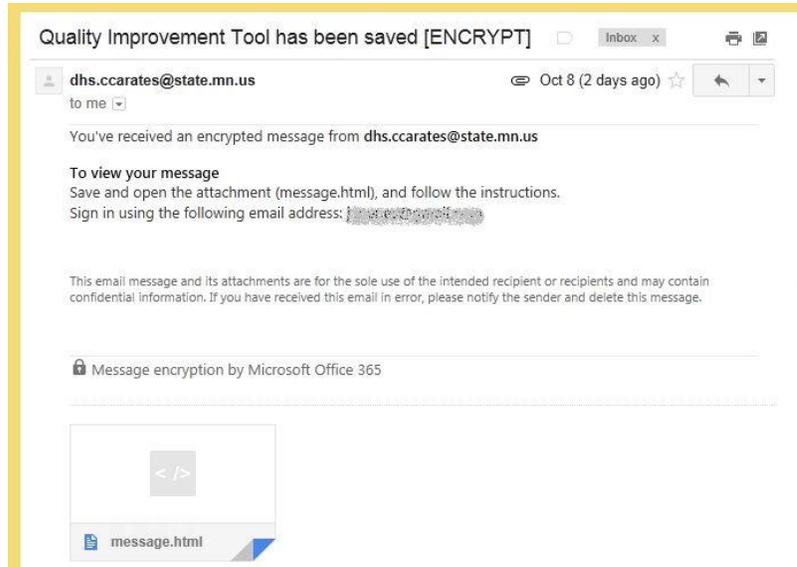


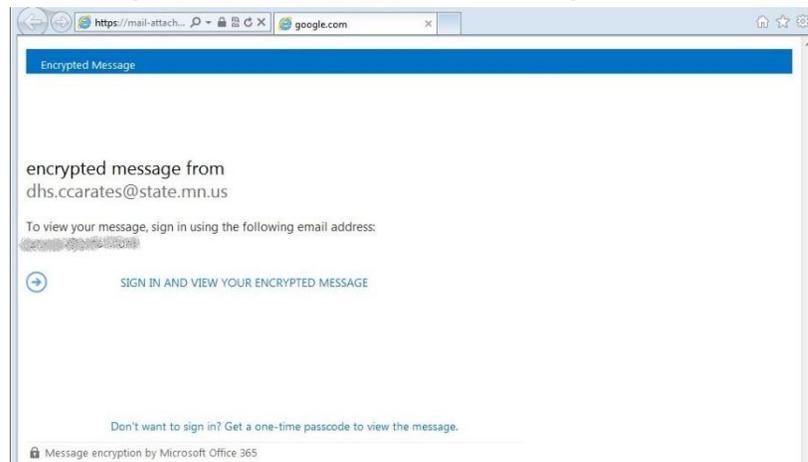
Reading an Encrypted Email Message

For technical assistance please contact DHS IT Helpdesk at 651-297-1111 and mention you are trying to open an encrypted email from the Department of Human Services.

1. Open the email message. It will look similar to this:



2. Right-click on the “message.html” attachment and save it to a location on your computer.
3. Open the “message.html” attachment file in your browser.
NOTE: The “message.html” file must be opened in your web browser. The process will not work correctly if you use Outlook’s file preview function to view the file.
The message should look similar to the following:

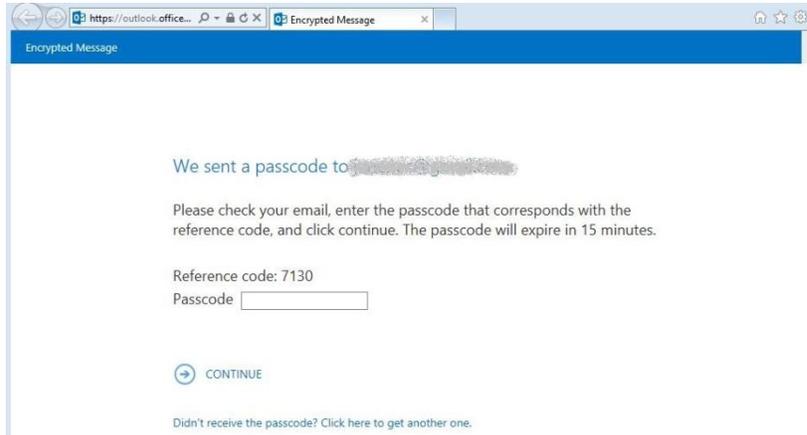


4. At this point, you may read the encrypted message using one of two methods:
 - a. If you have an existing [Microsoft Account](#) (or wish to create one), proceed to step 9 of these instructions.
NOTE: Creating a Microsoft account requires you to share your name, email address, country, zip code, birth date, and gender with Microsoft.

