

# Finham Park Multi Academy Trust Now Uses Microsoft Office 365 Message Encryption

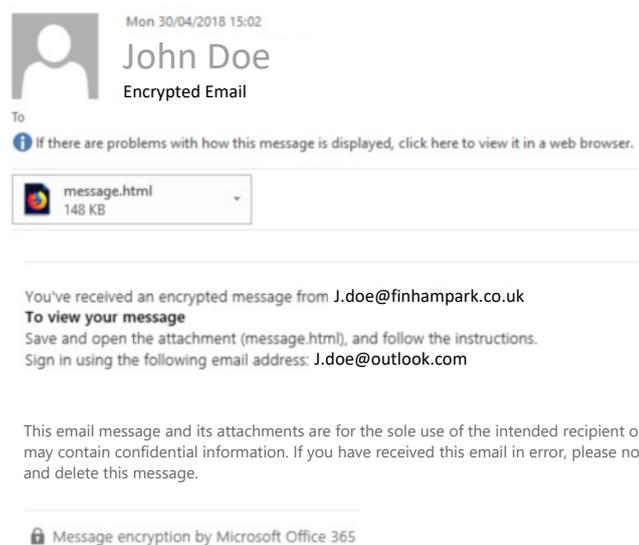


FINHAM PARK  
MULTI ACADEMY TRUST

## Guide for Parents, Governors & Other External Recipients

Finham Park Multi Academy Trust uses Microsoft Office 365 Message Encryption to help ensure that only intended recipients can view messages containing sensitive information.

If you receive an email protected by Office 365 Message Encryption you will be unable to view the contents of the email until it is unencrypted. After unencrypting the message, you can view the contents of the email and any attachments.



The image to the left shows an example of an encrypted email as you might receive it:

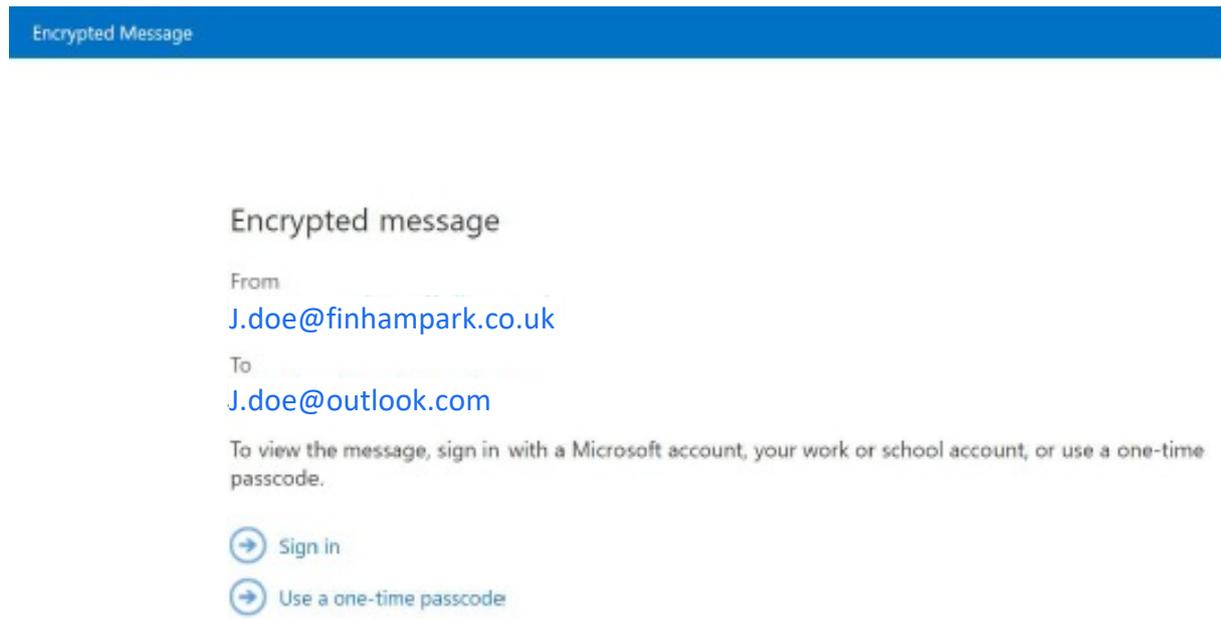
### To view an encrypted message

The contents of the encrypted message will appear as an HTML attachment. Click on the attachment and this will prompt you to open or download the protected email.



