# Secure Email Instructions
## Alabama Department of Labor
## 2019
### (rev April 2019)

1) **You will receive the message pictured below. <u>Only the original recipient can open the message</u>. Please click "Read the message".**
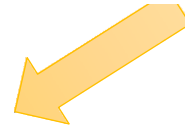
                    **(please give it a few seconds to open)**

From " Doe, John   " >

To " janedoe@youremail.com   " >

📎 message_v4.rpmsg 276.8 KB

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### Office 365

Doe, John (John.Doe@labor.alabama.gov) has sent you a protected message.

**Read the message**

Encrypted message from State of Alabama secure messaging system

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

2) **Next you will be asked to select an authentication method. If you do not frequently use Microsoft Office online, it is suggested that you use the second option, the "one-time passcode" (OTP).**

    a. **If you have a Microsoft account and know the information, it is the best way to access this.**

John.Doe@labor.alabama.gov has sent you a protected message

Sign in to view the message

Sign in with a work or school account

Or, sign in with a one-time passcode

Need Help?

Terms of Use    Privacy & Cookies

3) **Upon selecting the "one-time passcode" you will be taken to the following page, and another email will be sent to you with a code. Copy or type this code in the blank space.**

We sent a one-time passcode to  janedoe@youremail.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.

→ Continue

Didn't receive the one-time passcode? Check your spam folder or get another one-time passcode.
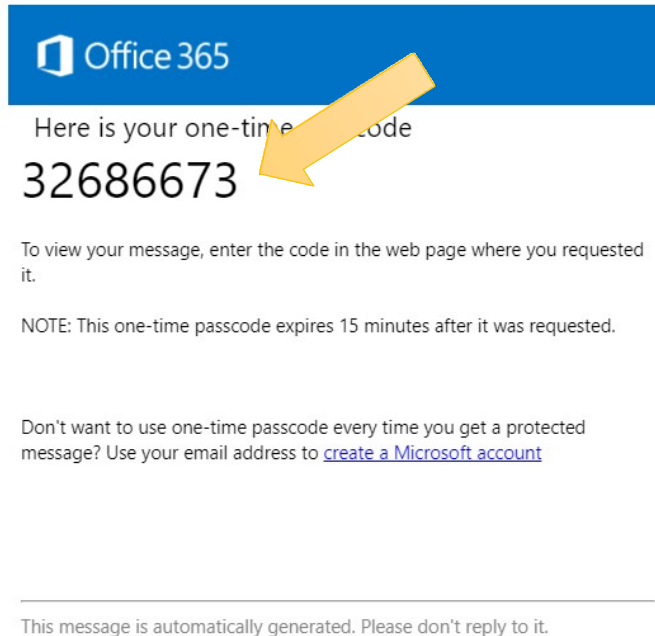
4) **You will need to go back to your email and get the code. It will look like the below image. You have the option to "copy and paste" or "manually" enter the OTP.**

*Please note this code is only valid for 15 minutes.*

From Microsoft Office 365 Message Encryption >

To janedoe@youremail.com

Mail Attachment.png 9.13 KB

Office 365

Here is your one-time ~~~~ code

**32686673**

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

This message is automatically generated. Please don't reply to it.

5) Once the code is verified the email will be available.

Thank you for helping us keep information secure.

If you need assistance with accessing this email, please contact ADOL's HelpDesk at **334-956-4020** (Mondays - Fridays 8:00am - 4:00pm).

**This HelpDesk line is only for assistance opening secure email. If you need other assistance please call the appropriate division directly.**