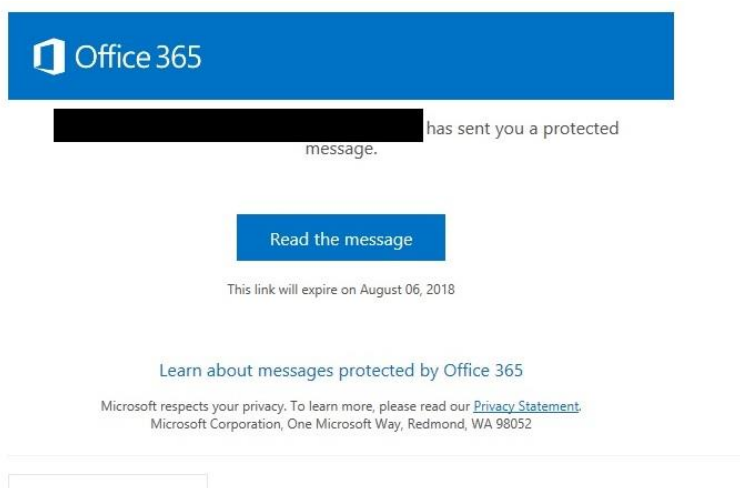


Opening Encrypted emails from Malbank School

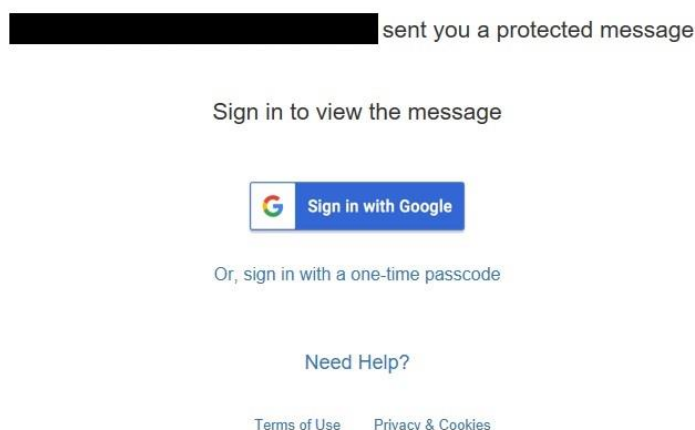
On the 25th May 2018, GDPR (General Data Protection Regulations) came into effect. In order to protect personal/sensitive data, Malbank School took the decision to activate Email Encryption for all emails going outside of the organisation.

To assist you with accessing these emails we have put together some instructions that show what our encrypted emails look like and how you can open them by completing just a few steps.

1. When you receive an encrypted email from Malbank School it will look like this:

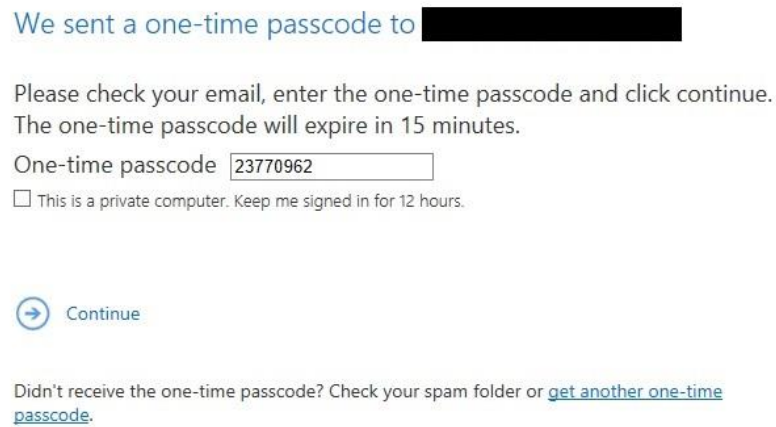


2. Click on "Read the message"

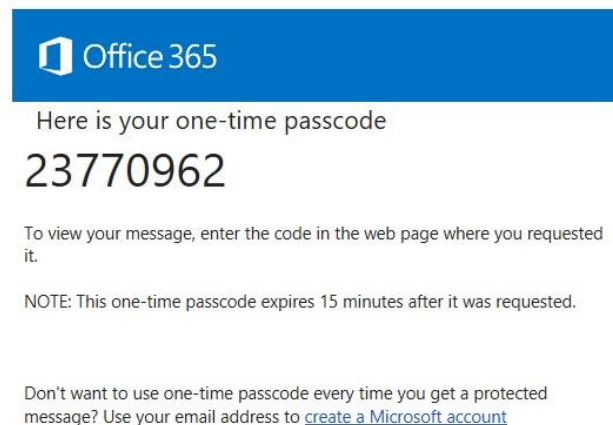


3. You will be taken to a web page that looks similar to above, please note the "Sign in with Google" button may be different depending on what type of email address you have (Yahoo, Outlook etc.) and will change accordingly
4. If you have an online services email account such as Google, Outlook, Yahoo you would just sign in at this point and the encrypted email will appear

5. If you don't have one of these types of account click on sign in with a one-time passcode as shown below



6. A one time passcode will be sent to your email inbox, please check your inbox for it as shown below



7. Return to the page shown in the screenshot in instruction #5 and enter the code here
8. The encrypted email will now display

Test email



Encrypt: This message is encrypted. Recipients can't remove encryption.

This is a test email.