

# Sending an Encrypted E-mail

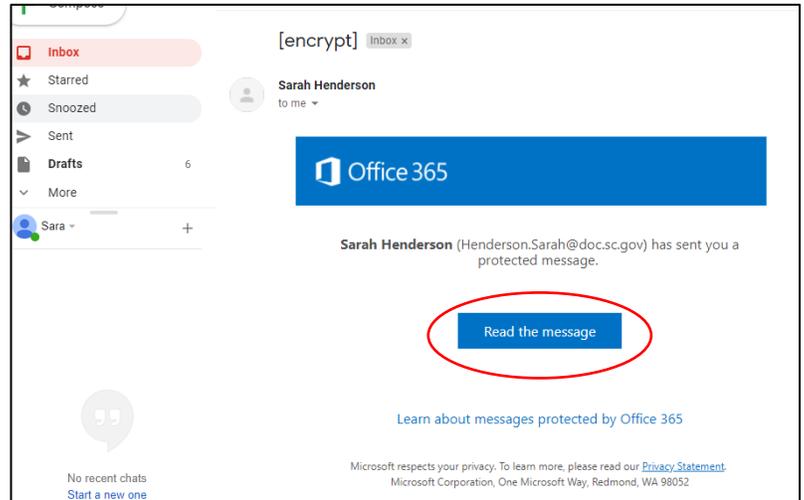
To send an encrypted e-mail outside SCDC, type [Encrypt] (with the brackets) in the subject line of your e-mail. *Sensitive information is only secure if [Encrypt] is used in the subject line of the e-mail. You do not need to use [Encrypt] when sending an e-mail to other SCDC e-mail addresses.*

 Send	To...	<input type="text" value="Sara Henderson &lt;sarafrances58579@gmail.com&gt;"/>
	Cc...	<input type="text"/>
	Bcc...	<input type="text"/>
	Subject	<input type="text" value="[Encrypt]"/>

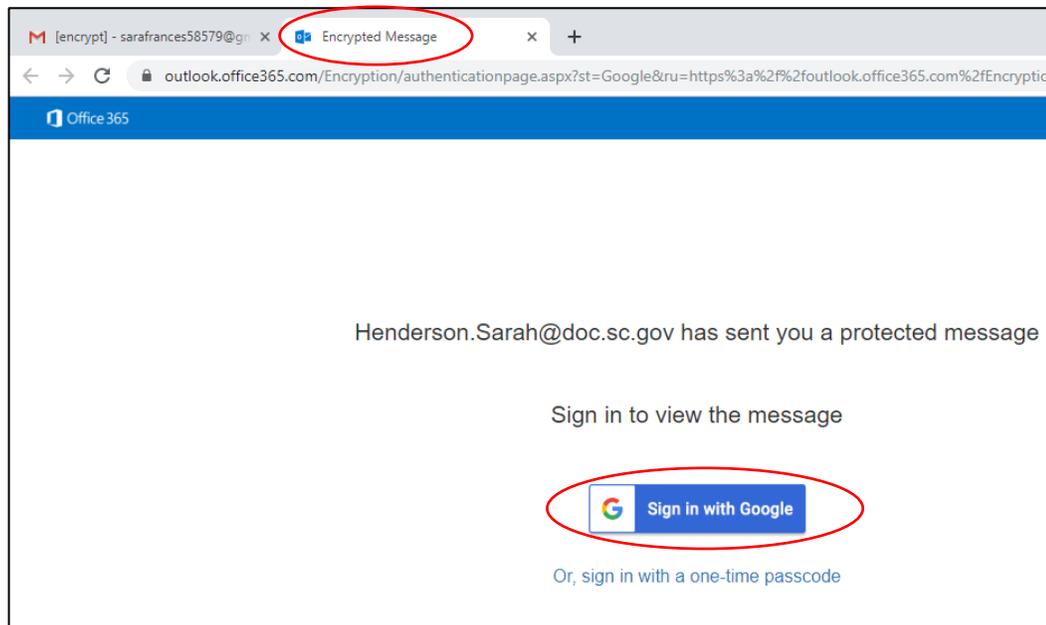
# Viewing Encrypted E-mails on a Desktop Browser

