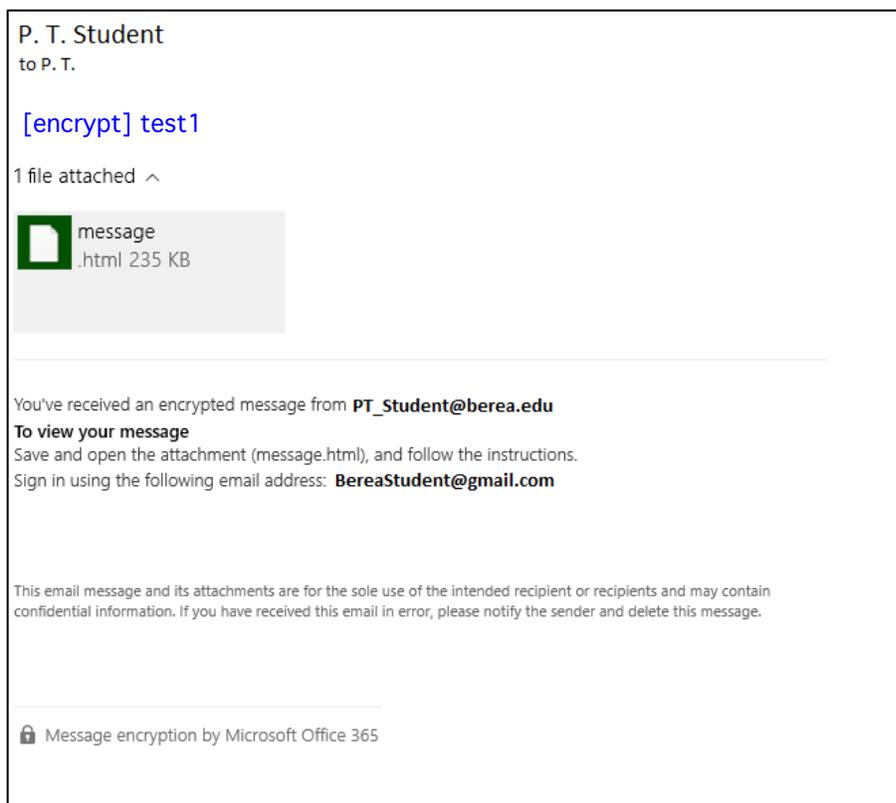


## Sending and Receiving Secure Email with Berea365

We are pleased to announce a new service available to our Berea365 email users. Now that our email is hosted in the cloud, e-mail transmission will traverse thru many networks and connection points, and generally in plain text. This makes it a very insecure medium if one were to transmit sensitive or private information. This new service will enable us to send encrypted messages to recipients, no matter what the destination – Berea365 e-mail, Outlook.com, Yahoo, Gmail, AOL, etc. Now we can send sensitive business communications with an additional level of protection.

### Instructions for Senders

- In the subject line of a new Berea365 e-mail message, type **[encrypt]**, including the brackets, as the first word before the subject text. Note that the subject line itself will not be encrypted.
- The recipient will receive an email that looks like this:



Basic instructions for recipients on Berea365

[pg. 2](#)

Instructions for recipients on other e-mail systems

[pg. 3](#)

Instructions for Berea365 recipients with complications

[pg. 4](#)

Logging in via the Berea365 Sign In page

[pg. 6](#)

