNOLOGY

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.

[secure] Wednesday's meeting	ē
PSS Mbx to me	
This is a secure message. If you have concerns about the validity of this directly. If you have technical questions regarding this message, please To view your message Save and open the attachment (message.html), and follow the instruction Sign in using the following email address: umitpsstest@gmail.com	s message, contact the sender dial <u>(305) 284-6565</u> option 7. ons.
This email and its content are confidential and intended solely for the use of the ad have received this email in error or simply delete it.	dressee. Please notify the sender if you
Message encryption by Microsoft Office 365	
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< />	
e message.html	



- 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."

University of Miami see	cure email portal
	Encrypted message
	From pss@miami.edu
	To umitpsstest@gmail.com
	To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.
	→ Sign in
	Use a one-time passcode
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3. External users who click on "use a one-time passcode" with 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**.

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 the signed in for 12 hours.	
Continue	
Didn't receive the one-time passcode? Check your spam folder or <u>get another one-time</u>	
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5. They will then be shown the contents of the encrypted message.



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

University of Miami secure email portal	umitpsstest@gmail.com	Sign Out	?
umitpsstest@gmail.com * Will you be at the meeting on Wednesday?	\$	Reply all 🗸	
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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 🚥	đ	2
You'll automatically get an email copy of this message.		
To pss@miami.edu ×	Bcc	
Cc umitpsstest@gmail.com ×		
Re: [secure] Wednesday's meeting		
From: <u>PSS Mbx <pss@miami.edu></pss@miami.edu></u> 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?		
^A A Ă B I ∐ <u>A</u> Ă ☵ ☵ 폰 판 프 프 프 ֎ ֎ ☆ x ² X ₂ abe № ,¶ ¶, 5 (c* 🗸	
Send Discard 🕕 🔝 😂		
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- Click inside the text box and enter your message.
 Click Send when done.

University of Miami secure email portal	umitpsstest@gmail.com	Sign Out ?
🗺 Send 🕘 Attach Discard 🚥		D
To pss@miami.edu ×		Всс
Cc		
Re: [secure] Wednesday's meeting		
I will be there.		
From: <u>PSS Mbx</u> <pre>pss@miami.edu> Sent: Tuesday, July 25, 2017 11:36:44 AM To: umitpsstest@gmail.com Subject: [secure] Wednesday's meeting</pre>		
Will you be at the meeting on Wednesday?		
$A_{A} \land B \land A \coloneqq A \coloneqq \Xi \equiv \Xi \equiv \Xi \otimes \Re x^{2} x_{2}$	abe 🔤 📭 🛛 🖌 📩	.⇒ ∨
Send Discard 🕅 💽 🛃 💛		
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- You'll be taken back to the encrypted message. Click **Sign Out** in the top left corner.
 Close the window or tab.

University of Miami secure email portal	umitpsstest@gmail.com	Sign Out	?
			-
umitpsstest@gmail.com >		Reply all 🗸	
Will you be at the meeting on Wednesday?			
Message Encryption by Microsoft Office 365			-
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