

Office 365 Message Encryption

In an effort to reduce our appraisal timeline, we have been authorized to use Office 365 Message Encryption. Using this service will allow you to submit your appraisal securely by email. In the message below, you will find links to instructions on how to use this service.

About Email Encryption Services

What is Message Encryption?

Office 365 Message Encryption enables State of Minnesota employees to deliver confidential communications to anyone outside State of Minnesota government entities. With Office 365 Message Encryption, email messages can be encrypted to protect sensitive or private material against interception, regardless of its destination.

This service delivers encrypted messages to recipient inboxes with an attachment. Recipients open their message, click on the attachment and follow embedded instructions to sign in to the message viewing portal with a Microsoft account or an Office 365 organizational account. The Microsoft accounts and passwords are self-managed by the recipients. Recipients who don't have either account can [follow instructions for obtaining one](#) (Control + Click to follow link). Once recipients have signed in and identified themselves, they can open and read the message with encryption removed. For instructions on how to open and read, see [follow instructions to open and read](#) (Control + Click to follow link).

Where is my encrypted message stored?

Encrypted messages are stored in the end-user's email inbox, not in secure messaging portal. The Secure messaging portal simply decrypts the message and allows the recipient to view it.

Are my attachments encrypted?

The entire email, including attachment(s) are encrypted. Once the encryption is unlocked, however, recipients can save attachments and distribute them without encryption

Appraisal Management Unit – Use of Secure Email

Office 365 Message Encryption is a State subscribed service. Unless you have subscribed to this service, you will not have the ability to **create and send** an encrypted email, you can only **REPLY** to a secure email sent to you.

The Appraisal Management Unit has been testing this service with several appraisers; the general consensus is that it is an effective and efficient way of conducting business.

How it works

When you are ready to submit a completed assignment, email a request for an encrypted email to Carla Backstrom carla.backstrom@state.mn.us several days before your anticipated submission. Include the name and acquisition number of your project in the subject line of your email. Upon receipt of your request, she will send you an encrypted email. You will know that it is encrypted because **[encrypt]** will be in the subject line. Follow the instructions above to create an account if this is your first time using this service. After opening the secure email, you need to **REPLY** to the secure email, and attach your documents (keep in mind the file size limitation of 25 MB). Upon receipt, Carla will notify you by email that she has received your documents.

For technical assistance, please contact Carla Backstrom at 218/833-8684 or carla.backstrom@state.mn.us