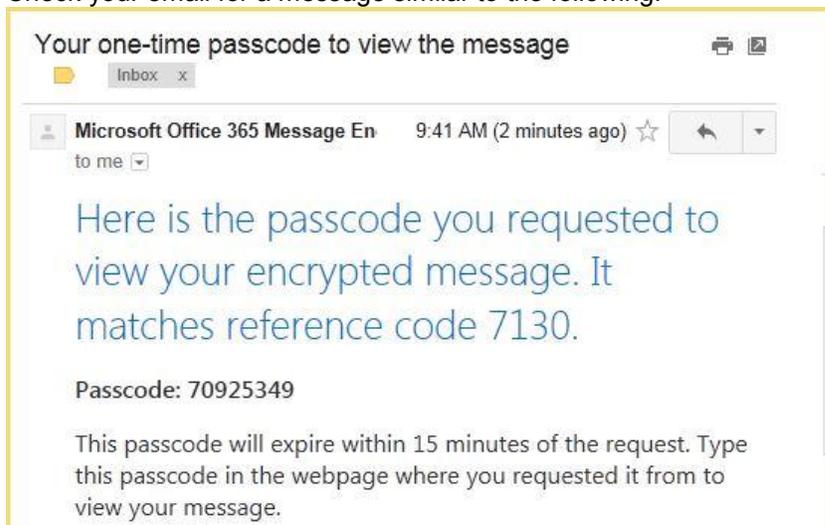
b. If you prefer to use a one-time passcode to access your encrypted message, proceed to the next step.

NOTE: Using a one-time passcode does not required you to share any information with Microsoft.

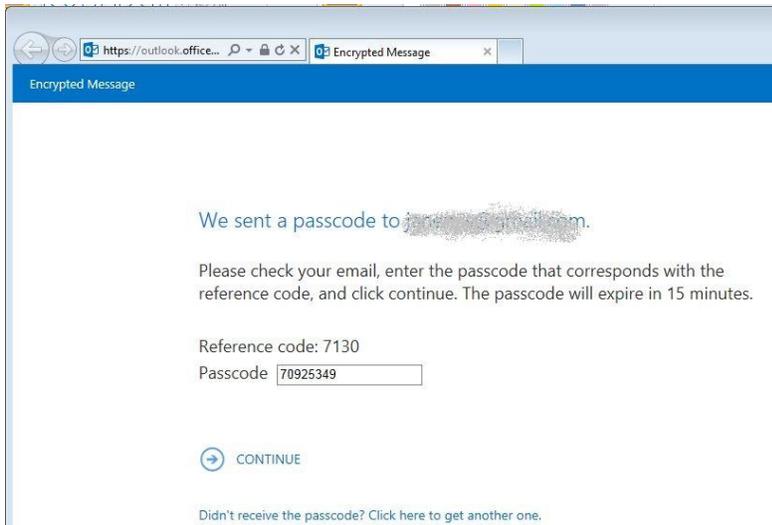
5. To use a one-time passcode: Click on the “Get a one-time passcode to view the message” link at the bottom of the browser window (shown above). You should see a screen similar to the following:



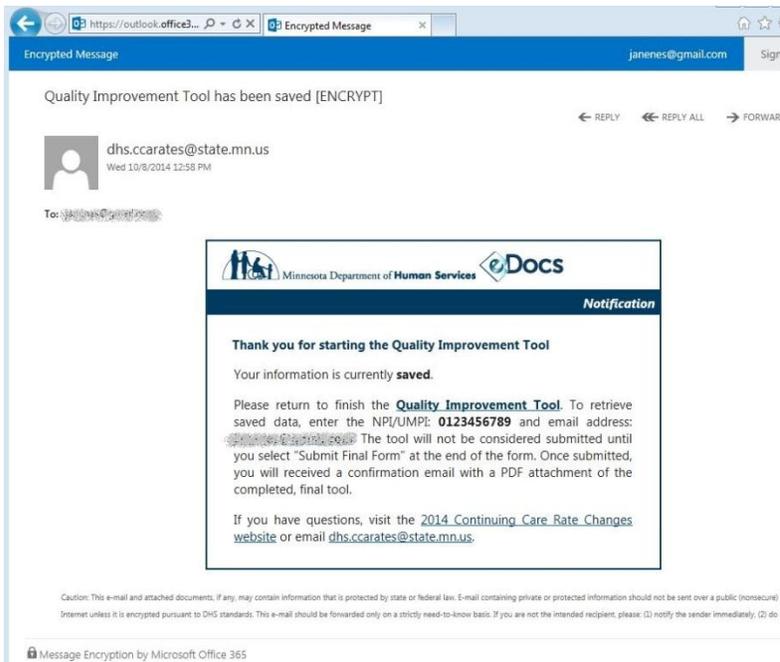
6. Check your email for a message similar to the following:



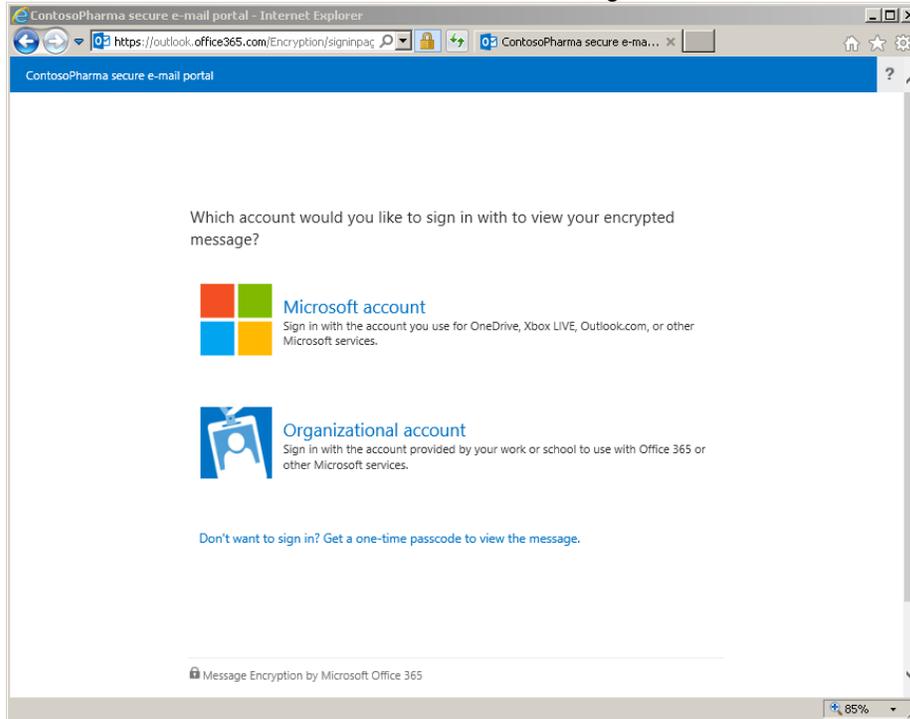
7. Enter the passcode into the appropriate field in your web browser as shown below and press “Continue”.



8. Read your secure message.



9. **To use a Microsoft account:** Click on the “SIGN IN AND VIEW YOUR ENCRYPTED MESSAGE” link. You should see a screen similar to the following:



10. Select the “Microsoft account” link. If you have already created a Microsoft account, enter the email address and password you selected when creating the account. If you do not already have a Microsoft account and wish to create one, follow the “Sign up now” link. Information on the requirements and benefits of Microsoft accounts is available via the [“What’s this?”](#) link.

NOTE: *You are not required to create a Microsoft account to use secure email. If you make frequent use of secure email, or already have a Microsoft account, it may simplify the process of reading secure email, but it is not required.*

11. Read your secure message.

Encrypted Message

Quality Improvement Tool has been saved [ENCRYPT]

janenes@gmail.com Sign

← REPLY ← REPLY ALL → FORWARD

 dhs.ccarates@state.mn.us
Wed 10/8/2014 12:58 PM

To: [redacted]



Notification

Thank you for starting the Quality Improvement Tool

Your information is currently **saved**.

Please return to finish the **Quality Improvement Tool**. To retrieve saved data, enter the NPI/UMPI: **0123456789** and email address: [redacted]. The tool will not be considered submitted until you select "Submit Final Form" at the end of the form. Once submitted, you will receive a confirmation email with a PDF attachment of the completed, final tool.

If you have questions, visit the [2014 Continuing Care Rate Changes website](#) or email dhs.ccarates@state.mn.us.

Caution: This e-mail and attached documents, if any, may contain information that is protected by state or federal law. E-mail containing private or protected information should not be sent over a public (Insecure) Internet unless it is encrypted pursuant to DHS standards. This e-mail should be forwarded only on a strictly need-to-know basis. If you are not the intended recipient, please: (1) notify the sender immediately, (2) do not

Message Encryption by Microsoft Office 365