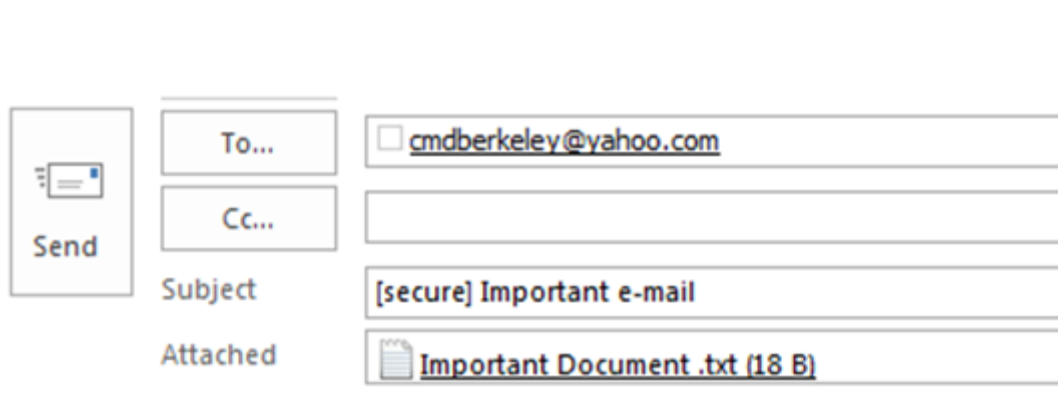## How to send an encrypted e-mail in Outlook 2013

(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)

2. Under your subject type "[secure] ", space and your subject. (Example Important e-mail)

3. Attach your document.

4. Click the Send Button.

How to send an encrypted e-mail in OWA

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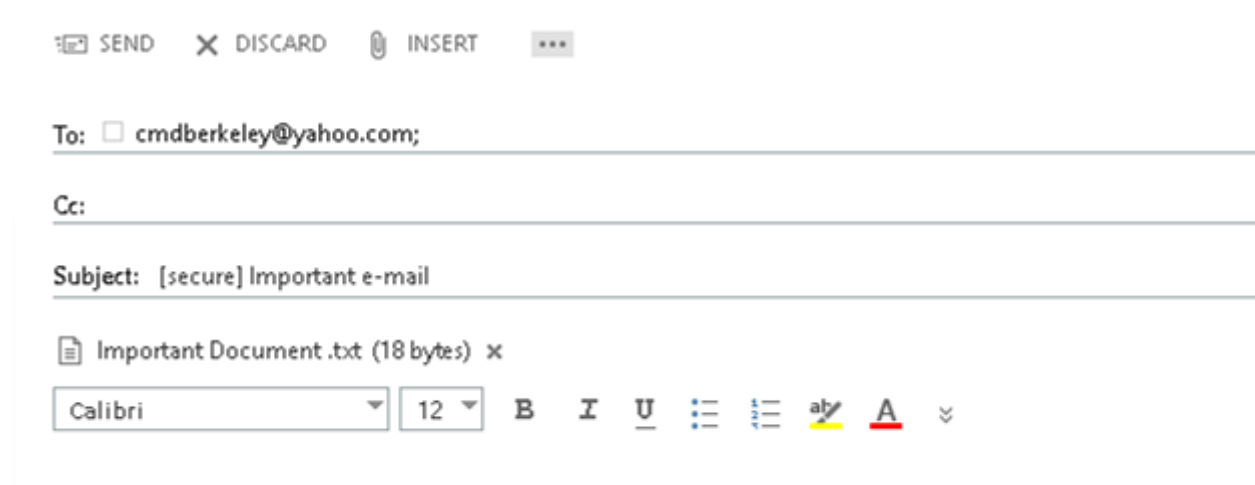
3. Attach your document.

4. Click the Send Button.

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

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/TQAAⱯ

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.

Greg Matwijiszyn
Assistant Manager - Helpdesk
Berkeley College
973-278-5400 Ext 1544
cmd@BerkeleyCollege.edu

Exchange Hosted Encryption
Learn More

Reply   Reply to All   Forward

Email Security Powered by Voltage IBE™   Copyright 2011 Microsoft Corporation. All rights reserved. Legal | Privacy.