(In this example, the user has received an encrypted e-mail in their G-mail account, sent from an employee of SCDC)

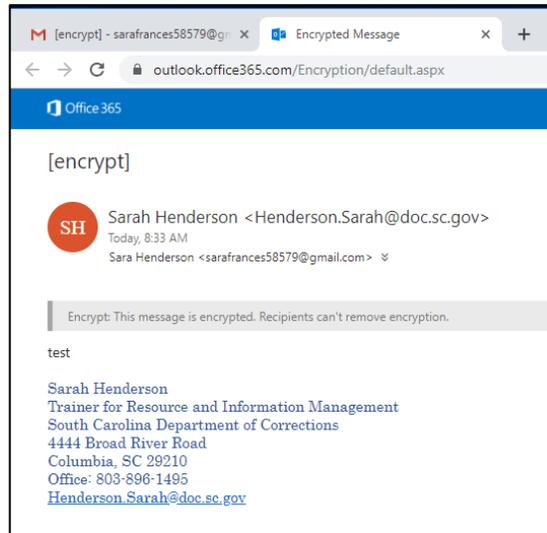
1. Select the e-mail and the image to the right will be displayed.  
**Select "Read the message."**



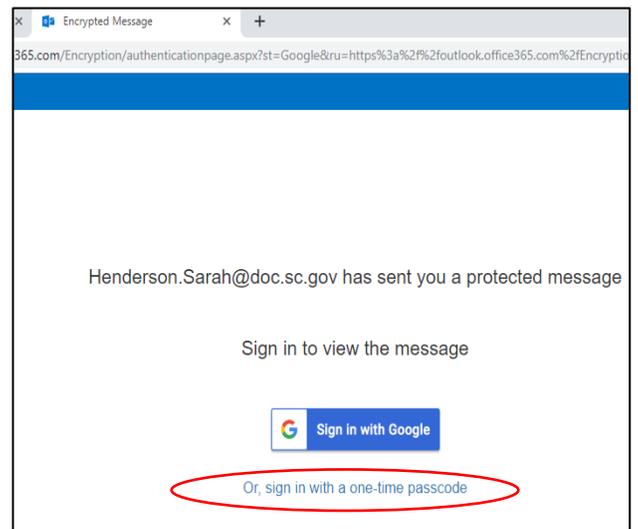
2. A second tab will be created, at the top of the browser, that reads "Encrypted Message." It will provide two options to view the message; 1) sign into your G-mail or 2) use a one-time passcode. **Select "Sign in with Google."**



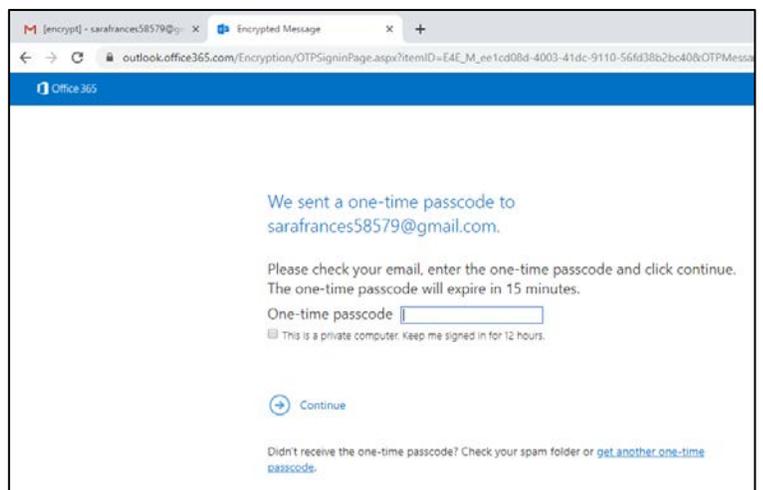
3. The encrypted e-mail will appear.



