

# EMAIL ENCRYPTION WITH MICROSOFT OFFICE 365



Lion Insurance  
Company



Office 365

# ENCRYPTED EMAIL EXAMPLE

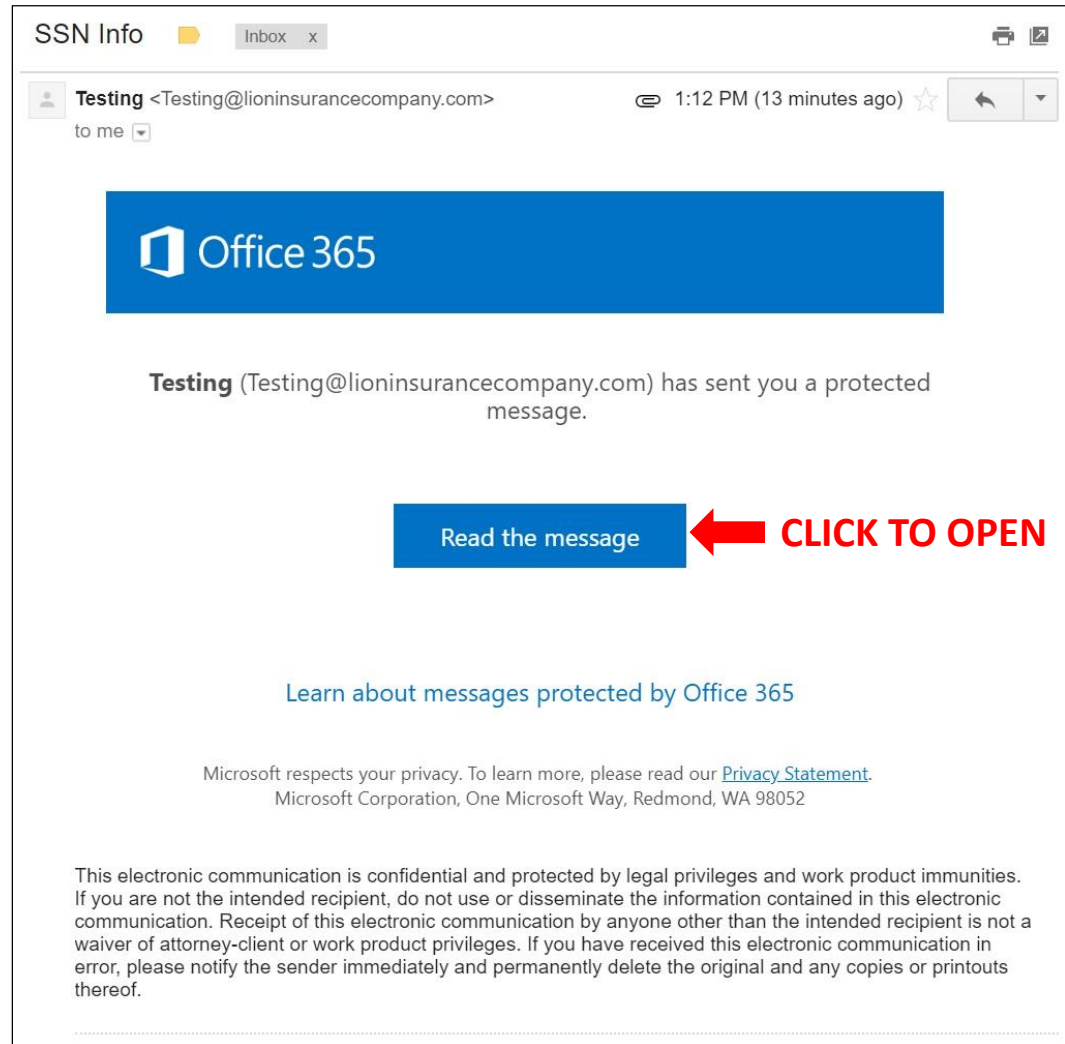
The next several slides provide a visual representation of the sequence of events a recipient will be required to perform in order to view an encrypted email.