## To view an encrypted message

You'll now see the following screen:



Next you be given the option to open message in one of two ways

- You can select to Sign In to use a Microsoft Account, or create a new Microsoft Account. This only needs to be completed once. You can use this account to decrypt all future emails.
- You can choose to use a One-Time Passcode

We sent a one-time passcode to [J.doe@outlook.com](mailto:J.doe@outlook.com)

Please check your email, enter the one-time passcode and click continue.  
The one-time passcode will expire in 15 minutes.

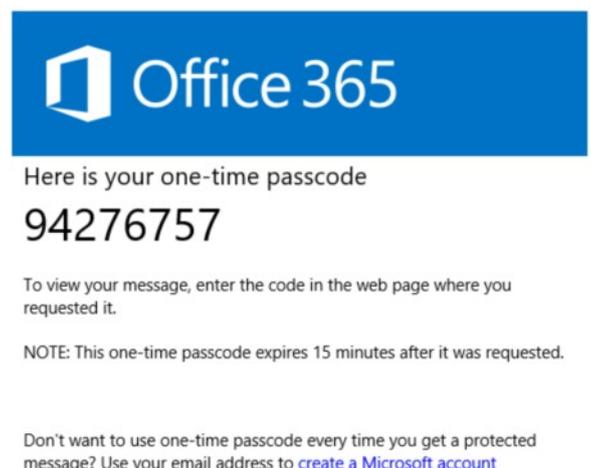
One-time passcode

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

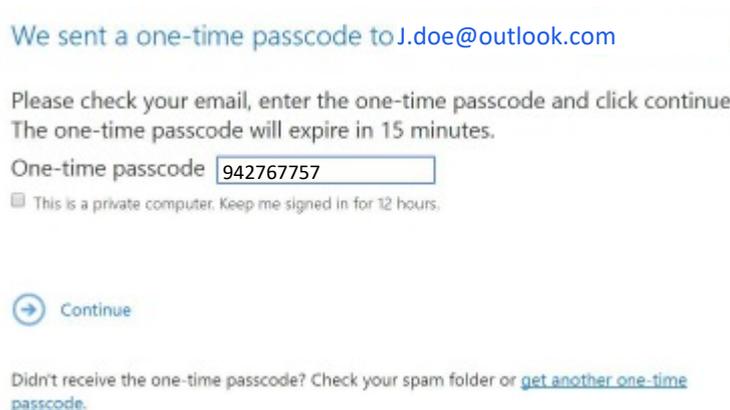
[Continue](#)

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

To the right is an example of the email you'll receive containing your one-time password



