DEPARTMENT OF HUMAN SERVICES

How to access and reply to DHS' encrypted email

DHS uses Outlook Microsoft 365 email encryption. Encrypted emails are required to be used when emailing content that contains protected data. Use the below steps to open and reply to a DHS' encrypted email.

Step 1: Click on the box 'Read the message' to access the encrypted email. The email will open up in a web browser.



Step 2: Click on the box 'Sign in with a One-time passcode'. If the option is available, you may also sign in with your email account (e.g., Yahoo, Gmail, etc.). If you sign in with your email account, follow the prompts provided by your email provider.



Step 3: Check your email inbox for an email from 'Microsoft Office 365 Message Encryption'. The email contains the one-time passcode you need to enter in the box.

From: Microsoft Office 365 Message Encryption < <u>MicrosoftOffice365@messaging.microsoft.com</u> > Date: November 7, 2023 at 7:35:20 AM CST To: J@yahoo.com Subject: Your one-time passcode to view the message	
Use this passcode number	Here is your one-time passcode 696335511 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.
	This message is automatically generated. Please don't reply to it.

Step 4: Go back to the web browser and enter the passcode number in the box and click Continue. Follow the prompts on the page.

We sent a one-time passcode to@yahoo.com	I.		
Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.			
One-time passcode 60800511	Enter one-time passcode number here		
Click continue Didn't receive the one-time passcode? Check your spam folder or <u>get another one-time</u>	<u>time passcode</u> .		

Step 5: You can now read and reply to the encrypted message. To reply back using the encrypted email, click on the reply button in the upper right-hand corner in the email. This is the **only** way to reply back to the DHS' encrypted message unless you use your own encryption software.

		r@yahoo.com Sign Out ?
[secure] Test	Click here to reply to the email	
YM Youngstrom, Jennifer M (DHS) <jennifer.youngstrom@state.mn.us> Today, 730 AM jennifer zallar <ur@yahoo.com> %</ur@yahoo.com></jennifer.youngstrom@state.mn.us>		\$ Reply all
Encrypt: This message is encrypted. Recipients can't remove encryption.		
Once you have opened a secure email in your web browser, this is how the email will look. Now you can reply back to this email, in the web browser, and it will be sent back to the DHS	sender encrypted. All information will then be secure both	n in transit and in rest.
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Minnesota Department of Human Services Cell: 612-201-7386 Secure Fax: 651-431-7476 mn.gov/Ms Social Security Advocacy Services / Minnesota Department of Human Services (mn.gov)		
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Step 6: After clicking on the reply button, you can type your message, attach a document, discard the draft, or click on the three dots for more options. Once your message is complete, click on the send button.

©yahoo.com	Sign Out
The Send Read Additional options	
Encrypt: This message is encrypted. Recipients can't remove encryption.	
To Youngstrom, Jennifer M (DHS) <jennifer.youngstrom@state.mn.us> ×</jennifer.youngstrom@state.mn.us>	Bcc
Cc 🕐 meyshoo.com ×	
Re: [secure] Test	â
I have received your encrypted message.	
Thank you.	
From: Youngstrom, Jennifer M (DHS) <lennifer youngstrom@state.mn.us=""> Sent: Tuesday, November 7, 2023 7:30:31 AM</lennifer>	
Grienner (aller secure) Test	
Once you have opened a secure email in your web browser, this is how the email will look. Now you can reply back to this email, in the web browser, and it will be sent back to the DHS sender encrypted. All information will then be secure both in transit and in rest.	
lewifer	
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m.ev/dts	
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Send Discard Discard Discard	

If you have any questions or need additional help, contact the DHS person who sent you the encrypted email.