# PALCO OPENING AN ENCRYPTED EMAIL

### What is Personally Identifiable Information?

Personally identifiable information (PII) is any data that could potentially identify a specific individual — for example a message or attachment that includes a person's first initial (or first name), last name, and one of the following five identifiers: medical information, Social Security number, driver's license or identification card number, bank account numbers, or credit/debit card numbers in combination with any required security code.

When sending emails with any of this information, Palco staff will send it encrypted to protect your information. You will use the instructions below to login and view the communication.

#### **Option #1- Register an Account**

**1.** Open the message in your Inbox. The subject line may indicate that the message is encrypted. Click "Read the message"

To me \*
To me \*
To me \*
Can about messages protected by Office 365 Message Encryption.
Privacy Statement
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Encrypt Using Secure Email Inbox ×

#### 2. Follow the steps to either sign in or to create a new account.

Canalogiirst com has sont you a protocted moscogo	Microsoft		
i@paiconist.com has sent you a protected message	Create an account		
6	You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahool or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to sign in.		
	Name		
Sign in to view the message	Chelsea Stark		
	After you sign up, we'll send you a message with a link to welly this user name.		
	User name		
G Sign in with Google	chelseastark2014@gmail.com		
	Or get a new email address		
	Create password		
Sign in with a One time passcode	•••••		
	8-character minimum; case sensitive		
	Reenter password		
	••••••		
Need Help?	Country/region		
	United States		
Privacy Statement	ZIP code		
	92562		
	You will set up a unique username and password that you		

will use to login and view all messages from Palco.

Reply Reply all Forward Print

3. Once signed in, your email will be displayed. You can use the system to reply, reply all or forward your email securely.

Option	<b>#2-</b>	Use a	One	Time	Passcode	е

1. Open the message in your Inbox and follow the steps above. Once you clicked to "Read the message", choose "Sign in with a One-time passcode"

@palcofirst.com has sent you a protected message				
â				
Sign in to view the message				
<b>G</b> Sign in with Google				
Sign in with a One-time passcode				
Need Help?				
Privacy Statement				

#### 2. The system will automatically send you an email with a code. Leave this screen open and navigate to your email in another tab. Collect the code that was emailed to you and enter it in the text box for "One-time passcode", then click "Continue"

We sent a one-time passcode to equip and @gmail.com.	Microsoft Office 365 Message Encryption «MicrosoftOffice365@messaging.microsoft.com» to me *
Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.	Here is your one-time passcode ◆04578420
One-time passcode This is a private computer. Keep me signed in for 12 hours.	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.
→ Continue	Don't want to use one-time passcode every time you get a protected message? Use your email address to <u>create a Microsoft account</u>
Didn't receive the one-time passcode? Check your spam folder or <u>get another one-time</u> passcode.	This message is automatically generated. Please don't reply to it.

## 3. Once signed in, your email will be displayed. You can use the system to reply, reply all or forward your email securely.





#### **Other Questions? Contact Palco!**

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