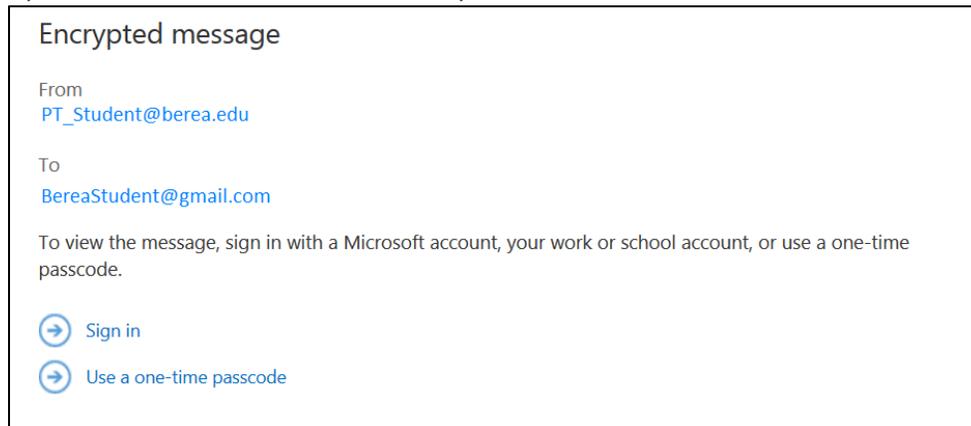
Berea365 Secure Message View Page

[pg. 7](#)

## Basic Instructions for Recipients on Berea365 E-mail

When you receive a notification e-mail like the one shown on [page 1](#), DO NOT forward it to others. The subject line is no more secure or encrypted than other e-mails, and the forwarded recipients will not be able to access the secure message view web site.

Open the attachment which will send you to the secure e-mail web site:



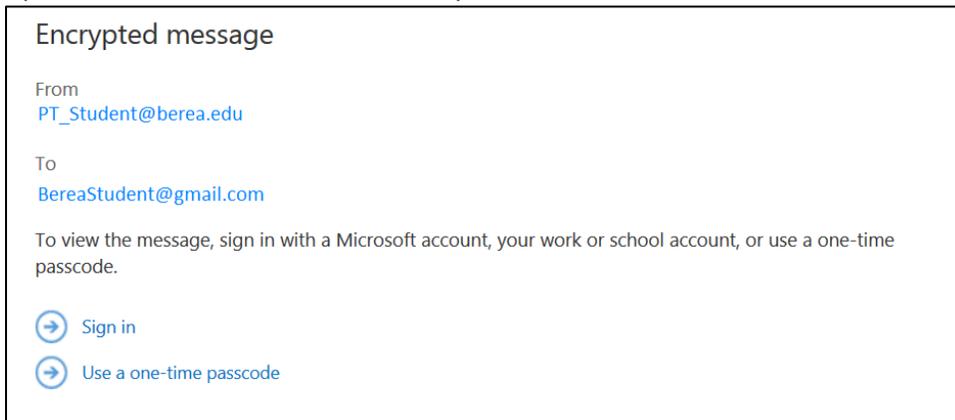
Click "Sign in" to be sent to the Berea365 login page as shown on [page 6](#). If you are already signed in to Berea365, you will be sent directly to the secure message view web site as shown on [page 7](#).

If you are not sent to the Berea365 login page or to the secure message view web site, the instructions beginning on [page 4](#) may be helpful.

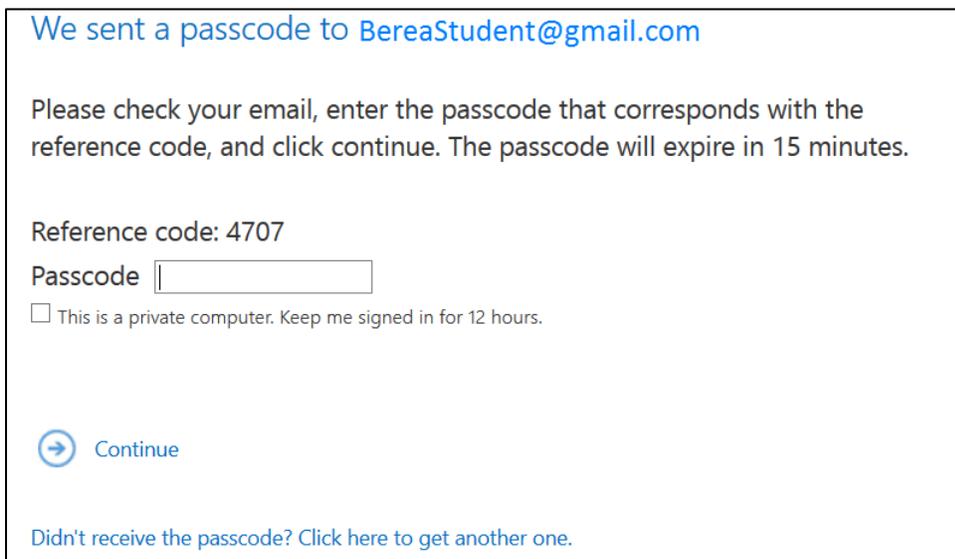
## Instructions for Recipients on Other E-mail Systems

