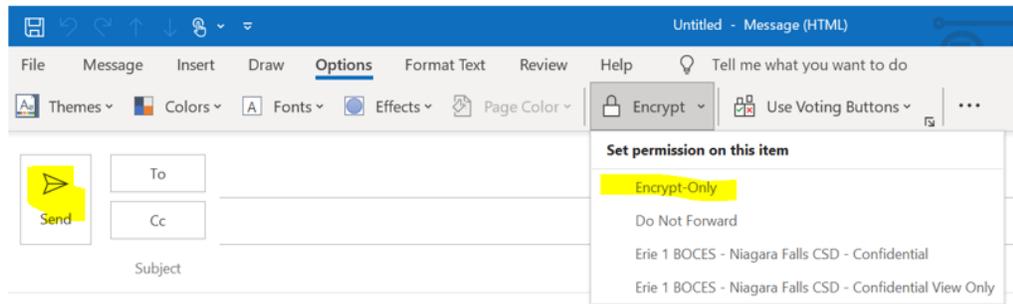


2nd Factor Email Option - Credential Based

Please follow these steps to send an internal or external email to force a 2nd factor password.

- Compose an email.
- Click Options and choose Encrypt-Only
- Send email as usual.



Upon receipt:

- If recipient(s) are logged into o365 (any o365 account, district or not) the email will land without a 2nd factor request as a secure, credentialed o365 email account is in place.
- If recipient(s) are not logged into a o365 account, for example an email sent to a yahoo account, a second factor password will be in play.