

Send and Receive Encrypted Email Messages

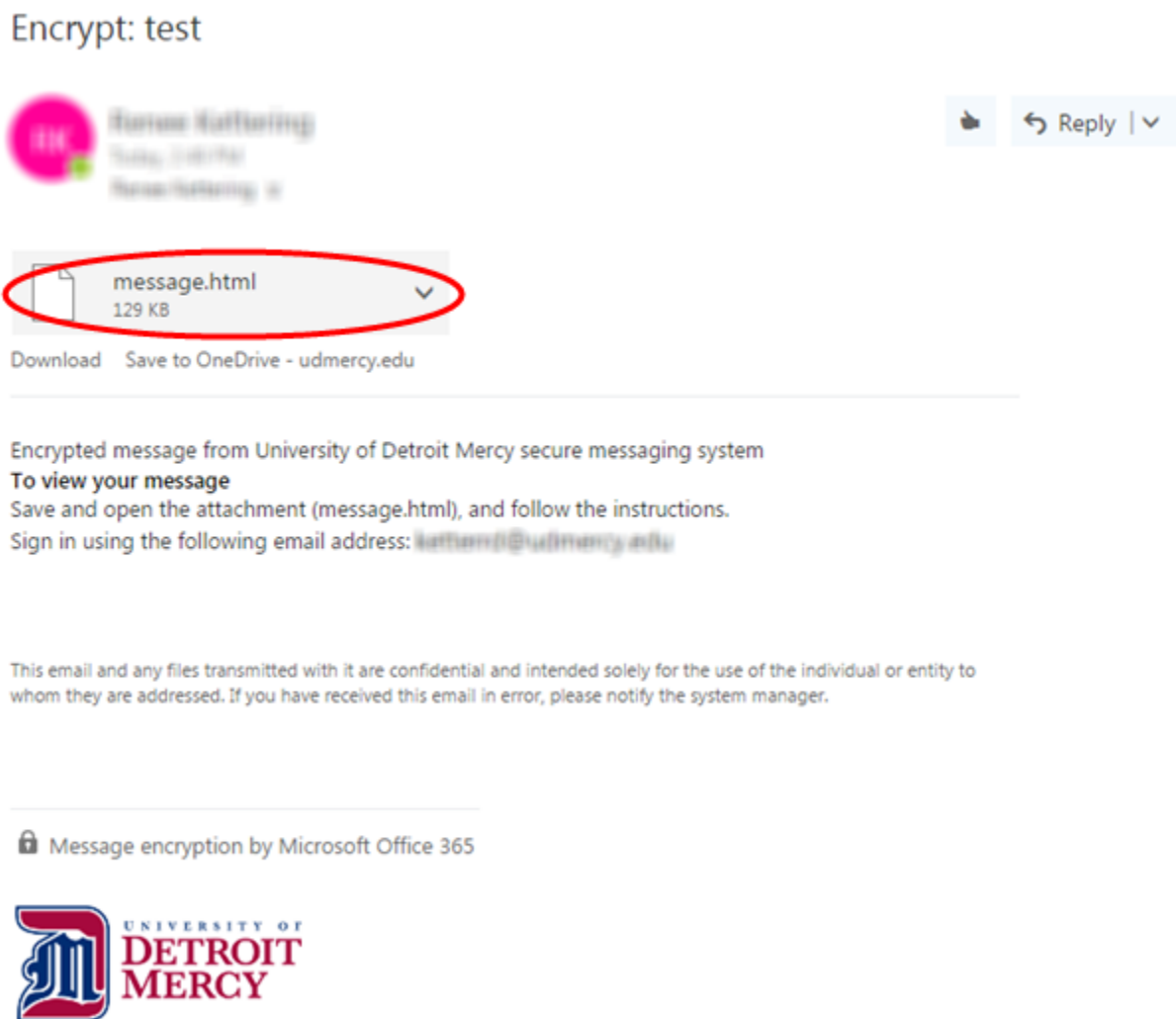
Detroit Mercy email has the ability to send encrypted messages. To encrypt your message, just include **Encrypt:** or **Encrypted:** in the subject line. The system will automatically encrypt your message and all recipients will receive an encrypted message.