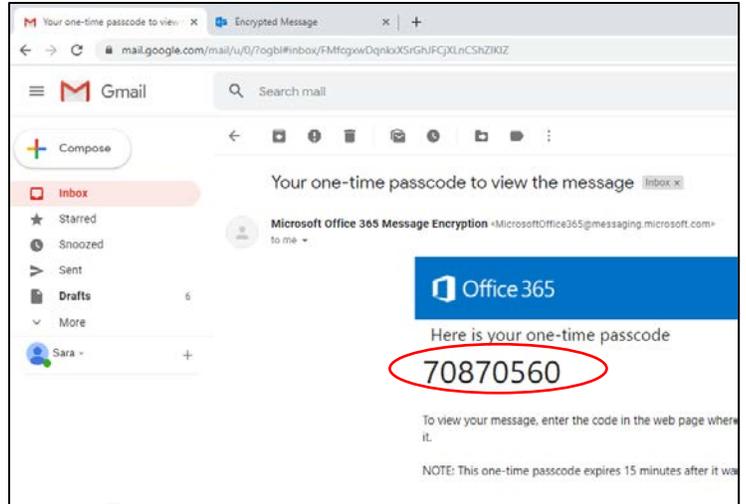
4. To use the second option (receiving a passcode to open the e-mail) then select **“Or, sign in with a one-time passcode.”**



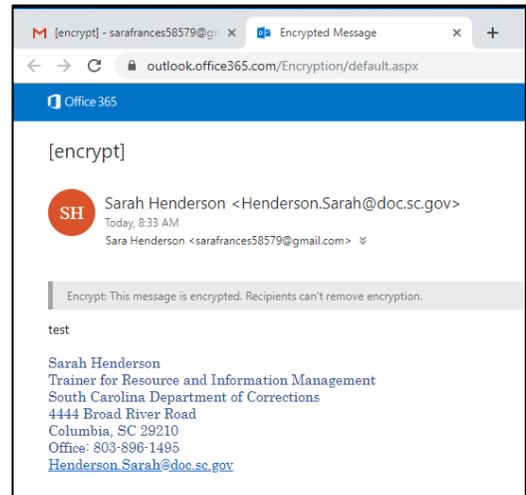
5. A screen will ask you for the one-time passcode. *Note: You will need to open this e-mail in your Gmail account.*



6. Open the e-mail from Microsoft Office, in your G-mail account, that contains the passcode. *Note: the passcode will expire after 15 minutes. If it expires, you will need to complete these steps a second time.*



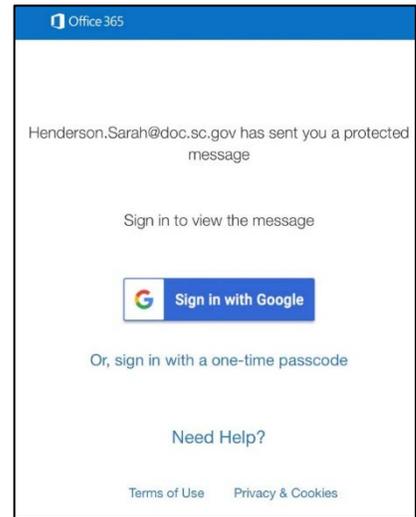
7. Select the “Encrypted Message” tab, type in the passcode, and select “Continue.” The contents of the encrypted e-mail will be displayed.



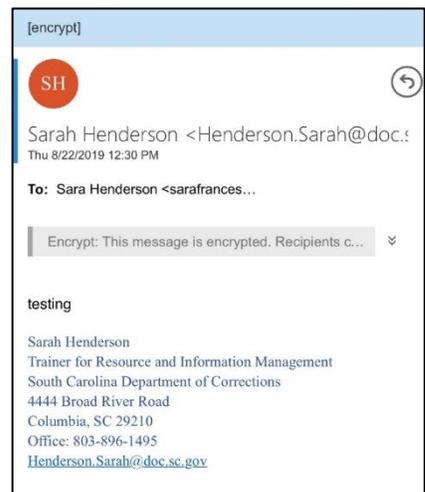
# Viewing an Encrypted E-mail on a Cell Phone

(an iPhone will be used in this example)

