



KENTUCKY PERSONNEL CABINET



KENTUCKY EMPLOYEES' HEALTH PLAN
501 HIGH STREET, 2ND FLOOR
FRANKFORT, KENTUCKY 40601
WWW.KEHP.KY.GOV

HRG MEMO 17-14

To: KEHP Human Resource Generalists (HRGs)

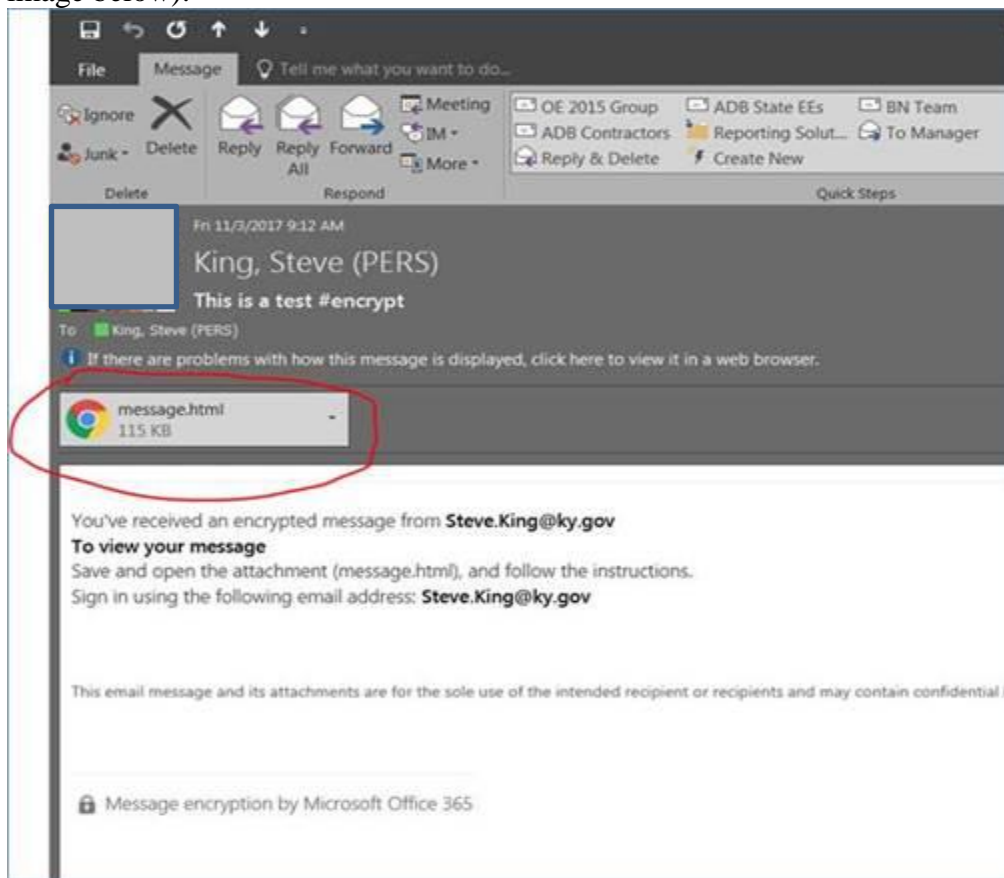
From: Department of Employee Insurance

Re: Migration to Office 365 and Secure Emails

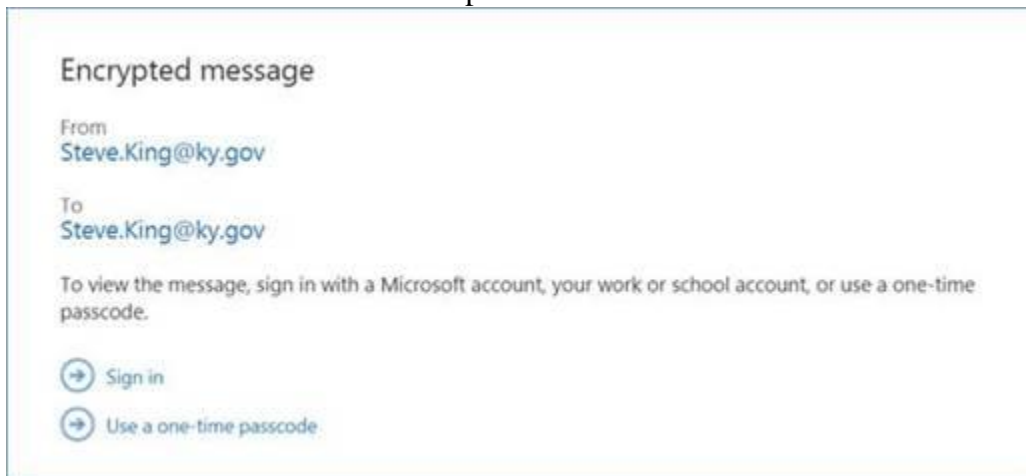
Date: November 28, 2017

On Wednesday, November 29, the Department of Employee Insurance is migrating to Office 365 (O365). After the migration, we will no longer use Entrust to send secure email. O365 secure email allows for secure communications inside and outside of state government as well as allowing secure emails to be accessed on smart devices.