When you receive a notification e-mail like the one shown on [page 1](#), DO NOT forward it to others. The subject line is no more secure or encrypted than other e-mails, and the forwarded recipients will not be able to access the secure message view web site.

Open the attachment which will send you to the secure e-mail web site:



Click "Use a one-time passcode" to receive an e-mail containing a passcode and be sent to the passcode entry page as shown below.



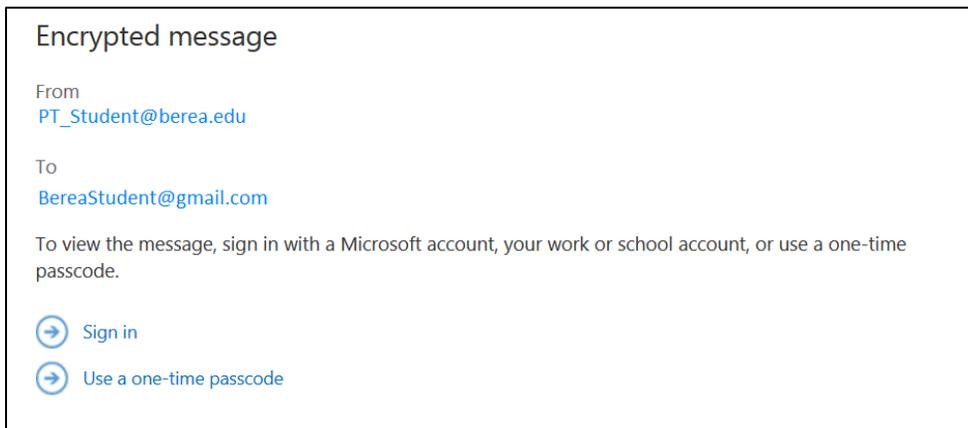
Check your e-mail and obtain the passcode from the message you received. Key in or copy/paste the passcode into the space provided and click on "Continue" to be sent to the secure message view web site as shown on [page 7](#).

## Instructions for Berea365 recipients with complications

These instructions will help those who have a Microsoft Live account tied to a Berea College e-mail address or for some other reason get sent down one of these side trails.

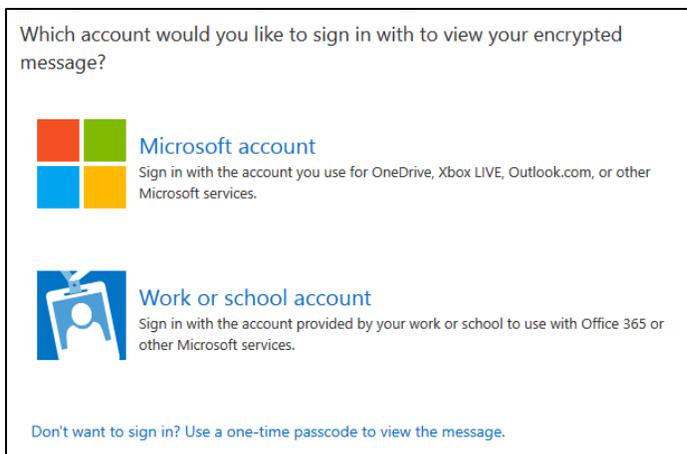
When you receive a notification e-mail like the one shown on [page 1](#), DO NOT forward it to others. The subject line is no more secure or encrypted than other e-mails, and the forwarded recipients will not be able to access the secure message view web site.

