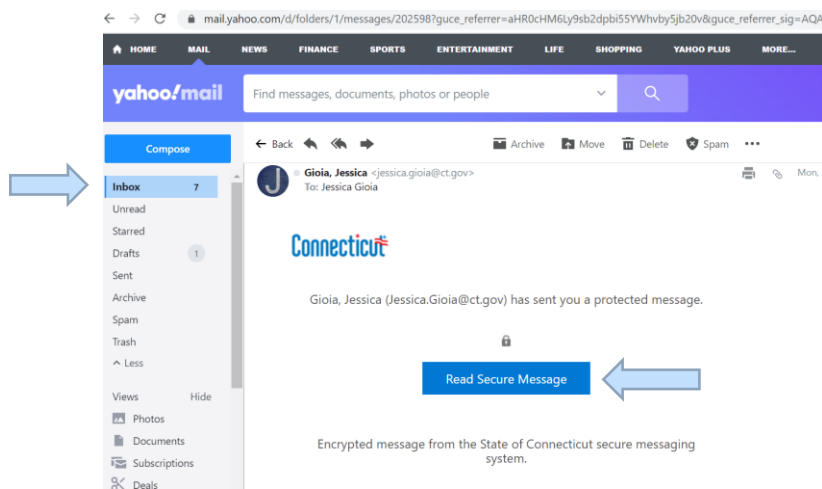


State of Connecticut Executive Branch: Office Message Encryption (OME) for E-Mail

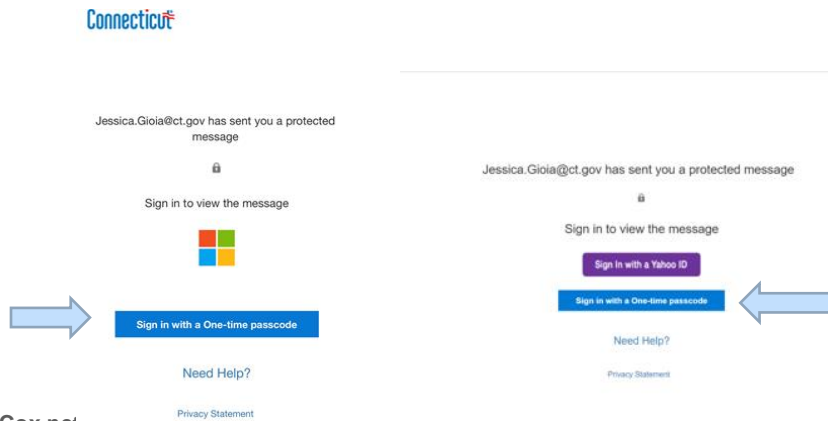
One-Time Pass Code Option

Pre-Requisite: You've received a secure mail from the State of Connecticut Executive Branch

Step One: Open the email from the State of Connecticut employee (ct.gov). Click on "Read Secure Message".



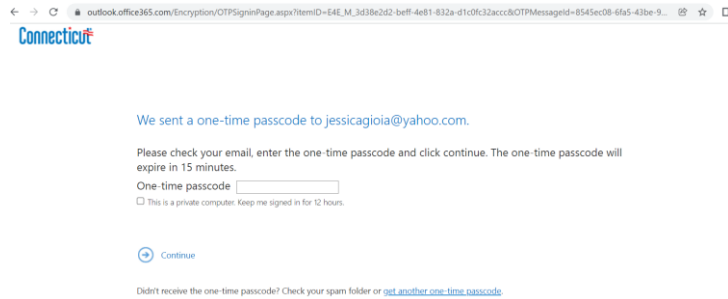
Step Two: A new browser window opens. Click "Sign in with a onetime passcode".



