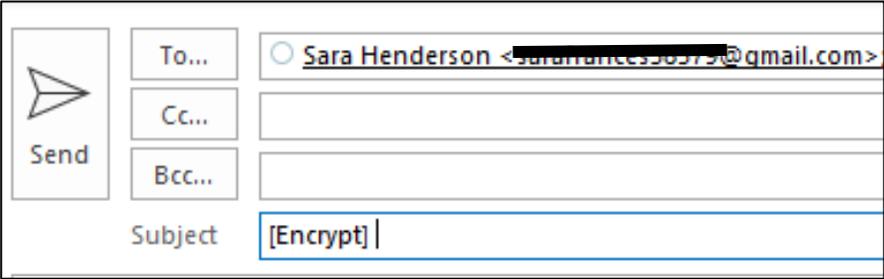


Sending an Encrypted E-mail

To send an encrypted e-mail outside SCDC, type [Encrypt] (with the brackets) in the subject line of your e-mail. *Sensitive information is only secure if [Encrypt] is used in the subject line of the e-mail. You do not need to use [Encrypt] when sending an e-mail to other SCDC e-mail addresses.*

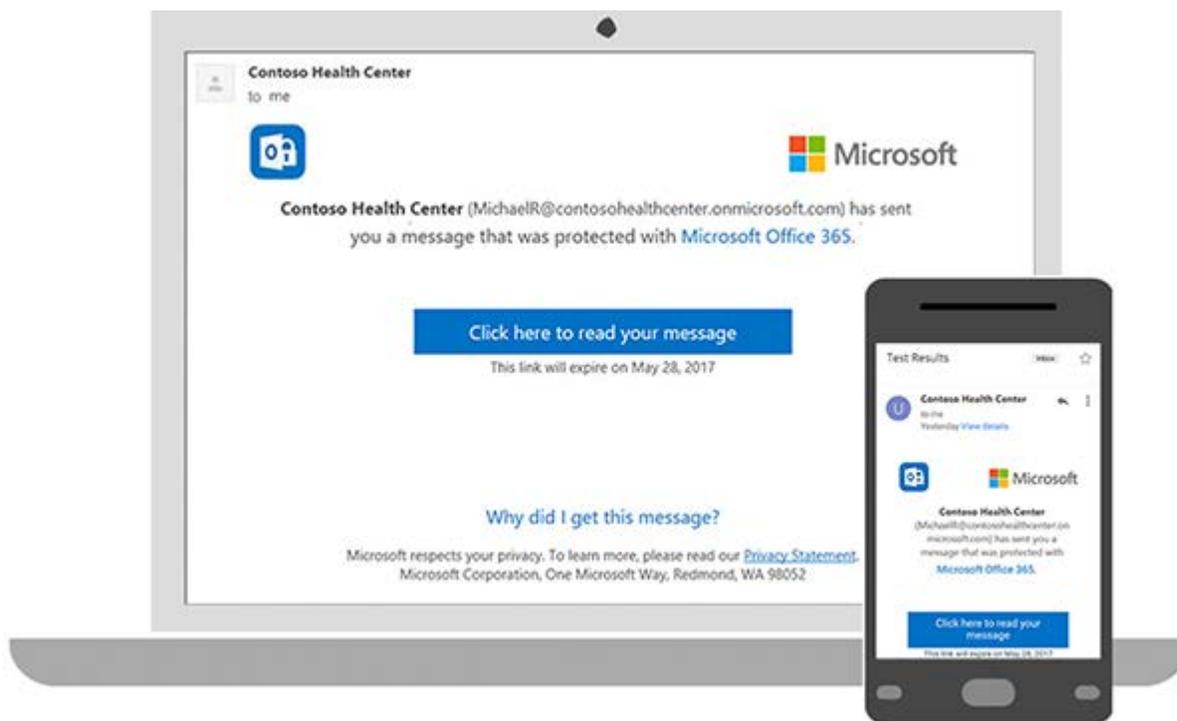


Send	To...	<input type="radio"/> Sara Henderson <[REDACTED]@gmail.com>
	Cc...	
	Bcc...	
	Subject	[Encrypt]

Opening a protected message (Encrypted E-mail)

Protected messages allow the sender to set specific permissions on a message, such as Do Not Forward or Do Not Print. If you receive a protected email message sent to your Office 365 account in Outlook 2016 or Outlook on the web, the message should open like any other message. You'll see a banner at the top of the message that informs you of any restrictions on the message.

If you're using a different email account or email program, you may receive a notification that you've received a protected message and need to take additional action.



Reading a protected message with an Office 365 email account in Outlook or Outlook on the web

Desktop/Browser:

1. If you're using an Office 365 email account in Outlook 2016 or Outlook on the web, you shouldn't have to do anything special to read your message.

Mobile app:

1. If you have an Office 365 account and you're using the Outlook mobile app, the message should just open.

Reading a protected message with Gmail

Desktop/Browser:

1. Select **Click here to read your message**.
2. Select **Sign in with Google**.
3. You'll be redirected to the Gmail sign-in page. Once you sign in, select **Allow**.
4. Your protected message will display in a new browser tab. You won't be able to view the protected message in the Gmail window.

Mobile app:

1. Tap **Click here to read your message**.
2. Tap **Sign in with...** and sign in to your email account.
3. If you get a request for permissions, tap **Yes** or **Allow** to view the message.

Reading a protected message with a single-use code

Some email clients and services can't automatically open protected messages. If you have an email account with Yahoo or other Internet Service Provider, you'll need to obtain a single-use code to read the message.

Desktop/Browser:

1. Select **Read the message**.
2. You'll be redirected to a page where you can sign in and receive a single-use code.
3. Check your email for the single-use code. Enter the code in the browser window, then select **Continue** to read your message.

Mobile app:

1. Tap **Click here to read your message > Sign in with a single-use code**.
2. You'll be redirected to a page where you can sign in and receive a single-use code.
3. Check your email for the single-use code and copy it.
4. Enter the code in your browser, then select **Continue** to read your message.