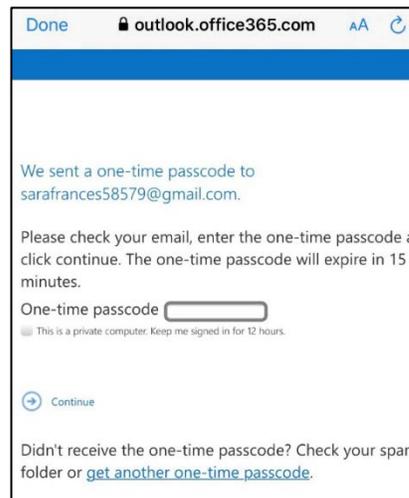
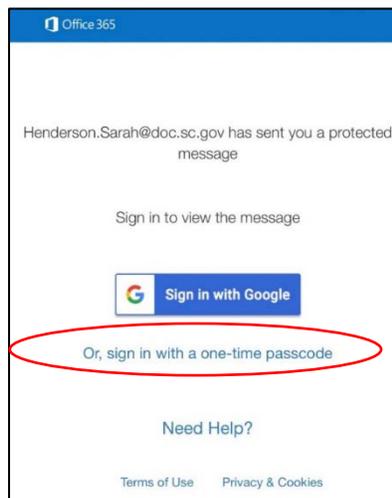
1. Log-in to your G-mail account in your browser, i.e. Safari for iPhones or with the Gmail app. Open the encrypted email and select "Read the message." (A second tab will be created for the encrypted message) Then, a screen like the one to the right will be displayed on the second tab.



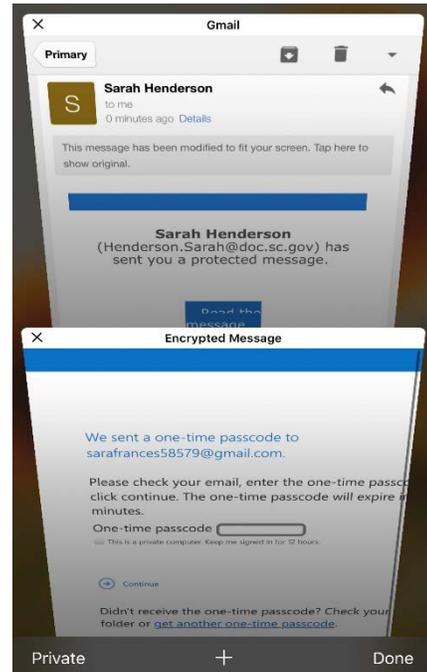
2. To sign-in with Google, select this option, and the e-mail will appear.



3. The second option to open the encrypted e-mail is to use a passcode. **Select "Or, sign in with a one-time passcode"** and the request to enter the passcode will be displayed (image on the right).



4. Return to your Gmail tab or app to view the e-mail with the passcode. For iPhones, selecting this icon  at the bottom right, will allow you to see and move to a different tab, just like on a desktop browser. The image below shows what it looks like, on an iPhone screen, to view multiple tabs at once. The top tab is the G-mail account and the second is the Encrypted Message tab requesting the passcode.

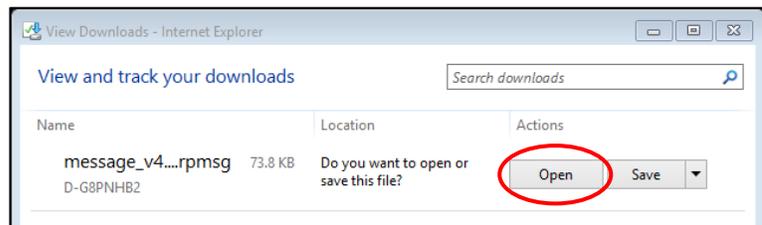


5. Once you're in your G-mail account, **open the email and retrieve the passcode.** Move back to the Encrypted Message tab, **enter the pass code**, and then select **“Continue.”** The encrypted email will be displayed.

# Viewing an Attachment from an Encrypted E-mail

Regardless if you're on a desktop or cell phone, opening an attachment on an encrypted e-mail is much easier and simpler if you sign-in to your Google account or use the one-time passcode (as described above) and then open the attachment.

1. **Desktop-** If you attempt to open the attachment without signing into G-mail or having the passcode, a message will appear stating "No Preview Available."
  - a. **If you attempt to download the attachment without signing into G-mail** or having the passcode, a **View and track your downloads** dialogue box will appear asking if you would like to open or save the file.



- b. Selecting **Open** will lead to a second dialogue box asking if you trust the source and allow for it to be opened. If you trust the information provided, select **Allow**. If not, select **Don't Allow**.

