

# Encrypted Email- What You'll See

1. You will receive an email to your inbox that looks like this:

## ENCRYPT

Abbruzzese, Erin (eabbruzzese@rogersgray.com)

To: you Details Slideshow

message.html (153 KB)

You've received an encrypted message from eabbruzzese@rogersgray.com  
To view your message  
Save and open the attachment (message.html), and follow the instructions.  
Sign in using the following email address: erinabb@aol.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 the message.

3. You will receive the following menu and will need to select "enter one time password"

## Encrypted message

From  
eabbruzzese@rogersgray.com

To  
erinabb@aol.com

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

- Sign in
- Use a one-time passcode

5. You will need to enter that one time passcode and click continue. Shown below

We sent a one-time passcode to erinabb@aol.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 02311713

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

Continue

## Why we encrypt?

Rogers & Gray follows the "Standards for the Protection of Personal Information". This means that if you receive an encrypted email, it is because it contains personal information that should not be sent electronically without encryption as a precaution to keep personal information protected.

2. Within the email, open and save the attached document

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 the message.

Message encryption by Microsoft Office 365



4. You'll then receive the following menu and will need to enter a one time password

We sent a one-time passcode to erinabb@aol.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.

>> Copy the one time password found in email

Office 365 Logo

Here is your one-time passcode

02311713

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.

6. Finally, you'll receive the encrypted email

## ENCRYPT



Abbruzzese, Erin <eabbruzzese@rogersgray.com>

Today, 9:59 AM

erinabb@aol.com

Test