To compose an encrypted email to anyone outside of UCDenver.edu or our affiliates:
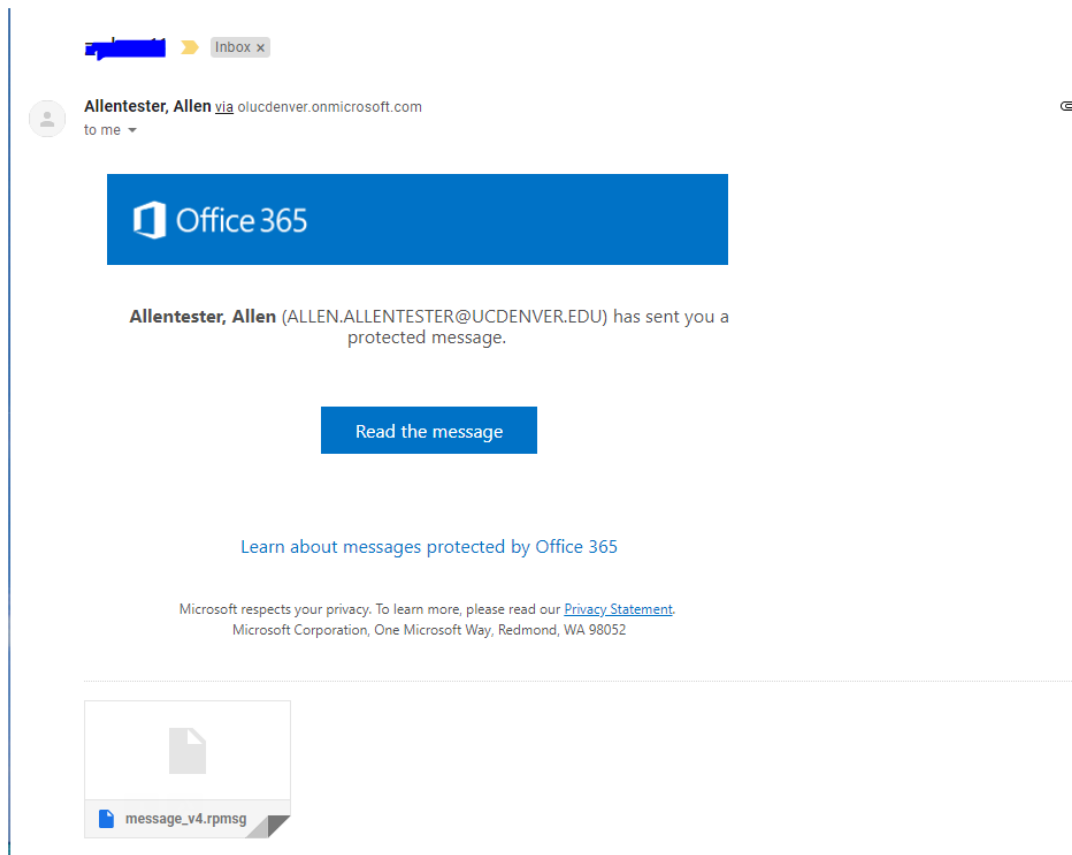
For testing purposes: use the word in the subject line: encrypt or safemail or secure (any of these 3 words are not case sensitive, they will trigger the encryption process)

All emails sent to anyone from a UCDenver.edu mailbox to another UCDenver.edu or one of our affiliates are already encrypted in a secure TLS encryption process. These encryption instructions do not apply to these internal emails and those emails will not be encrypted.

There are four steps for this process, as outlined below:

> **First: Compose and send the email as you normally would with one of the above encryption words in the subject line.**

The recipient will get the below email as seen in the following screen shots. All the recipient has to do is to click on "Read the message" and follow the prompts. We recommend the recipient use the option to "**sign in with a one-time passcode**" that shows up in the following sequence. This makes the process more streamlined and reliable.

➢ **Second: (on the Recipients mailbox)-After clicking "Read the message" and waiting for a moment, Click on the "sign in with a one-time passcode" option below:**

ALLEN.ALLENTESTER@UCDENVER.EDU has sent you a protected message

Sign in to view the message

[G] **Sign in with Google**

Or, sign in with a one-time passcode

Need Help?

