



07/26/2017

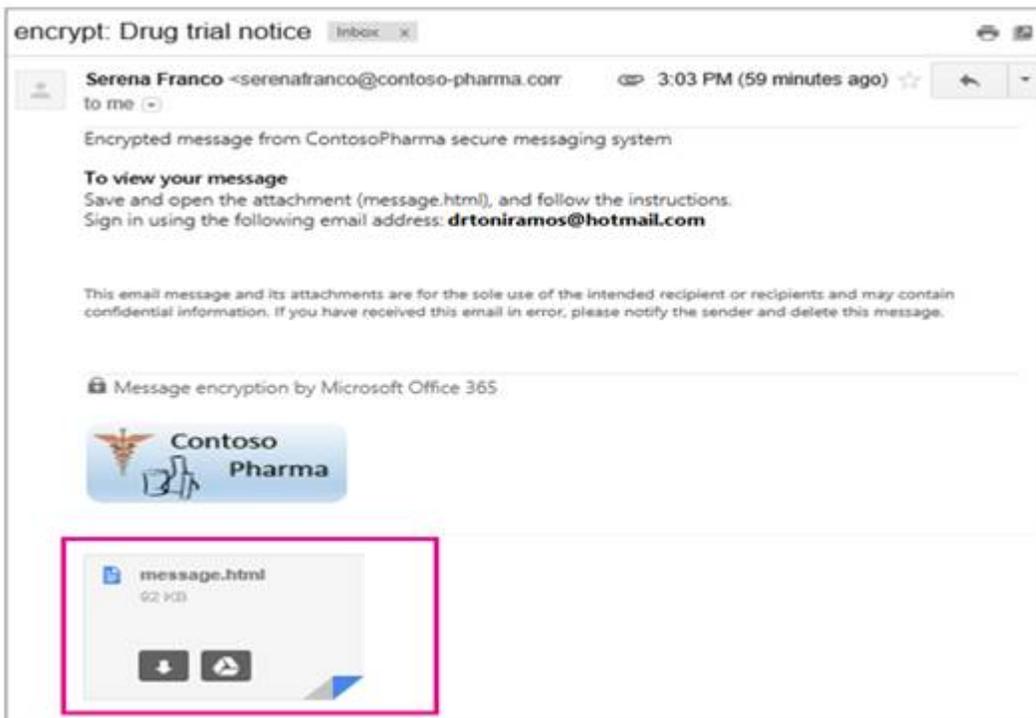
New York Insurance Fund (NYSIF) Information Security Office has recently implemented **new email security enhancements**. Any email leaving NYSIF with any of the following information may be encrypted:

- A Social Security or Employer Tax ID number
- Medical information
- Credit Card information
- Agency financial information
- Non-public personal information

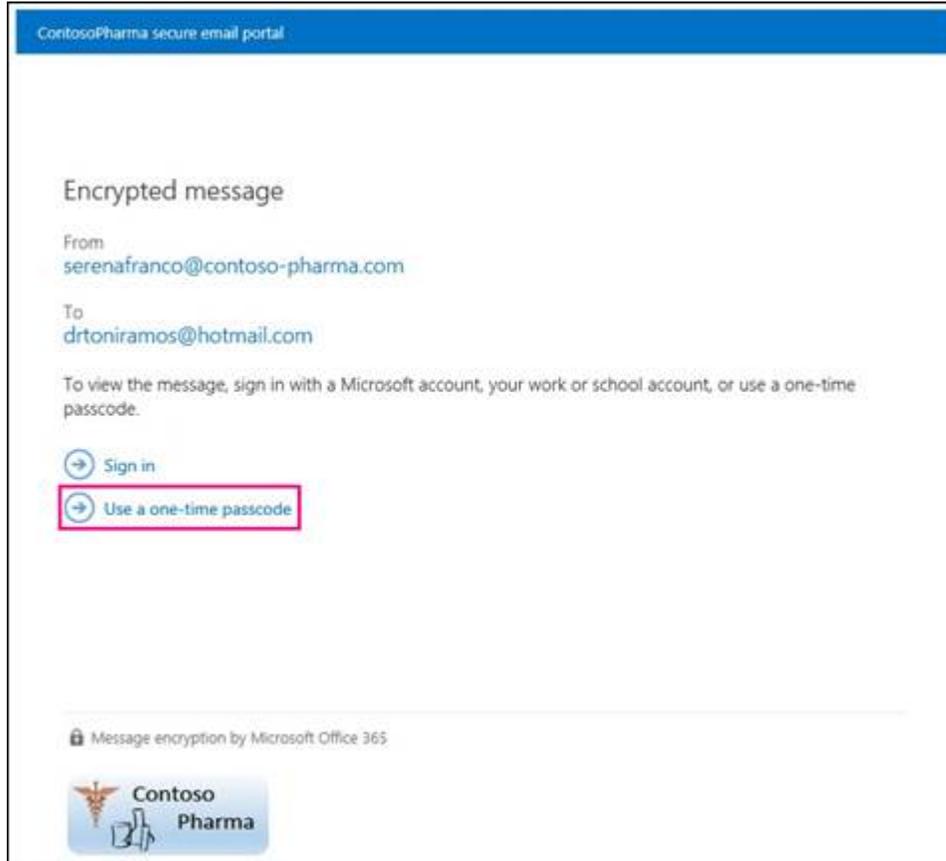
**This change is in following with the New York State mandate**, the Governor’s Task Force on Information Resource Management Issues Technology Policy 96-12, which places responsibility for ensuring appropriate use of email systems, and setting policies that reduce legal and other potential risks on each agency.

**To Send, View, and Reply to encrypted messages**

A message that is encrypted by Office 365 Message Encryption is delivered to a recipient’s inbox just like any other email message, but it contains an HTML file attachment. After opening the attachment, the recipient can sign in or use a one-time passcode to view the message on the Office 365 Message Encryption portal. The email includes instructions for viewing the encrypted message, as in the following example (the attachment has a **red box** around it in the below example screenshot):



1. Select **Use a one-time passcode**



2. The passcode is sent to you in an email message. Get the passcode, enter it, and then click **CONTINUE**.
3. You can now view your message.

**NOTE:** Each passcode expires after 15 minutes. If that happens, or if you cannot open the message for any reason, start over by opening the attachment again and following the steps.