Recipients who use Office 365 will not see the one-time passcode option. Instead, they will be prompted to sign into their Office 365 account to view the message.

**This example details the one-time passcode option.**




# RECEIVE ENCRYPTED EMAIL



SSN Info Inbox x 🖨️ 🗑️

**Testing** <Testing@lioninsurancecompany.com> 1:12 PM (13 minutes ago) ☆ ↩️ ⌵  
to me ▾

 Office 365

**Testing** (Testing@lioninsurancecompany.com) has sent you a protected message.

Read the message ← CLICK TO OPEN

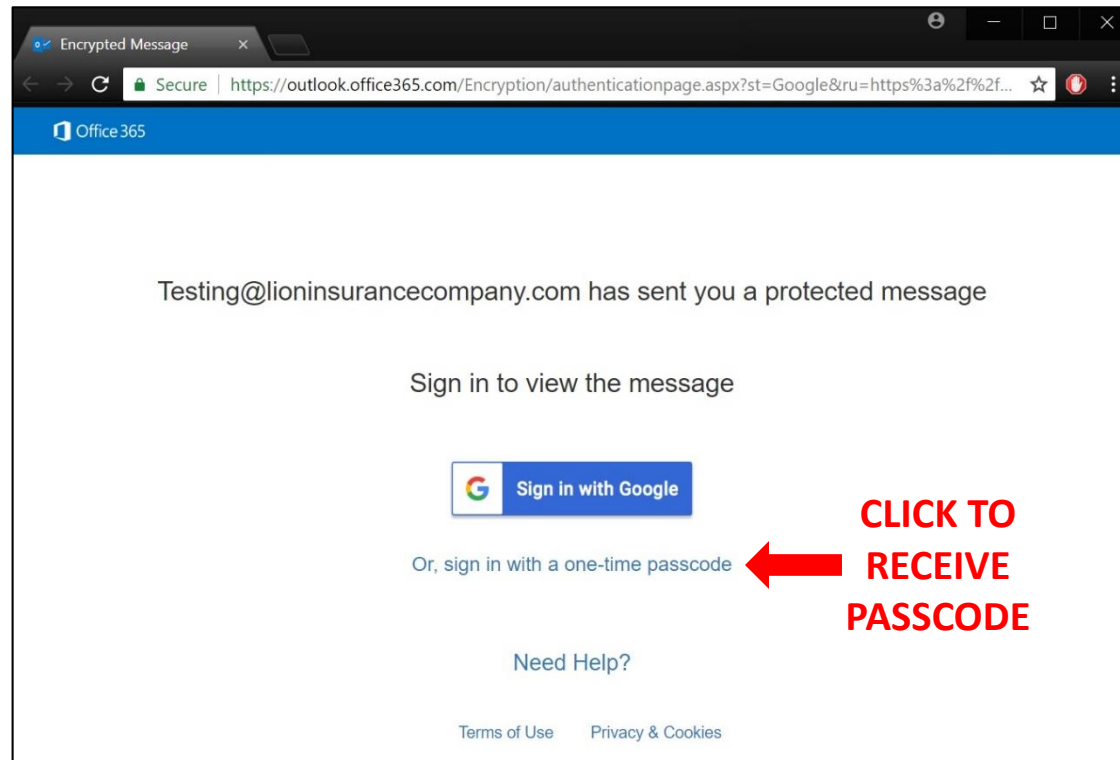
[Learn about messages protected by Office 365](#)

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This electronic communication is confidential and protected by legal privileges and work product immunities. If you are not the intended recipient, do not use or disseminate the information contained in this electronic communication. Receipt of this electronic communication by anyone other than the intended recipient is not a waiver of attorney-client or work product privileges. If you have received this electronic communication in error, please notify the sender immediately and permanently delete the original and any copies or printouts thereof.