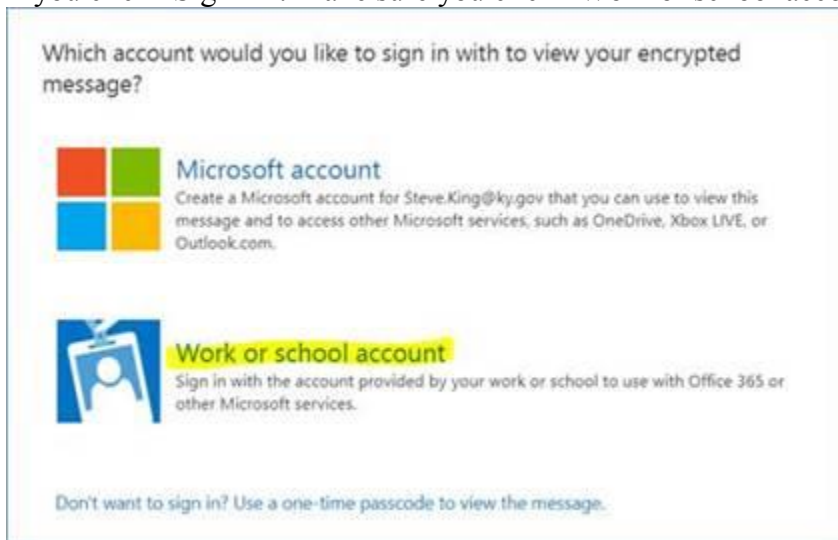
- When you *receive* an encrypted email from O365 there will be an HTML attachment to the email (see image below):

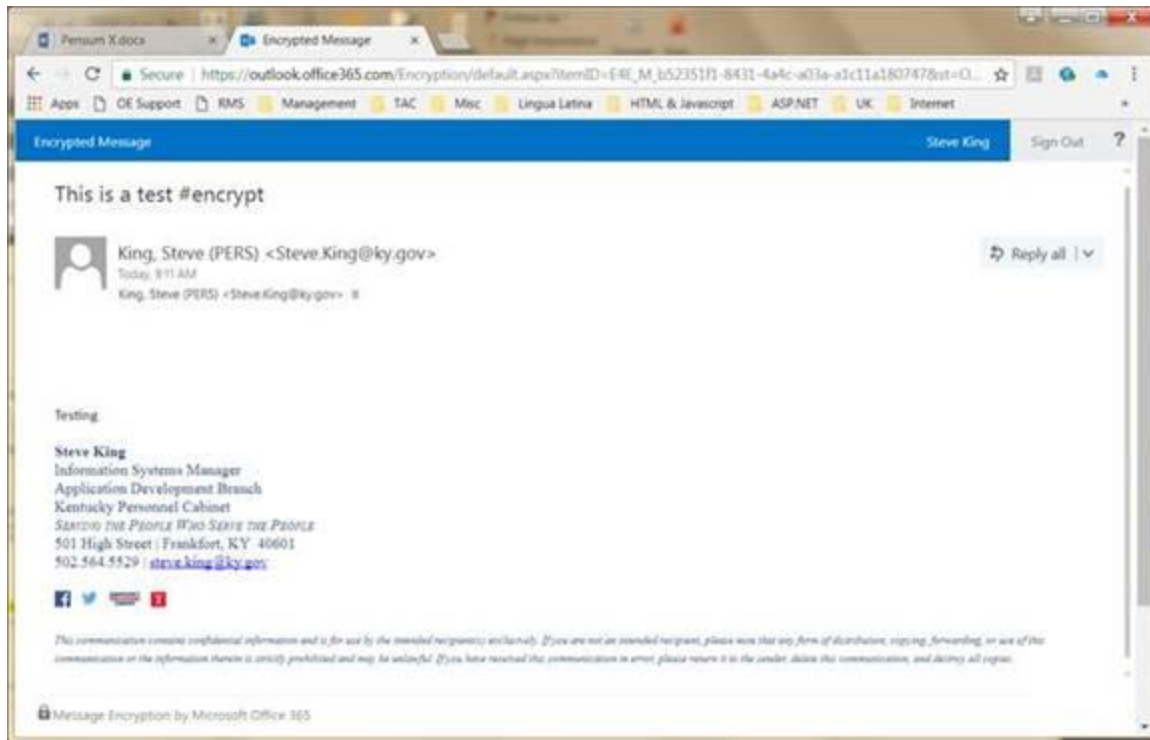


- Double-click on the attachment to open it:



- You can click “Sign in” (you’ll sign in using your network credentials) or you can use a one-time passcode (this option is more useful to users outside of state government). Below is the screen you’ll see if you click “Sign in”. Make sure you click “Work or school account” and not “Microsoft account”:





- You can now read the email. Notice, however, that you are reading the email in a *browser* and **not** in Outlook. Similarly, you must reply to the email here as well, i.e., in the browser.