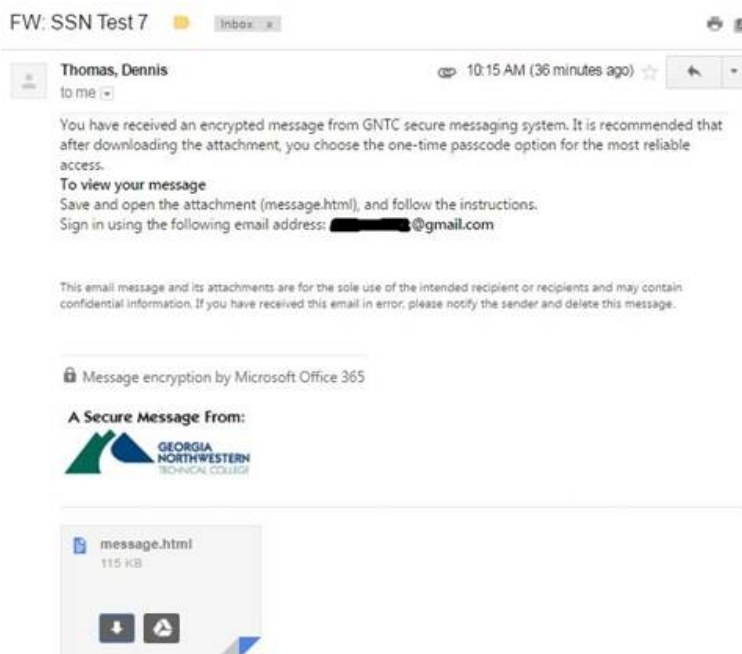


Encryption Instructions for Email

In order to meet Gramm Leach Bliley Act standards in our new O365 email and offer pretty much the same functionality that we had before, I have implemented a MS template to create secure emails sent to **NON-GNTC** email addresses if the email is determined by Microsoft filters to contain:

- Credit Card Numbers
- US Social Security Numbers
- US Bank Account Numbers
- US Individual Taxpayer Identification Numbers

Remember, this does not apply for internal emails within GNTC. However, if an email is sent to a recipient outside of our gntc.edu domain which contains any of the information above, the email will be encrypted, and the **recipient** will receive a message that they have an encrypted message along with instructions on how to access. Here's what the recipient would see when sent a message containing such items... (I sent a test message to a Gmail account)



Notice in the instructions that we recommend using the **one-time** passcode option for the most reliable access.

When the recipient downloads the attached *message.html* file and opens it, they will see:

Encrypted message

From
dthomas@gntc.edu

To
[REDACTED]@gmail.com

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.

[Sign in](#)

[Use a one-time passcode](#)

Message encryption by Microsoft Office 365

A Secure Message From:



When they click the one-time passcode link, they will be sent a separate email with a passcode, and a page will be displayed where it should be entered. It looks like:

We sent a passcode to [REDACTED]@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: 5145

Passcode

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

[Continue](#)

Didn't receive the passcode? [Click here to get another one.](#)

Message Encryption by Microsoft Office 365

A Secure Message From:



This is really a very simple process, and I've spent much more time composing this email than it will take for a recipient to access an encrypted message. I just wanted to let everyone know how it works in case a recipient outside the organization has questions about it.

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