Follow the instructions below to read an encrypted message.

For Detroit Mercy users:

1. Download the attachment.

Encrypt: test



Karen Kattering
Tuesday, 1/14/14
Karen.Kattering@udmercy.edu


message.html
129 KB

Download Save to OneDrive - udmercy.edu

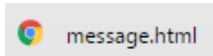
Encrypted message from University of Detroit Mercy secure messaging system
To view your message
Save and open the attachment (message.html), and follow the instructions.
Sign in using the following email address: kattering@udmercy.edu

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager.

Message encryption by Microsoft Office 365



2. Open the attachment message.html. Depending on your computer settings, it may open automatically.



3. Click **Sign in**. If you are already logged into your email, your sign in should be automatic. If not, you will be prompted to sign in. (Please note: iPhone, iPad, or Android users will need to download the OME Viewer app by clicking on the “download it now” link. Once the app is downloaded, open the encrypted message in the email app. Tap and hold the attachment and select **Open in OME Viewer**.)

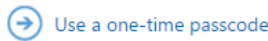
Encrypted message

From
doeja@udmercy.edu

To
doeja@udmercy.edu


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. If you are prompted to sign in, choose **Work or school account**. At the sign-in page, use your Detroit Mercy email address (e.g., doeja@udmercy.edu).

Which account would you like to sign in with to view your encrypted message?

 **Microsoft account**
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

 **Work or school account**
Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

[Don't want to sign in? Use a one-time passcode to view the message.](#)

Work or school, or personal Microsoft account

doeja@udmercy.edu

Password

Keep me signed in

Sign in

5. You can now view the encrypted message.

For non- Detroit Mercy users:

1. The easiest way to view your encrypted email is to use a one-time passcode.
2. Download the attachment. This example uses Gmail, but this is available in any email system.

Steven Kuttering

to me ▾

Encrypted message from University of Detroit Mercy secure messaging system

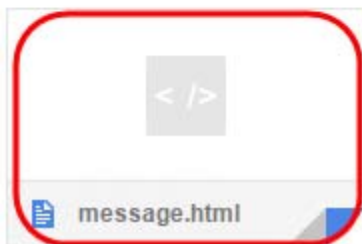
To view your message

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

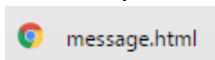
Sign in using the following email address: skuttering@gmail.com

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager.

🔒 Message encryption by Microsoft Office 365



3. Open the attachment message.html. Depending on your computer settings, it may open automatically.



4. Click **Use a one-time passcode**. (Please note: iPhone, iPad, or Android users will need to download the OME Viewer app by clicking on the “download it now” link. Once the app is downloaded, open the encrypted message in the email app. Tap and hold the attachment and select **Open in OME Viewer**.)

Encrypted message

From

MicrosoftOffice365@Messaging.MI

To

www.bethstaring@gmail.com

To view the message on your computer...

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

To view the message on an iPhone or iPad...

Open the message again, tap and hold the attachment, and select **Open in OME Viewer**.

If you don't have the OME Viewer app, [download it now](#).


To view the message on an Android device...

Open the message again, tap the attachment, and select **OME Viewer**.


If you don't have the OME Viewer app, [download it now](#).

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

5. You will soon receive another email to the same address with a one-time passcode. Select and copy this passcode.

Microsoft Office 365 Message Encryption <MicrosoftOffice365@messaging.mi>
to me 

2:48 PM (0 minutes ago) ☆



Here is the passcode you requested to view your encrypted message. It matches reference code 5380.

Passcode: **34642512**

This passcode will expire within 15 minutes of the request. Type this passcode in the webpage where you requested it from to view your message.

6. Paste the passcode in the box and click Continue.

We sent a passcode

Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.

Reference code: 5380

Passcode

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



[Didn't receive the passcode? Click here to get another one.](#)

7. You can now view the encrypted message. If you wish to view it again, you may need to generate a new passcode.