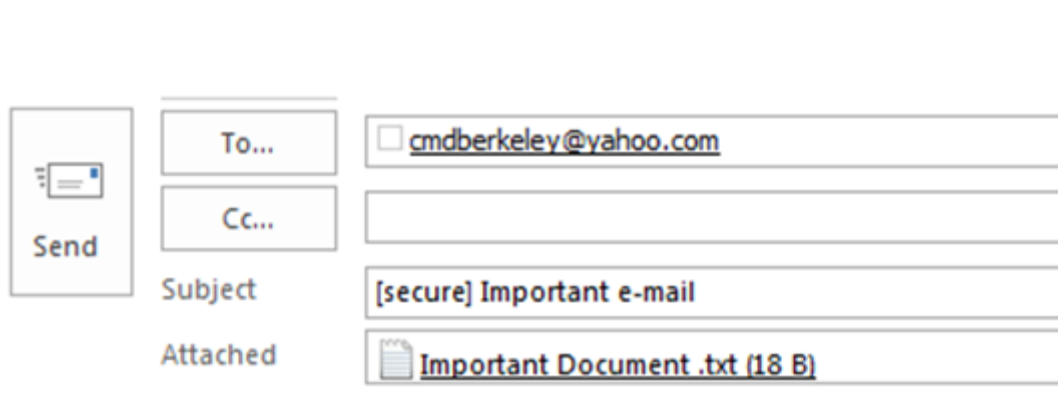




## **How to send an encrypted e-mail in Outlook 2013**

(This method only works with outside e-mail addresses)

1. To the right of the button “To” type in the recipient’s e-mail address (Example [cmdberkeley@yahoo.com](mailto:cmdberkeley@yahoo.com))
2. Under your subject type “[secure] “, space and your subject. (Example Important e-mail)
3. Attach your document.
4. Click the Send Button.



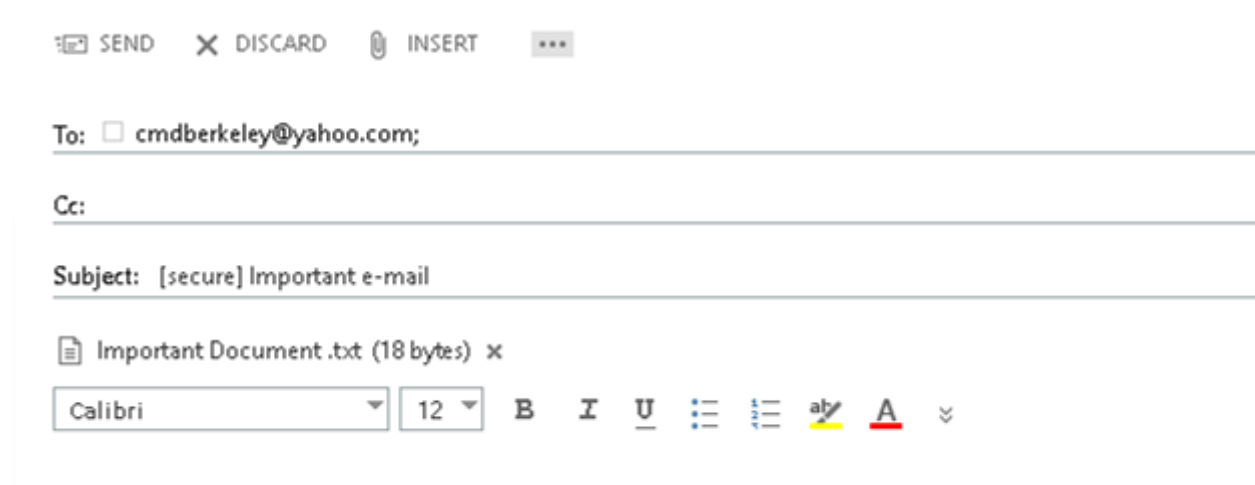
The image shows a screenshot of the 'Send' dialog box in Outlook 2013. On the left is a 'Send' button with an envelope icon. To its right are four input fields: 'To...' containing 'cmdberkeley@yahoo.com', 'Cc...' which is empty, 'Subject' containing '[secure] Important e-mail', and 'Attached' containing 'Important Document .txt (18 B)' with a document icon.

