To send an encrypted email, please follow the instructions below:

1) Create a new email



- 2) Add a keyword into the subject line (you must include one of these words, including the brackets):
 - a. [Encrypted]
 - b. [Encrypt]
 - c. [Secure]

₹ Send	From 🕶	bgorrill@intermaxteam.com
	То	
	Cc	
	Subject	Enconted This will be an enconted email

- 3) Send your email.
- 4) The person you send it to will then receive an encrypted email.



5) They will double click to open the email. (Do not save, as you do not want sensitive information on your computer).

	ng Mail Attachment
rom a trustworthy sou	You should only open attachments
ox -	Attachment: message.html from Int
ok	BGorrill@intermaxteam.com - Outle
ive it to your compute	Would you like to open the file or

6) Then they will open it up.



7) From here they can login with their Microsoft account. If they do not have a Microsoft account they have the option to create an account, or use a one-time password. The one-time password will be sent to the user that is trying to view the encrypted message. They can use this password to view the message once or stay signed in for 12 hours.

We sent a one-time passcode to itintermax@gmail.com.
Please check your email, enter the one-time passcode that corresponds with the reference code and click continue. The one-time passcode will expire in 15 minutes.
Reference code: 6183
One-time passcode
This is a private computer. Keep me signed in for 12 hours.
The one-time passcode is incorrect.
Ontinue
Didn't receive the one-time passcode? Check your spam folder or get another one-time passcode.

8) At this point they can open the encrypted email. Encrypted Message

[Encrypted] This will be an encrypted email

Brandon Gorrill <BGorrill@intermaxteam.com> Today, 11:07 AM Brandon Gorrill <BGorrill@intermaxteam.com> \$

This message will be encrypted

Please let us know if you experience any problems or have any questions. We can be reached at <u>help@intermaxteam.com</u> or 208-667-3500. Thank you!

Intermax Team