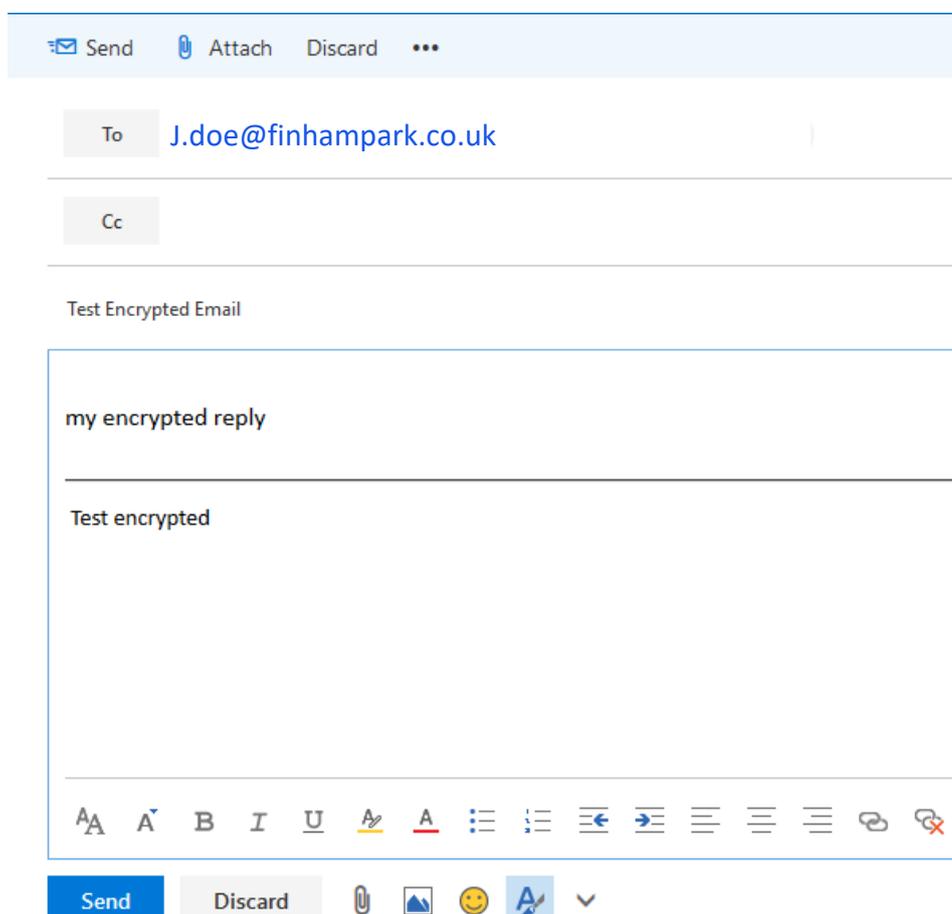
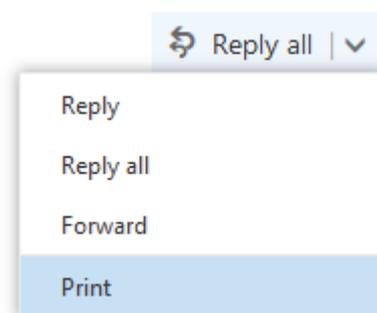
Enter your passcode and click Continue, you will be able to access the contents of the email and any attachments



If you wish to send us a reply, forward or print a protected email. Click on Reply all on the right side of the message window.

You now have the option to Reply, Reply all, Forward or Print.

Replies and Forwarded emails are automatically encrypted using Microsoft Office 365 Message Encryption as shown below.



# Accessing the encrypted email on an iPad / iPhone

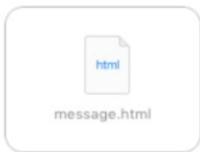
**encrypt**

Today at 03:23

You've received an encrypted message from  
**To view your message**  
Save and open the attachment (message.html), and follow the instructions.  
Sign in using the following email address:

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

Message encryption by Microsoft Office 365

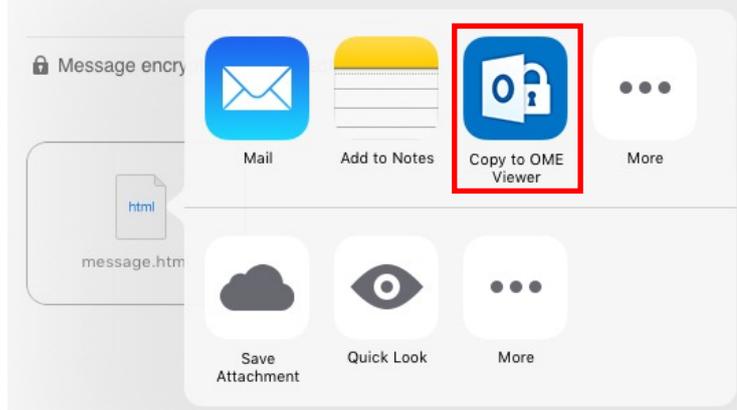


**encrypt**

Today at 03:23

You've received an encrypted message from r.stc...@finhampark.co.uk  
**To view your message**  
Save and open the attachment (message.html), and follow the instructions.  
Sign in using the following email address: rtesting2018@outlook.com

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.



To decrypt the email on an iPad/iPhone you need to install the "Office 365 Message Encryption Viewer" app onto your device.

Link provided below.

## Office 365 OME Viewer App



Once you have installed the app you need to hold you finger on the message.html attachment then click Copy to OME Viewer as shown below.

Once the view has opened click use a one-time passcode as shown below.

Please follow the instructions above for help using the one-time passcode.

## One-Time Passcode Instructions



### Encrypted message

From  
[J.doe@finhampark.co.uk](mailto:J.doe@finhampark.co.uk)

To  
[J.doe@outlook.com](mailto:J.doe@outlook.com)

To view the message, sign in using a one-time passcode.

[Use a one-time passcode](#)