Open the attachment which will send you to the secure e-mail web site:



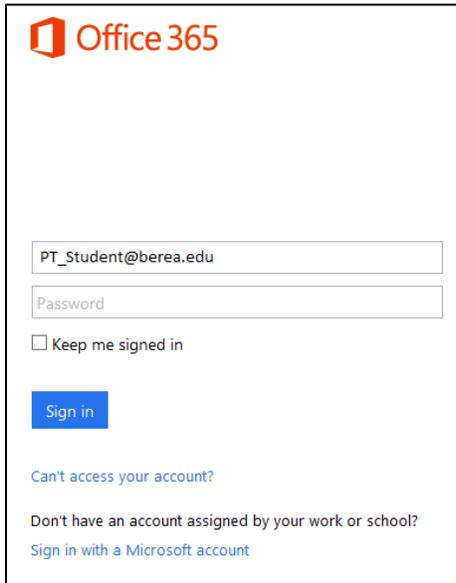
Click "Sign in" to be sent to the Berea365 Sign In page as shown on page 6. If you are already signed in to Berea365, you should be sent directly to the secure message view web site as shown on [page 7](#).

BUT... some Berea365 users may be asked to select the type of account as shown below.



Click on "Work or school account" to be sent to the Berea365 Sign In page as shown on [page 6](#). If you are already signed in to Berea365, you should be sent directly to the secure message view web site as shown on [page 7](#).

BUT... some Berea365 users may be sent to the generic Microsoft Office 365 login page as shown below, with a Berea e-mail address showing in the login.



Office 365

PT\_Student@bera.edu

Password

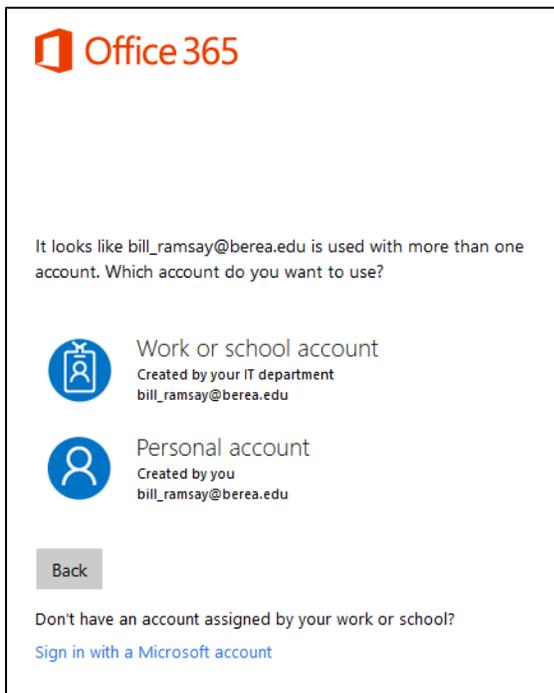
Keep me signed in

Sign in

[Can't access your account?](#)

Don't have an account assigned by your work or school?  
[Sign in with a Microsoft account](#)

Don't type anything. Click "Sign in" to allow the system to recognize your account. You will be asked again to identify the type of account.



Office 365

It looks like bill\_ramsay@bera.edu is used with more than one account. Which account do you want to use?