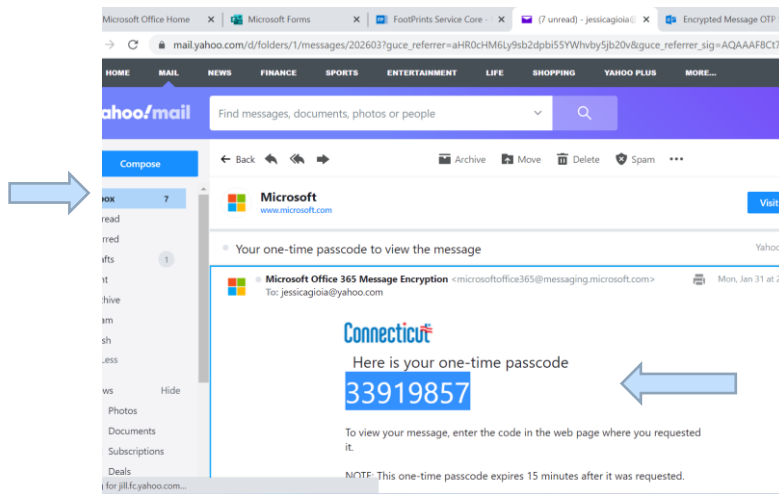
example One: Comcast.net, Cox.net

example Two: yahoo.com

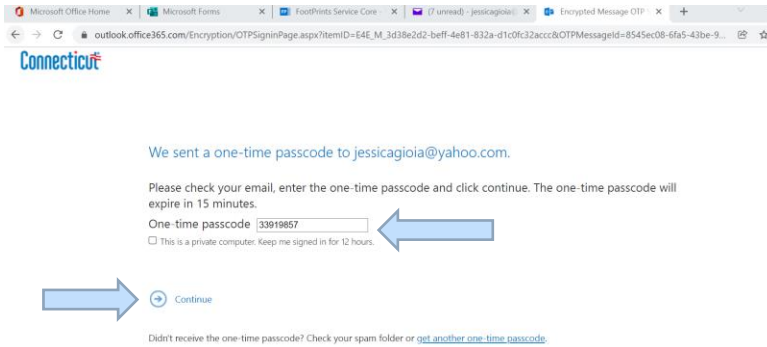
Step Three: In the browser window you are presented with the screen to enter the one-time passcode in. Go back to your email account and retrieve the email that has the code in it.



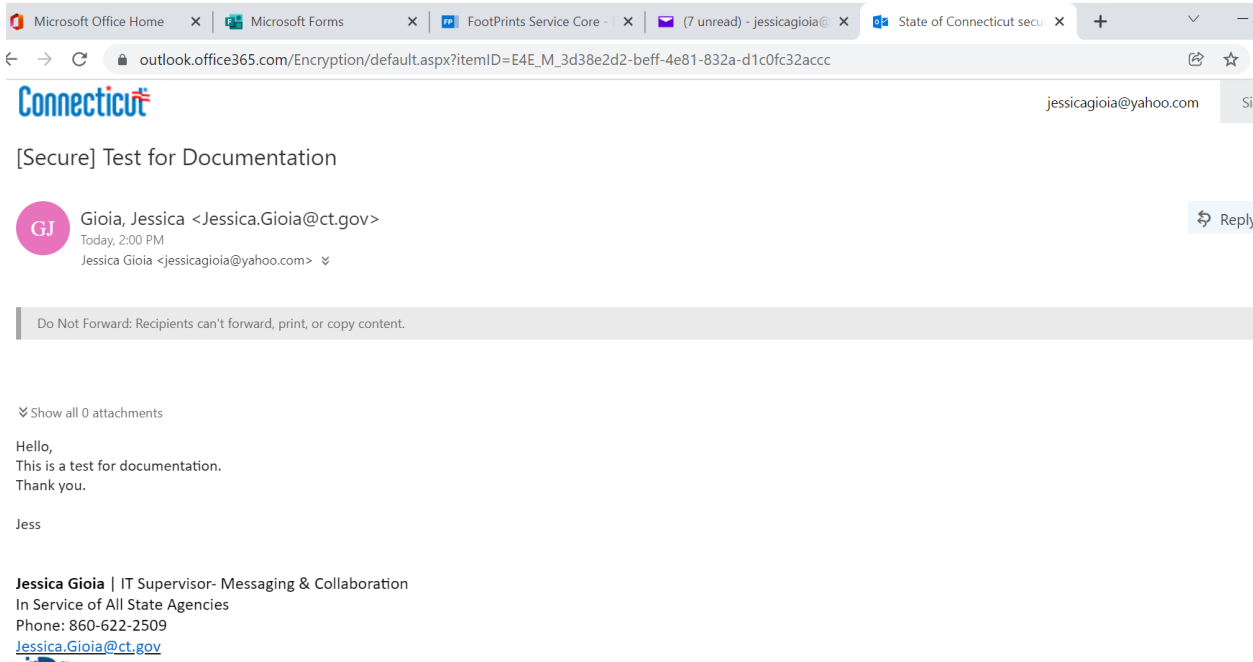
Open the email from Microsoft with the one-time passcode and copy the code. Please note that this code will expire in 15 minutes.



Step Four: Return to the browser window requesting the passcode, and paste into the One-Time passcode field, and **click continue:**

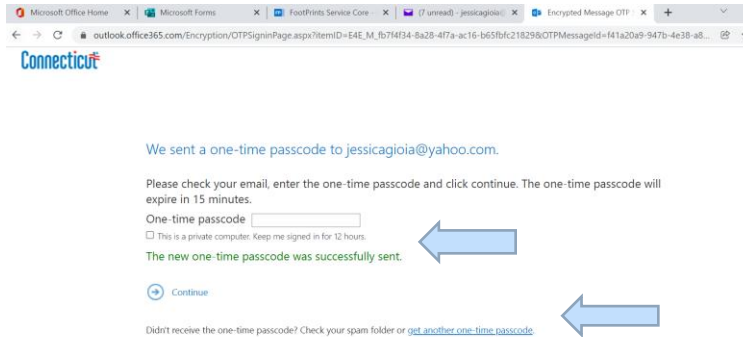


Step Five: You are now presented with the Secure Message from the State of Connecticut.



Helpful Tips:

- (1) If you are not able to get the passcode within 15 minutes, you can ask the system to regenerate a new one-time passcode. This will be delivered to the email account that the original secure email was sent to.



- (2) The secure mail message does not expire.
- (3) Browsers and Mobile Devices are supported.
- (4) If you receive multiple secure messages, please open them one at a time, and request the code one at a time, if this is the method you have chosen.

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