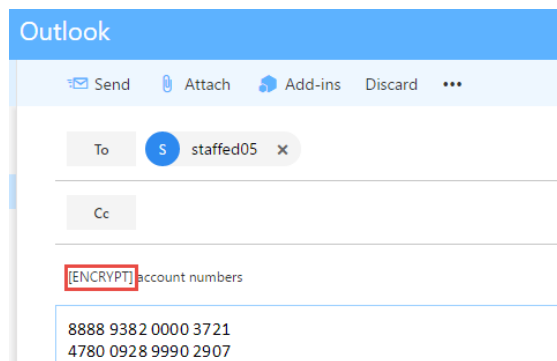


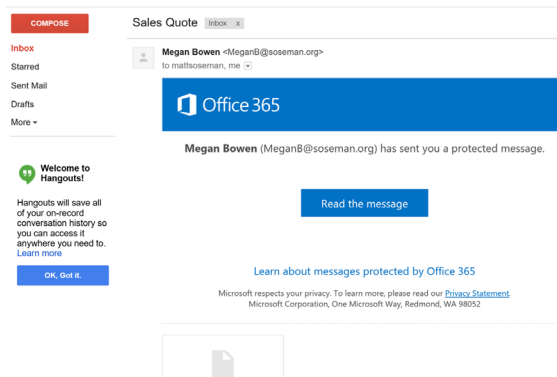
Guide for Sending Encrypted Emails

When you need to protect the privacy of an email message, encrypt it. Encrypting an email message in Outlook means it's converted from readable plain text into scrambled cipher text. Only the recipient who has the private key that matches the public key used to encrypt the message can decipher the message for reading. If sending within the CSN network, the email will show to the recipient who is logged on. If sending outside the CSN network, the email will be protected and the recipient will need to verify credentials to view the email.



Getting Started

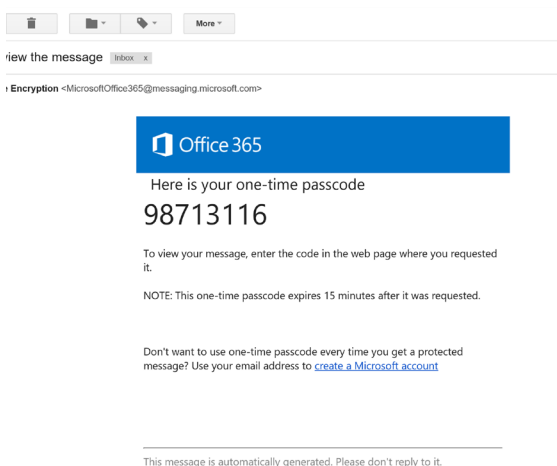
Create a new email and be sure to type in "Encrypt" in the beginning of the subject line.



Receipt

How the recipient will see the email

The recipient will receive an email email is encrypted. To view its contents they need to click "Read the message". A new browser window will appear asking to authenticate. From here the user can enter credentials to view the email—or request a One Time Passcode emailed to them



Receipt

Choosing the "One Time Password" option

The recipient will receive an email with a one time password and will need to enter the code into the page where requested in order to view the message.

Enter Passcode

We sent a one-time passcode to mattsoseman2@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](#)

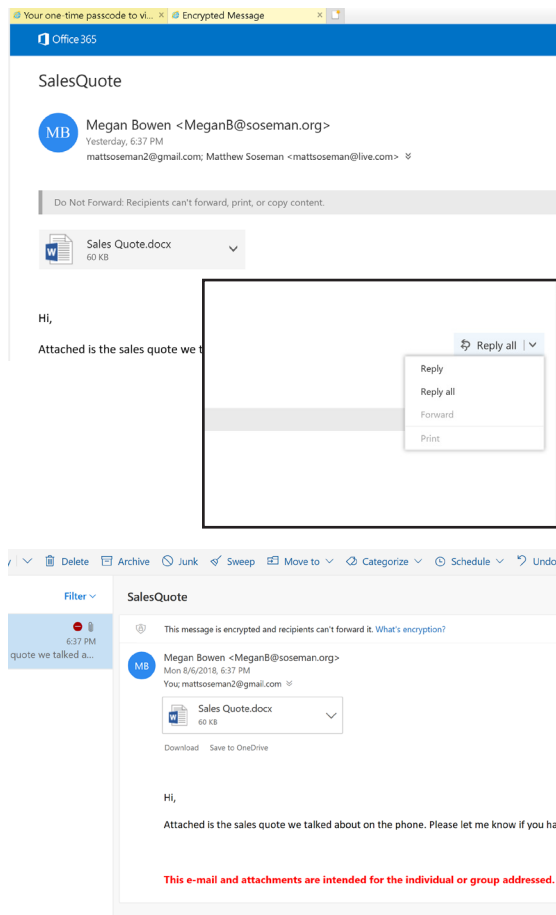
Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

The recipient will then need to return to the site where the passcode was requested in order to enter the one time passcode so they can view the email.

Viewing Encrypted Email

The recipient can now view the email

After authenticating using the passcode or by signing in, the recipient can now view the email. The email cannot be forwarded to anyone and the email is only viewable inside the browser to protect sensitive information.



Sending inside CSN Network

Recipients who are inside the CSN network will not need to go through the verification process as they are already logged into the system. These recipients will see a notice "this message is encrypted and recipients cannot forward" at the top of the email

To access more information on Microsoft Office Email Encryption please visit <https://docs.microsoft.com/en-us/microsoft-365/compliance/email-encryption>