



Information Security Office

Instructional & Information Technology Services

# California State University SAN MARCOS

333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001

securityteam@csusm.edu www.csusm.edu/security

## Encrypting an Email Message:

[CSU Information Security Policy Section 8105.4.2.1.b.](#) states that "Users must not access or transmit unencrypted Level 1 data over a public network." To adhere to this policy, we offer our users the ability to encrypt any email message simply by putting "csusm-encrypt" (not case-sensitive) in to the subject line of any email they wish to encrypt. A user may put the encryption phrase anywhere in the subject line.

## Decrypting an Email Message:

If you are the recipient of an encrypted message, the following instructions will help you to decrypt your message.

Message  message.html (85 KB)

You've received an encrypted message from [REDACTED]@csusm.edu

### To view your message

Save and open the attachment (message.html), and follow the instructions.  
Sign in using the following email address: [REDACTED]@csusm.edu

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

 Message encryption by Microsoft Office 365

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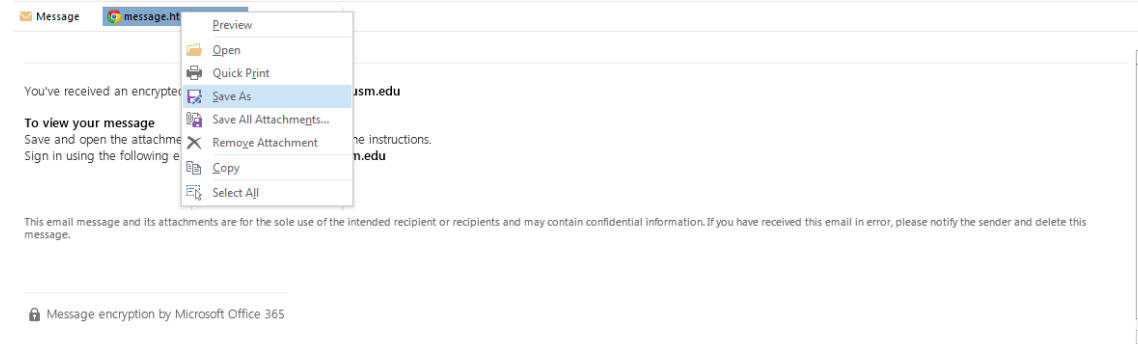
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To decrypt your message, right click the email attachment titled "message.html" and save the HTML file to your local hard drive.



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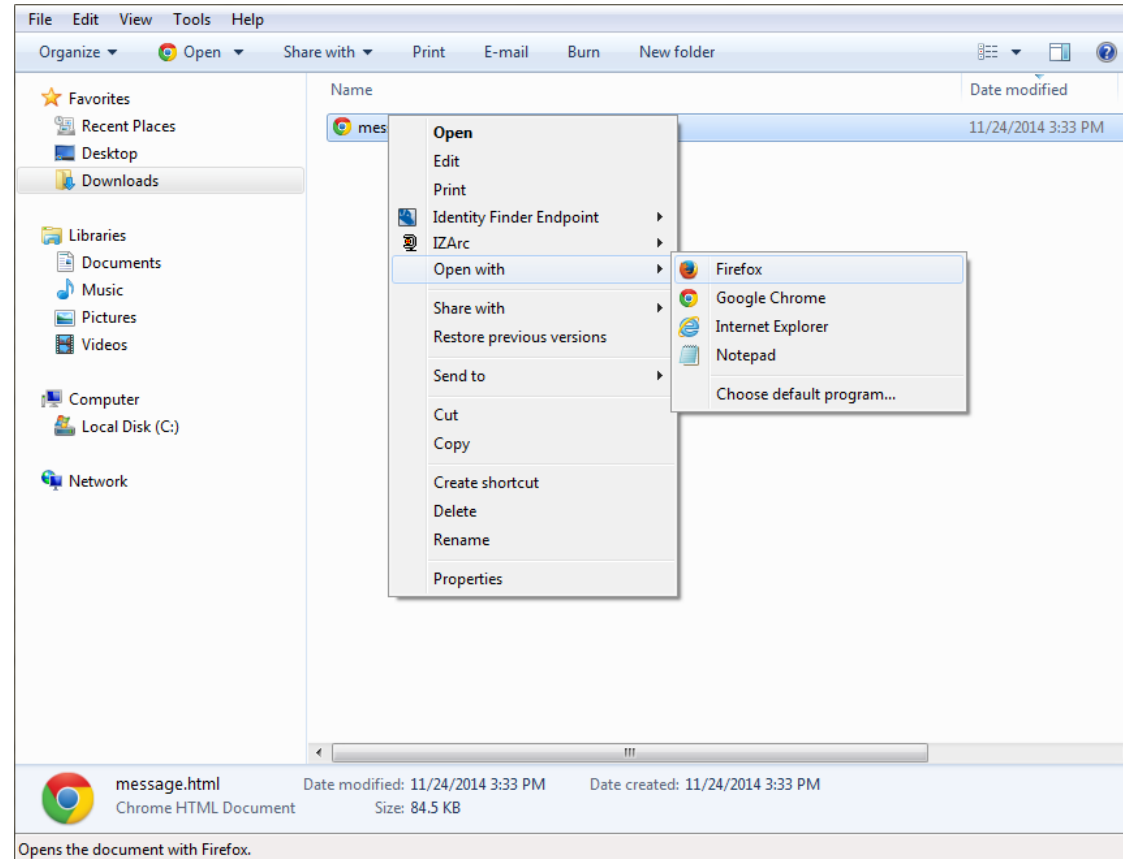
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If you use Google Chrome as your default browser you will have to right click on the HTML file and open the file with either Firefox or Internet Explorer.



