

Secure Messages From Hamilton Musser
Office 365

(they also use a secure portal that is not illustrated in this document)

From: Brian Barnes <bbarnes@hnmcpas.com>
Sent: Wednesday, September 12, 2018 11:07 PM
To: webmaster@boroughs.org
Subject: Email example (encrypt)

Should be from someone
@hnmcpas.com and to someone
@boroughs.org

Office 365

Brian Barnes (bbarnes@hnmcpas.com) has sent you a protected message.

[Read the message](#)

Clicking on Read the message will
take you to a Microsoft website.

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

Microsoft respects your privacy. To learn more, please read our [Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

bbarnes@hnmcpas.com has sent you a protected message

Sign in to view the message



Or, sign in with a one-time passcode

[Need Help?](#)

[Terms of Use](#) [Privacy & Cookies](#)

The Microsoft website will look like this. DO NOT "Sign in with Microsoft."

Instead, "sign in with a one-time passcode".

Once you click “sign in with a one-time passcode, you will receive a message like below. In this case, a one time code was sent to webmaster@boroughs.org. You wait on that one time code. **Please note that it can take 5 – 10 minutes to get the code via Email. DO NOT click anything again or start the process over. Wait on the Email.**



We sent a one-time passcode to webmaster@boroughs.org.

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](#).

Leave your browser tab open to this page. If you close the browser tab you will need to start the process again.

FILE MESSAGE ADOBE PDF

Ignore Delete Reply Reply All Forward Meeting

Stocks To Manager Done Create New

Team Email OneNote

Reply & Delete Actions

Move Move

Mark Unread Categorize Follow Up

Tags

Translate Editing

Find Related Select

Zoom

Fri 9/14/2018 10:29 PM
Microsoft Office 365 Message Encryption <MicrosoftOffice365@messaging.microsoft.com>
Your one-time passcode to view the message
To [Redacted]



Here is your one-time passcode

41035521



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](#)

The Email message that you receive will resemble this one. Either no the one-time passcode or copy it to the clipboard.

Once you receive and note the one-time passcode, return to the browser tab that you left open. Enter the one-time passcode in the appropriate box and then click the Continue link/arrow.

We sent a one-time passcode to webmaster@boroughs.org.

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](#).

Once you have entered the code and clicked on the continue link/arrow, The secure message will open in your browser window. If you need to keep a copy of the message and/or attachment(s), make sure you do so before closing the browser tab. Also, remember that the message was sent securely for a reason. If you save a copy of the message or attachment(s), make sure you save to an encrypted drive or container.

Office 365 webmaster@boroughs.org Sign Out ?

Email example (encrypt)

 Brian J. Barnes <bbarnes@hnmcpas.com>
Wed 9/12, 11:07 PM
webmaster@boroughs.org 

 Reply all | 

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

Hi Mike,

This is an example of our encrypted email service.

Brian, via mobile

This message contains information that may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy, print or disclose to anyone the message or any information contained in the message. If you have received this message in error, please advise the sender by reply and delete the message. All e-mail sent to this address will be received by the Hamilton & Musser, PC corporate e-mail system and is subject to archiving and review by someone other than the recipient. The content of this message does not constitute a professional service.

If you have any doubts as to the authenticity of the original message, the Microsoft website, or how/where to save secure information, please ask IT. DO NOT GUESS.