## E-mail Encryption Instructions:

1. Start a new email in Outlook.
2. Include SBCCDEncrypt in the subject line of a new email. You can include additional text in the subject before or after SBCCDEncrypt. Example: SBCCDEncrypt Email Subject
3. Finish the mail and send as normal.
   a. Recommended to follow up the encrypted message with a second non-encrypted message to the same recipient as the encrypted message letting them know they will be receiving an encrypted message from you. This will prevent them from deleting the encrypted message as spam.
4. If opening in Outlook, the message will open as normal and will display a padlock on the message. Note, the message may take a few moments to open.
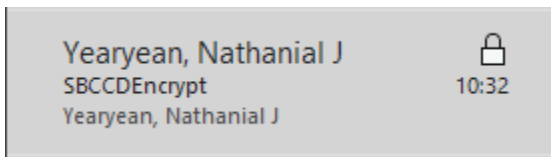
5. If opening through a web-based email (Gmail, Yahoo, etc.), the recipient will receive an email that looks like the below:

6. Clicking on Read the message will open a page that looks like the below:

nyearyean@sbccd.cc.ca.us has sent you a protected message

🔒

Sign in to view the message

G Sign in with Google

Sign in with a One-time passcode

Need Help?

Privacy Statement

7. If opening in Gmail, use the Sign in with Google option. This will take you to the Gmail sign-in. Click Allow after signing in.

8. If opening through any other email client, click Sign in with a One-time passcode. This will open a new page to enter the One-time passcode and an email will be sent to the recipient's email with a One-time passcode.

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

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

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

Here is your one-time passcode

To view your message, enter the code in the web page where you requested it.

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

Don't want to use one-time passcode every time you get a protected message? Use your email address to create a Microsoft account

This message is automatically generated. Please don't reply to it.

9. Enter the One-time passcode from your email and click Continue to view your email.
10. Note – recipients of encrypted messages can't forward, print, or copy content.

More info can be found here: Opening a protected email