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Once you have opened the HTML file you will be directed to sign in and view the encrypted message. Click "Sign in," and you will be directed to sign in with either your "Microsoft Account," or a "Work or school account."


Encrypted Message

## Encrypted message

From  
[jbarendse@csusm.edu](mailto:jbarendse@csusm.edu)

To  
[jbarendse@csusm.edu](mailto:jbarendse@csusm.edu)

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.

 Loading, please wait...

 Message encryption by Microsoft Office 365

Click Organizational Account to sign in with your campus credentials

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Encrypted Message



Which account would you like to sign in with to view your encrypted message?



#### Microsoft account

Create a Microsoft account for jbarendse@csusm.edu that you can use to view this message and to access other Microsoft services, such as OneDrive, Xbox LIVE, or Outlook.com.



#### Work or school account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

[Don't want to sign in? Use a one-time passcode to view the message.](#)

You will be directed to the following page:

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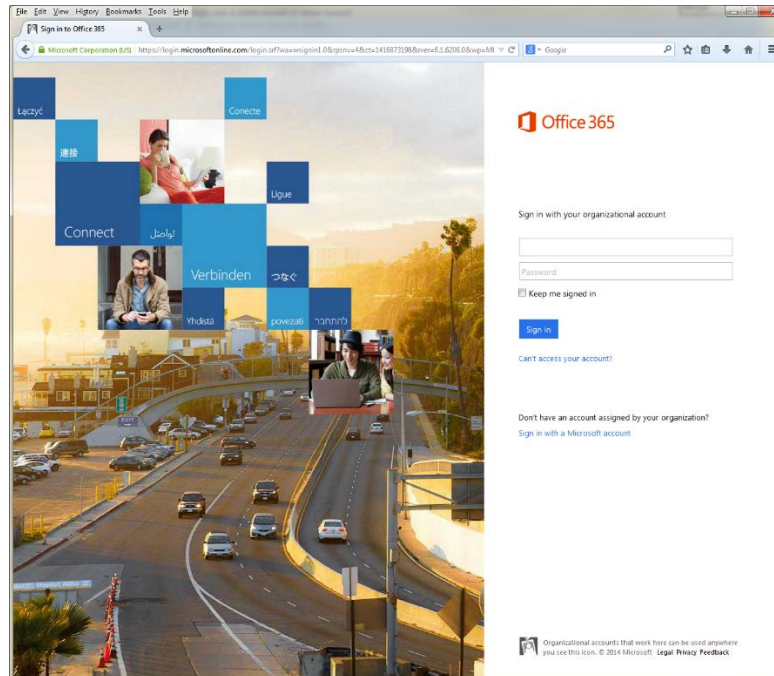
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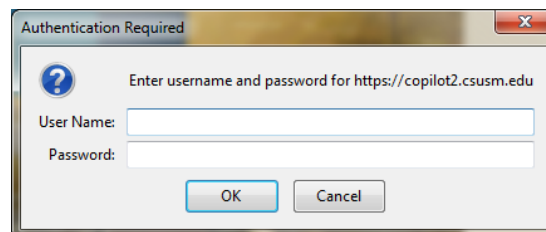
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This page should automatically redirect you to sign in to <https://copilot2.csusm.edu>. Enter your campus credentials and you will be taken to your encrypted message.



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If you are unable to sign in with your campus credentials you may request a one-time passcode that will be emailed to the same email address as the encrypted message.

We sent a passcode to [@csusm.edu](#).

Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.

Reference code: 2393

Passcode

[→](#) CONTINUE

[Didn't receive the passcode? Click here to get another one.](#)

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