Secure Email Instructions
Alabama Department of Labor
2019
(rev April 2019)

1) You will receive the message pictured below. Only the original recipient can open the message. Please click "Read the message".

(please give it a few seconds to open)

From " Doe, John "
To " janedoe@youremail.com "

message_v4.rmsg 276.8 KB

Doe, John (John.Doe@labor.alabama.gov) has sent you a protected message.

Encrypted message from State of Alabama secure messaging system

Microsoft respects your privacy. To learn more, please read our Privacy Statement.
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052
2) Next you will be asked to select an authentication method. If you do not frequently use Microsoft Office online, it is suggested that you use the second option, the “one-time passcode” (OTP).
   
a. If you have a Microsoft account and know the information, it is the best way to access this.

John.Doe@labor.alabama.gov has sent you a protected message

![Sign in to view the message](image)

3) Upon selecting the “one-time passcode” you will be taken to the following page, and another email will be sent to you with a code. Copy or type this code in the blank space.

![We sent a one-time passcode to janedoe@youremail.com](image)

Didn't receive the one-time passcode? Check your spam folder or get another one-time passcode.
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4) You will need to go back to your email and get the code. It will look like the below image. You have the option to “copy and paste” or “manually” enter the OTP.

*Please note this code is only valid for 15 minutes.

5) Once the code is verified the email will be available.

Thank you for helping us keep information secure.

If you need assistance with accessing this email, please contact ADOL's HelpDesk at 334-956-4020 (Mondays - Fridays 8:00am - 4:00pm).

This HelpDesk line is only for assistance opening secure email. If you need other assistance please call the appropriate division directly.