Believe in children M Barnardo's

Managing Encrypted Email from Barnardo's using Hotmail, Microsoft 365, or Outlook 2013 and later – User Guide

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Hotmail, Microsoft 365, Outlook 2013 and above

Outlook

Step 1: Select the attachment in the encrypted email.

| 目りこ↑↓ | ÷ | | |
|---|---------------------------------|--|-----|
| File Message Hel | p Acrobat Q Tell me what | you want to do | |
| Ignore □ Note: Note | Reply Reply Forward to More ~ | Create an appoi Create an appoi Trade Skills To Manager Team Email ✓ Done Reply & Delete Create New | 4 > |
| Delete | Respond | Quick Steps | L2 |
| Enquiry DG To Photo Enquiry Outlook item This message contains an o | @barnardos.org.uk> mail.com' | opening the attachment. | |
| http://believeinme.org.uk | | | |

Step 2: The attachment contains the encrypted email.

-

| 8 90 | ↑ ↓ ₹ | At | tachment Tools | | |
|---|--|---------------|------------------------------|-------|-----------------------------|
| File Mess | age Help | Acrobat A | ttachments | Q | Tell me what you want to do |
| Save All Attachments Save to Computer | Upload Upload Attachme Save to Cloud | All Selection | Show Message n Message | | |
| ← Back to mess | age | | | | |
| Last changed: 09 | April 2021 | - | | | |
| Enquiry Outlook | item 🗸 | | | | |
| DG | Fri 09/04/2021 21: Enquiry | 15 | @ | barna | ardos.org.uk> |
| To Chotmail.com i Encrypt-Only - This message is encrypted. Recipients can't remove encryption. Permission granted by: Chotmat @barnardos.org.uk If there are problems with how this message is displayed, click here to view it in a web browser. | | | | | |
| Private 64 KB | attachment.docx | ~ | | | |

Step 1: Select the attachment in the encrypted email. The attachment contains the encrypted email.

| ,∕⊂ Sea | urch |
|--------------|---|
| 🗓 Dele | te 🖻 Archive 🛇 Junk ∨ 🖋 Sweep 🗈 Move to ∨ 🖉 Categorise ∨ 🕓 Snooze ∨ |
| \leftarrow | Enquiry |
| DG | Sender <example@barnardos.org.uk> Fri 09/04/2021 To: example@hotmail.com</example@barnardos.org.uk> |
| | Enquiry 122 KB ~ |
| | This message contains an encrypted email which can be read by opening the attachment. |
| | http://believeinme.org.uk |

Step 2: The content of the encrypted email is shown.

| | Outlook |
|-----------------|---|
| | Enquiry 🛓 Download 🖙 Save to OneDrive |
| | Enquiry |
| <u>م</u> م 0 | Sender < example@barnardos.org.uk> Fri 09/04/2021 To: example@hotmail.com |
| ~ | Private attachment.docx 64 KB |
| W | |
| | Reply Forward |