

Opening encrypted emails sent from school

1. In your inbox you will see an email similar to the image below:

DPO <dpo@crossleyheath.org.uk>
to me ▾

You've received an encrypted message from **dpo@crossleyheath.org.uk**

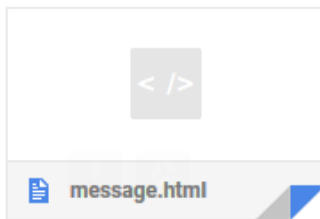
To view your message

Save and open the attachment (message.html), and follow the instructions.

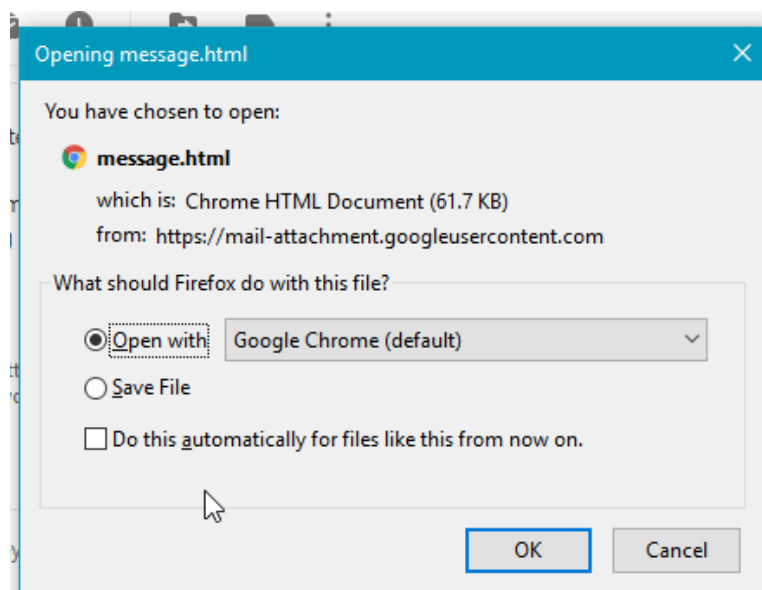
Sign in using the following email address: **7@gmail.com**

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

Message encryption by Microsoft Office 365



2. Save the attachment (message.html) to your computer and open it:



3. A webpage will open in a new browser window. Click on “Use A One Time Passcode”:


Encrypted message

From
dpo@crossleyheath.org.uk

To
@gmail.com

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.

 Sign in

 Use a one-time passcode

4. Microsoft will email you a passcode. Go back to your other browser window and check your email inbox for a new email from Microsoft. Open it and make a note of the passcode or copy it to your clipboard:



Here is your one-time passcode

95477098

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.

5. Go back to your other browser window and enter or paste the passcode into the passcode field and press continue:

We sent a one-time passcode to [redacted] @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

6. The encrypted email will open and you will be able to open and read as normal. You will also be able to reply to the email:

Encrypted Message

offthesky email encrypt



DPO <dpo@crossleyheath.org.uk>

Today, 18:41

[redacted] @gmail.com



offthesky emails.txt
1 KB



this is a test