# How to View an Encrypted Email (using your MassBay Email)

An encrypted message is delivered to a recipient's inbox just like any other email message, but it contains an encrypted HTML file attachment (which is the actual email).

After opening the attachment, the recipient can sign in or use a one-time passcode to view the message on the Office 365 Message Encryption portal. The email includes instructions for viewing the encrypted message.

These instructions work using either your office's MassBay Outlook account or your MassBay Web Outlook account.

The graphics below are from Web Outlook within the Microsoft Edge browser.

1	Log into your MassBay email account <b>Note</b> : there are two ways of recognizing an	[encrypt] This is an en     SR     Spool, Rich     Today, 4:16 PM     Spool, Richard	crypted message ard ¥		
2	<ol> <li>The "word" [encrypt] will be displayed somewhere in the Subject line</li> </ol>	message.htm 119 KB     Save to OneDr	ive - massbay.edu		
	2. The text will note that you received an encrypted email		Concrypted message from RSPOOL@massbay.edu		
	3. The encrypted "message" is attached	Sign in using the following email ad		dress: RSPOOL@massbay.edu	
	To begin the process to read the encrypted email	This email message and its att confidential information. If you	achments are for the sol a have received this ema	e use of the intended recipient or recipients and may contain il in error, please notify the sender and delete this message. —	
	4. Click on Download			5	
	The encrypted email will be copied to the <b>Download</b> folder				
3	Depending on the browser that you are using, you will be able to open the file by: Chrome:  Check the "box" on the lower left side of the screen Firefox:  Check the popup Window of the screen Edge: Check the "box" on the lower left side of the screen Check the "box" on the lower left side of the screen				
	message (5).html finished downloading. Open Open folder	View downloads	< .		
	Other browsers will display similar options.		Encrypted	message	
Δ	After clicking on the attachment, a similar display will appear as the one on the right		From CDANIELE@massbay.edu		
-	1. Who sent the encrypted email		train365@massbay.edu		
	2. To whom it was sent		To view the mes your work or sc	ssage, sign in with a Microsoft account, hool account, or use a one-time passcode.	
			→ Sign in 3		
2/16/2017			Ose a one-time passcode <b>4</b>		
			Message encrypt	tion by Microsoft Office 365	

...and the two methods of enabling you to read the encrypted email

- By signing in using your MassBay email address and password - OR
- 4. By using a one-time passcode

## Sign in method:

Click on Sign in (8 above)

The screen will change to the one on the right

Select Work or school account

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Because you are already logged into your MassBay email account, you will <u>**not**</u> be asked to log in again and the encrypted message will automatically be displayed

An example is shown on the right

• Any attachment will open in the "usual" way

# Passcode method:

Click on **Use a one-time passcode** (**4** above in step **4**)

The screen will change to something like the one on the right

**Note** that you have **15 minutes** to check your MassBay email and to copy the passcode and paste it into the Passcode textbox

### Return to your MassBay email account and open the email from **Microsoft Office 365 Message Encryption** (see example on right)

Copy the passcode

Return to the passcode screen

- 1. Paste the passcode into the **Passcode** textbox
  - Make sure that there are no spaces on the end of the passcode
- 2. Click Continue
- O The encrypted message will appear (an example is shown on the right)
  - Any attachment will open in the "usual" way

**Note**: if you **reply** to an encrypted email, your reply will also be encrypted

Which a	ccount would you like to sign in with to view your encrypted
	Microsoft account Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.
Í	Work or school account Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.
Don't war	nt to sign in? Use a one-time passcode to view the message.
	Encrypted Message
	[Encrypt] Here is the transcript you requested
	Daniele, Christopher <cdaniele@massbay.edu> Mun 19, 329 PM man385 -strainMS@man8bay.edu&gt; W</cdaniele@massbay.edu>
	Chris Daniele.vcf J.Doe_Transcript.pdf v
	2 attachments (192 KB)
	Dear Miss Doe,
,	Attached is the requested transcript. Please feel free to contact me with any further requests.
y	Dest, Chris

#### We sent a passcode to train365@massbay.edu.

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

Passcode	1	
This is a pr	ivate computer. Keep me	] sianed in for 12 hours



Didn't receive the passcode? Check your spam folder or get another passcode



### Use the passcode to sign in

75308005 To view your message, type the passcode into the web page where yo requested it. This passcode matches reference code 7644.

NOTE: This passcode expires 15 minutes after it was requested.

#### Reference code: 7644

e end	Passcode 75308005 ×				
	Ontinue 2				
Encrypted N	Nessage				
[Encry	ypt] Here is the transcript you requested				
P	Daniele, Christopher «CDANIELE@massbay.edu» Max VX, 225 MM mini85 smini85@mastbay.ede> a				
D	Chris Daniele.vof J.Doe_Transcript.pdf v 27 x8				
2 attacher	ends (1912 x01)				
Dear Mit	is Doe,				
Attached	Is the requested transcript. Please feel free to contact me with any further requests.				
Dest,					