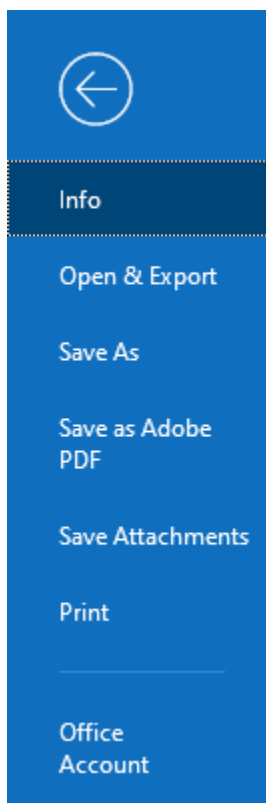


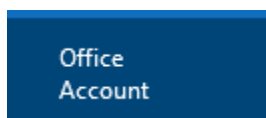
## Instructions and Steps to send encrypted email in Microsoft 365 Outlook

First, make sure you are signed into your Microsoft Office account:

Open Outlook.  
Click on File.

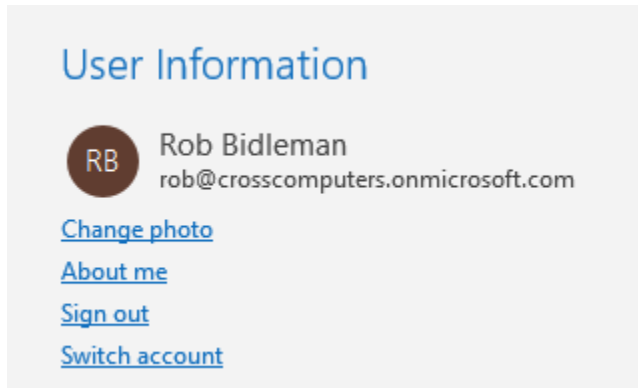


Then click on Office Account.



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859.912.2767

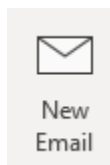
The following screen should appear show you are signed into your account. If not, please sign in using your Microsoft Office 365 credentials.



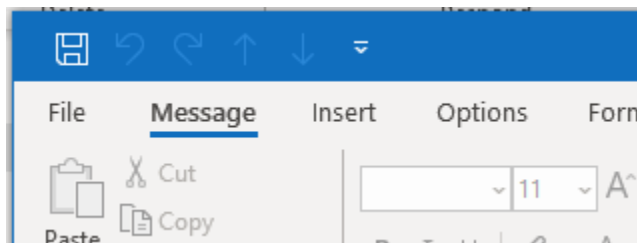
Click on back arrow to return to Outlook.



Next, start a new email.

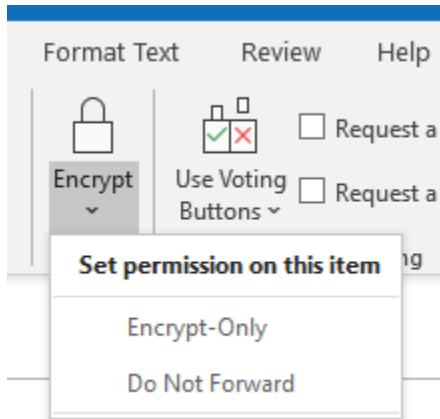


Then click on Options.



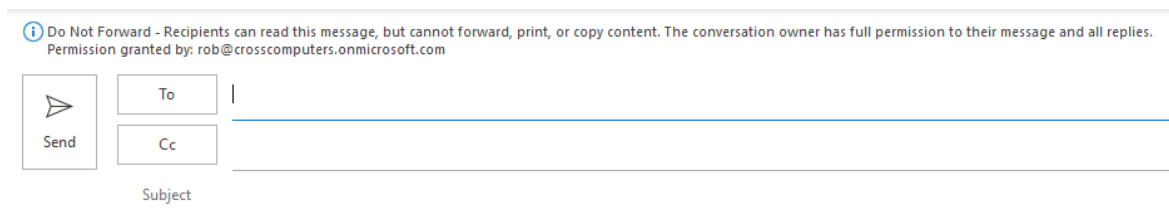
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@CrossComputers

Then click on Encrypt.

