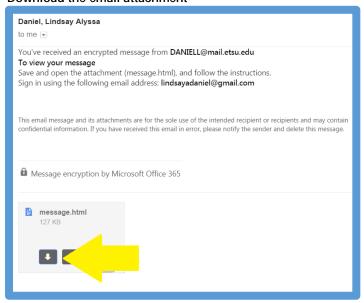
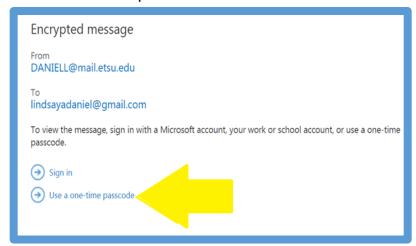
EXTERNAL ENCRYPTED EMAIL

When you send an encrypted email to a non-ETSU email address (by putting the word Encrypt in the subject line), the recipient receives an email that simply says "You've received an encrypted email from username@etsu.edu." For the recipient to view the content of the encrypted email they should follow the directions below:

1. Download the email attachment



- 2. Open the Download
- Click "Use a one-time passcode"



- 4. Retrieve one-time passcode (Microsoft 365 auto generates the passcode and sends it to the recipient in a separate email)
- 5. Input the one-time passcode and click "Continue"

We sent a passcode to lindsayadaniel@gmail.com.
Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.
Reference code: 0074 Passcode This is a private computer. Keep me signed in for 12 hours.
→ Continue