	To...	<input type="checkbox"/> <a href="mailto:cmdberkeley@yahoo.com">cmdberkeley@yahoo.com</a>
Send	Cc...	
	Subject	[secure] Important e-mail
	Attached	 Important Document .txt (18 B)

## How to send an encrypted e-mail in OWA

(This method only works with outside e-mail addresses)

1. To the right of the button “To” type in the recipient’s e-mail address (Example [cmdberkeley@yahoo.com](mailto:cmdberkeley@yahoo.com))
2. Under your subject type “[secure] “, space and your subject. (Example Important e-mail)
3. Attach your document.
4. Click the Send Button.






SEND DISCARD INSERT ...

To:  cmdberkeley@yahoo.com;

Cc:

Subject: [secure] Important e-mail

Important Document .txt (18 bytes) x

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## How a recipient views an encrypted e-mail

Recipient will receive the following encrypted e-mail message in his or her Inbox.

Click\Open the file “message\_zdm.html”



When the file opens click the “Read Message” Button



Type in your full name, create a password and click the “Continue” button

Microsoft  
**Exchange**  
Hosted Encryption

**Create a password to continue:**

Full Name:

Greg Matwijiszyn

Email Address:

cmdberkeley@yahoo.com

Choose a Password:

●●●●●●●●

Retype Password:

●●●●●●●●|

Continue

You will be asked for this password periodically for security purposes.

We value your right to privacy. We will not share your information or sell it to a third party.

You will receive a message to check your e-mail.

Microsoft®  
**Exchange**  
Hosted Encryption

**Check Your Email**

We have sent a message to your email account with the subject:

**Exchange Hosted Encryption Identity Verification - Do Not Reply**

When you receive the message, click on the link to verify your email address.

The link will expire for security purposes.

**Note: If you do not receive this message in your inbox within the next few minutes, check your bulk/junk email folder.**

You may now close this window.

*The message will come from Microsoft Hosted Encryption  
<hostedencryption@encryption.messaging.microsoft.com>.*

Open the new e-mail and click the link.

Microsoft®

## Exchange Hosted Encryption

Welcome cmdberkeley@yahoo.com,  
Follow the link below to verify your email address.  
This link will only work once.

**Click this link**



<https://voltage-ps-0000.encryption.messaging.microsoft.com/tok/7s9VkoeWNAIvXDbPQESpzCo7/TQAA/>

If you cannot use the link, copy and paste the link into a browser.

Once you have followed the link, you should delete this temporary message, which is used only to verify

Keep the original encrypted message for access in the future.

Microsoft


*This process was initiated on January 11, 2014 at 9:25 AM PST for: cmdberkeley@yahoo.com.*

You can now view the encrypted e-mail and download the attachment .

Microsoft  
**Exchange**  
Hosted Encryption

cmdberkeley@yahoo.com [Help](#) [Sign Out](#)

[Reply](#) [Reply to All](#) [Forward](#)

**From:** cmd@berkeleycollege.edu (Authenticated by encryption.messaging.microsoft.com)  Valid Signature [\(Help\)](#)  
**To:** cmdberkeley@yahoo.com  
**Sent:** Sat Jan 11, 2014 11:43 AM (42 minutes ago)  
**Subject:** [secure] Important e-mail  
**Attached:** Important Document .txt (1k) - [View](#), [Download](#)

This is an Important document.

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[cmd@BerkeleyCollege.edu](mailto:cmd@BerkeleyCollege.edu)

Exchange Hosted Encryption  
[Learn More](#)

[Reply](#) [Reply to All](#) [Forward](#)

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