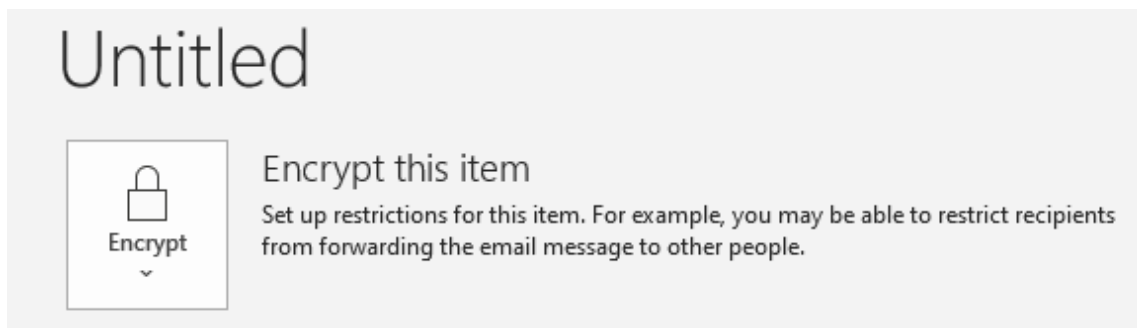


Two options will appear. First, is Encrypt-only (option to encrypt personal information and secure email). Second is Do Not Forward (option to encrypt, disable copy, print or forwarding of email)

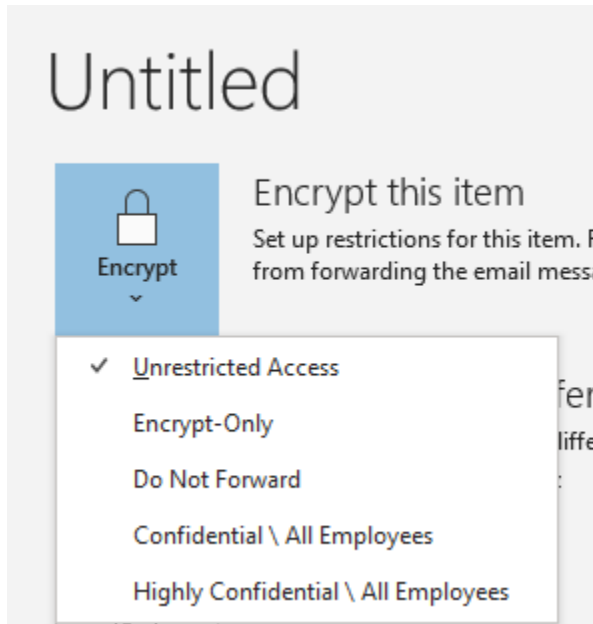
Select one of two options. If performed correctly, following example would appear if Do Not Forward was selected.



Additional options are available for internal emails if needed. Click File.



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\*We can also design custom templates, fell free to call us for a quote.

So, next we will provide examples of what your customers will see and procedure they will follow to open secure email from your company.

Rob Bidleman <rob@crosscomputers.onmicrosoft.com>  
to me ▾

Rob Bidleman ([rob@crosscomputers.onmicrosoft.com](mailto:rob@crosscomputers.onmicrosoft.com)) has sent you a protected message.



Read the message

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

[Privacy Statement](#)

Email encryption powered by Office 365. [Learn More](#)  
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



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Your customer, vendor, insurance company, etc. will click on Read the Message and following screen will appear.

We sent a one-time passcode to [rob@crosscomputers.com](mailto:rob@crosscomputers.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](#).

A second email will be sent. Code is valid for 15 minutes.

Your one-time passcode to view the message  Inbox x

**Microsoft Office 365 Message Encryption** MicrosoftOffice365@messaging.microsoft.com [via](#) crosscomputers.onmicrosoft.com  
to me ▾

Here is your one-time passcode

**39557944**

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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\* Your customer, vendor, insurance company, etc. will then have the following options:

- Save protected key for 12 hours with private computer statement (ongoing conversation via email)
- Continue with one-time code
- Create Microsoft account so they do not have to use one-time codes

After entering code, email will open.

test 1



Rob Bidleman <rob@crosscomputers.onmicrosoft.com>

Today, 5:08 AM

rob@crosscomputers.com ↕

Do Not Forward: Recipients can't forward, print, or copy content.



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