



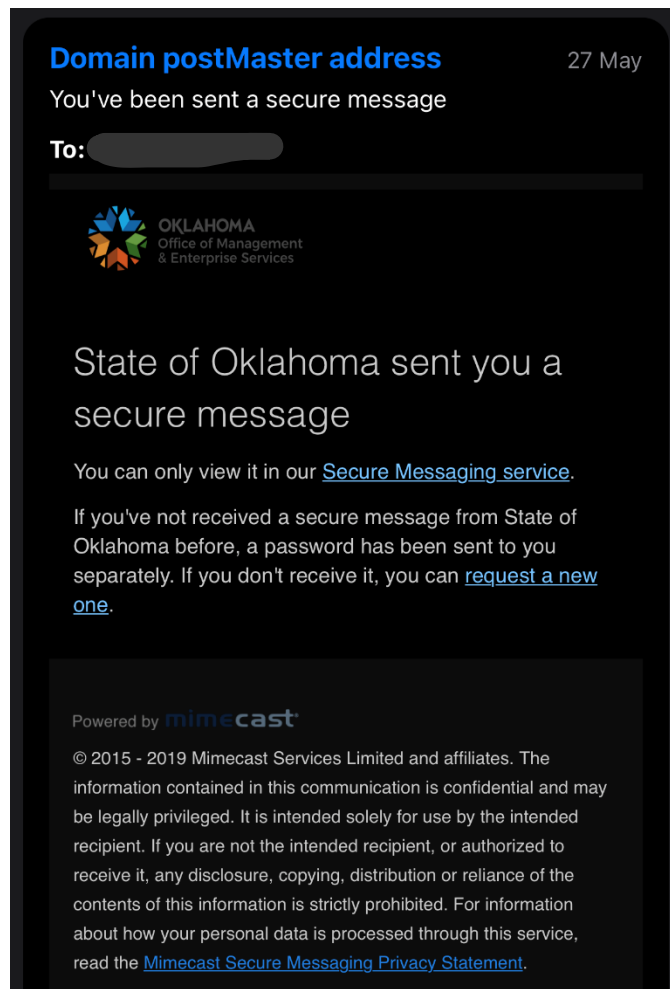
OKLAHOMA

Office of Management & Enterprise Services

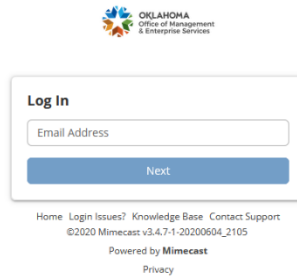
Using [Secure] keyword in Office 365

**** The following instructions do not apply to messages that are internal state communications as those are secure by default. The [Secure] feature should be used for external communications. ****

- 1) In the subject line, and email type [Secure] with a space between the last bracket and the Subject line.
 - a. Doesn't matter if secure is in lowercase or has a capital as its case in-sensitive.
- 2) Mimecast will send the recipient an email advising that they have a Secure Message
 - a. If it's the user's first time receiving a secure message a password will be generated for them and emailed to them



3) Clicking the link brings the recipient to the secure messaging portal.

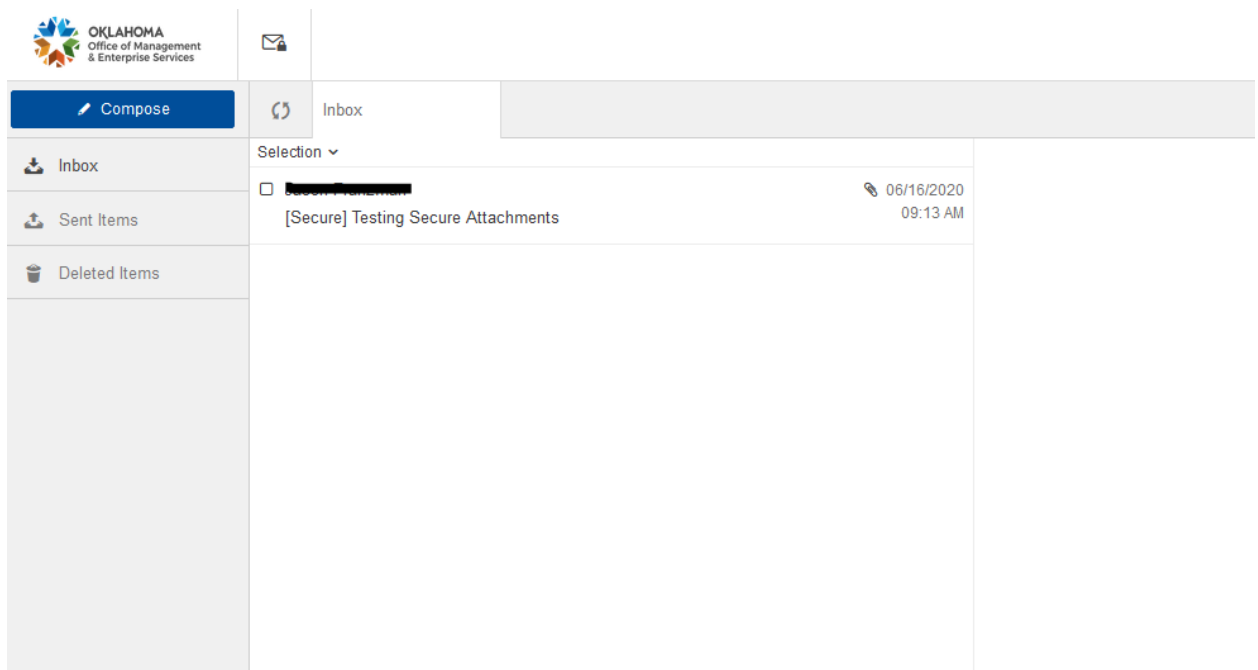


The screenshot shows the login page for the secure messaging portal. At the top center is the logo for the Oklahoma Office of Management & Enterprise Services. Below the logo is a white box with the title "Log In". Inside this box, there is a text input field labeled "Email Address" and a blue button labeled "Next". Below the login box, there is a footer with the text: "Home Login Issues? Knowledge Base Contact Support", "©2020 Mimecast v3.4.7-1-20200604_2105", "Powered by Mimecast", and "Privacy".

4) Enter in their email and their password.

a. On first login, it will ask recipient to change their password.

5) Recipient can reply, retrieve documents, and other functions within the secure portal.



The screenshot shows the inbox interface of the secure messaging portal. At the top left is the Oklahoma Office of Management & Enterprise Services logo. To its right is an envelope icon. Below the logo is a navigation bar with a blue "Compose" button and a grey "Inbox" button. The main area is divided into a left sidebar and a main content area. The sidebar contains "Inbox", "Sent Items", and "Deleted Items". The main content area shows a list of emails. The first email is selected, indicated by a checkmark in a box. The email subject is "[Secure] Testing Secure Attachments" and the date and time are "06/16/2020 09:13 AM".