 Work or school account  
Created by your IT department  
bill\_ramsay@bera.edu

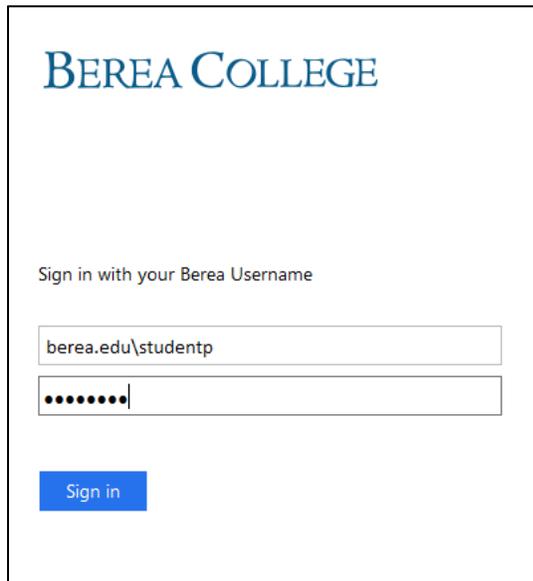
 Personal account  
Created by you  
bill\_ramsay@bera.edu

Back

Don't have an account assigned by your work or school?  
[Sign in with a Microsoft account](#)

Click "Work or school account" to tell the system you really do want to use a Berea365 login and be sent to the Berea365 Sign In page as shown on [page 6](#). If you are already signed in to Berea365, you should be sent directly to the secure message view web site as shown on [page 7](#).

## Berea365 Sign In page



BEREA COLLEGE

Sign in with your Beria Username

beria.edu\studentp

.....

Sign in

Enter your Beria network/e-mail ID and password as usual and click “Sign in” to be sent to the secure message view web site as shown on [page 7](#). Note that you can enter your Beria network/e-mail ID in either of the formats below:

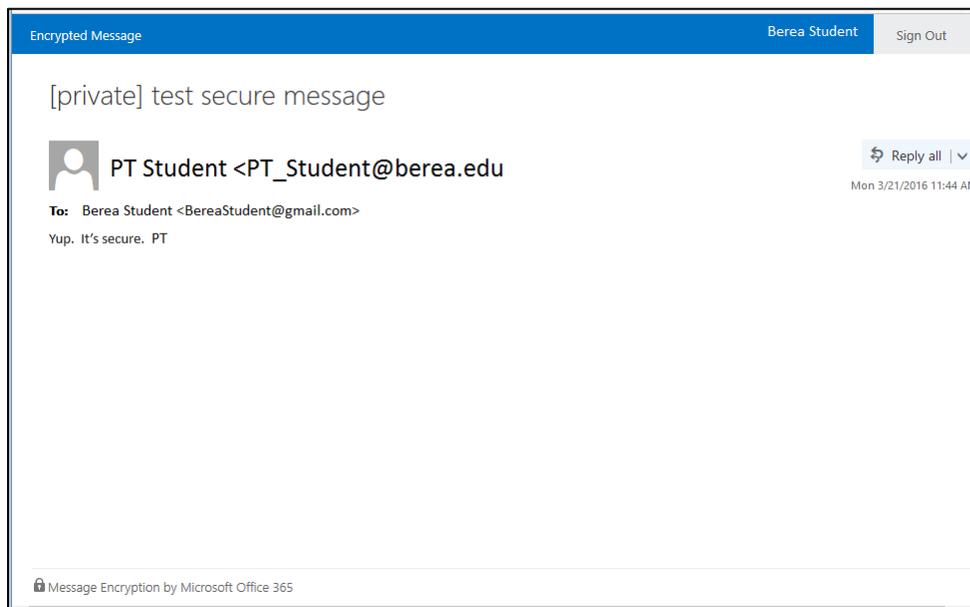
networkID

beria.edu\networkID (as shown in the example)

networkID@beria.edu

DO NOT try your firstname\_lastname@beria.edu e-mail address. It will NOT work.

## Berea365 Secure Message View Web Site



- A recipient may reply or forward the message from within the secure message viewer window and the new message will also be secure and encrypted.
- A recipient is not given the ability to download the secure message for potentially insecure distribution.
- It is the recipient's responsibility to maintain the confidentiality of the information shared by refraining from copy/paste, print, screen clip or other replication and by forwarding the message only to authorized recipients.

For questions or assistance, please contact [Help\\_Desk@berEA.edu](mailto:Help_Desk@berEA.edu) or dial 3343.