# ENCRYPTED EMAIL ACCESS



**CLICK TO  
RECEIVE  
PASSCODE**

A recipient can choose to sign in with a Google account or a one-time passcode, which will be immediately sent and valid for 15 minutes.


**This example details the one-time passcode method.**



# ENCRYPTED EMAIL PASSCODE RECEIVED

Your one-time passcode to view the message Inbox x

**Microsoft Office 365 Message Encryption** <MicrosoftOffice3> 1:28 PM (0 minutes ago) ☆  
to me ▾

 Office 365

Here is your one-time passcode

**07511865**

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.

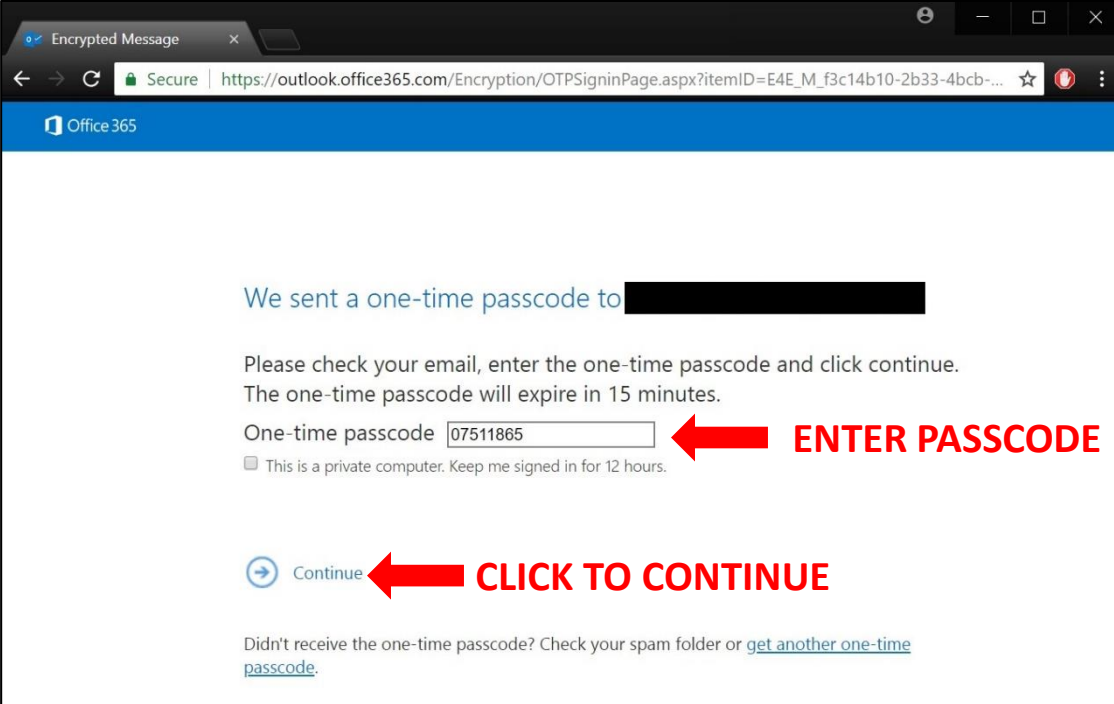
Don't want to use one-time passcode every time you get a protected message? Use your email address to [create a Microsoft account](#)

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



# ENTER ENCRYPTED EMAIL PASSCODE



Encrypted Message

Secure | [https://outlook.office365.com/Encryption/OTPSigninPage.aspx?itemID=E4E\\_M\\_f3c14b10-2b33-4bcb-...](https://outlook.office365.com/Encryption/OTPSigninPage.aspx?itemID=E4E_M_f3c14b10-2b33-4bcb-...)

Office 365

We sent a one-time passcode to [REDACTED]

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

One-time passcode  ← **ENTER PASSCODE**

This is a private computer. Keep me signed in for 12 hours.

[Continue](#) ← **CLICK TO CONTINUE**

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



A recipient enters the received one-time passcode  
to gain access to the encrypted email.

# DECRYPTED EMAIL

