

Receiving a Secure Message from the State of Nebraska

Exchange Team

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Overview

When receiving a secure message from the State of Nebraska, you will follow directions based on which category you fall under: Office 365 Users, Gmail Users, and everyone else. Please select the instructions below which correspond to your situation. If you need assistance determining this, please contact your email provider or help desk.

Protected messages allows the sender to set specific permissions on a message, such as Do Not Forward or Do Not Print. If you receive a protected email message sent to your Microsoft 365 account or one you have access to in Outlook 365 (**not** Outlook 2016) or Outlook on the web, the message should open like any other message. You'll see a banner at the top of the message that informs you of any restrictions on the message.

If you're using a different email account or email program, you may receive a notification that you've received a protected message and need to take additional action.

NEBRASKA

Exchange User [redacted]@nebraska.gov has sent you a protected message. By clicking the Access Message button, you acknowledge the Terms and Conditions:



Access Message

This email and its attachments may be confidential and are intended solely for the use of the individual to whom it is addressed.

This is a government computer system. Unauthorized access is prohibited. Anyone using this system is subject to monitoring. Unauthorized use, disclosure, alteration, destruction or damage to data, programs or equipment could result in disciplinary action or other penalties, both civil and criminal.

[Privacy Statement](#)

Email encryption powered by Office 365. [Learn More](#)
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

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Reading a protected message with a Microsoft 365 email account in Outlook 365 or Outlook on the web

- Desktop/Browser:
 1. If you're using a Microsoft 365 email account in Outlook 365 or Outlook on the Web, you shouldn't have to do anything special to read your message.
- Mobile app:
 1. If you have a Microsoft 365 account and you're using the Outlook mobile app, the message should just open.

Reading a protected message with Gmail

- Desktop/Browser:
 1. Select "Access Message" to open your message.
 2. Click "Sign in with Google" and sign in to your email account.
 - a. If this does not work, please click "Sign in with a One-time passcode"
 3. You'll be redirected to the Gmail sign-in page. Once you sign in, select Allow
- Mobile app:
 1. Tap "Access Message" to read your message.
 2. Tap "Sign in with Google" and sign in to your email account.
 - a. If this does not work, please click "Sign in with a One-time passcode."
 3. If you get a request for permissions, tap Yes or Allow to view the message.

Reading a protected message with a single-use code (all other email providers)

- Desktop/Browser:
 1. Select "Access Message" to open your message.
 2. Click "Sign in with a One-time passcode".
 - a. The email to which the secure message was originally sent will receive an 8-digit code. You will have 15 minutes to enter that code.
 3. Click "Continue" to view the message.
- Mobile app:
 1. Select "Access Message" to open your message.
 2. Click "Sign in with a One-time passcode".
 - a. The email to which the secure message was originally sent will receive an 8-digit code. You will have 15 minutes to enter that code.
 3. Click "Continue" to view the message.