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➢ **Third: A one-time passcode email is sent to the recipient. Copy and paste (or type) that numerical code into the email message asking for the one-time passcode, as seen in the screen-shot examples below.**

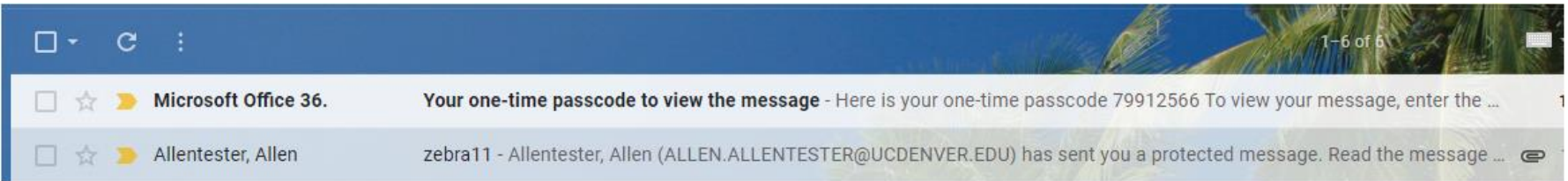We sent a one-time passcode to allenvalk66@gmail.com.

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.

☐▾ C ⋮   1–6 of 6   ⌨

☐ ☆ ▶ **Microsoft Office 36.**   **Your one-time passcode to view the message** - Here is your one-time passcode 79912566 To view your message, enter the ...   1

☐ ☆ ▶ Allentester, Allen   zebra11 - Allentester, Allen (ALLEN.ALLENTESTER@UCDENVER.EDU) has sent you a protected message. Read the message ...   🔗

We sent a one-time passcode to allenvalk66@gmail.com.

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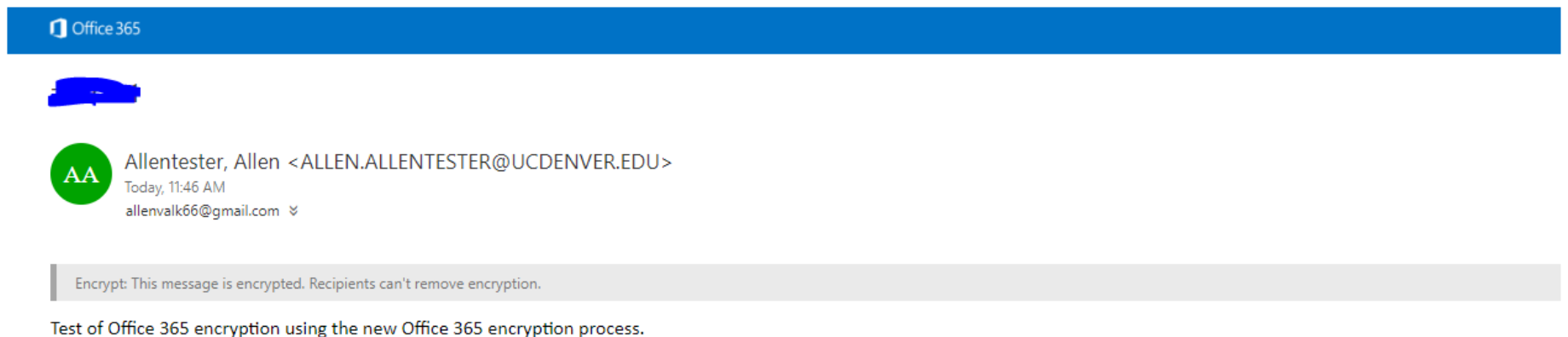The one-time passcode will expire in 15 minutes.

One-time passcode 79912566

☐ 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.

> **Fourth: Wait a few moments and the message is opened up:**

Message as it's seen in Gmail, below:

Office 365

AA Allentester, Allen <ALLEN.ALLENTESTER@UCDENVER.EDU>
Today, 11:46 AM
allenvalk66@gmail.com ⌄

Encrypt: This message is encrypted. Recipients can't remove encryption.

Test of Office 365 encryption using the new Office 365 encryption process.

That's all there is to sending an encrypted message in Office 365. All forwarded or replied-to messages continue to be encrypted by Office 365 as this message is further relayed to other recipients.

Note: testing has shown that for the recipient to receive these encrypted messages on a cell phone, it is recommended to use the Chrome browser for opening up emails in a web browser. Microsoft also recommends that the Outlook for iPhone or Android app be installed and used in conjunction with encryption/email functions on the smart phones.