



APS Bank plc

Outlook Message

Encryption

User Guide

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Secure eMail at APS Bank

At APS Bank, the integrity and security of information is of paramount importance. We use different channels to communicate with our esteemed clients and business partners, but the most prevailing method is through the use of email communication. With the introduction of Outlook Message Encryption, the Bank added an extra layer of security to minimise the risk of interception and misuse of confidential information.

About Outlook Message Encryption

The first time you receive an email through this solution, you will be required to either sign in directly with your email ID or else request a one-time-password that will allow you to read the encrypted message.

This user guide provides a step-by-step guidance for opening and replying to encrypted messages that you may receive from APS Bank.

Receiving an encrypted email

When you receive an encrypted email from us, the message would look like the one in Figure 1 below:

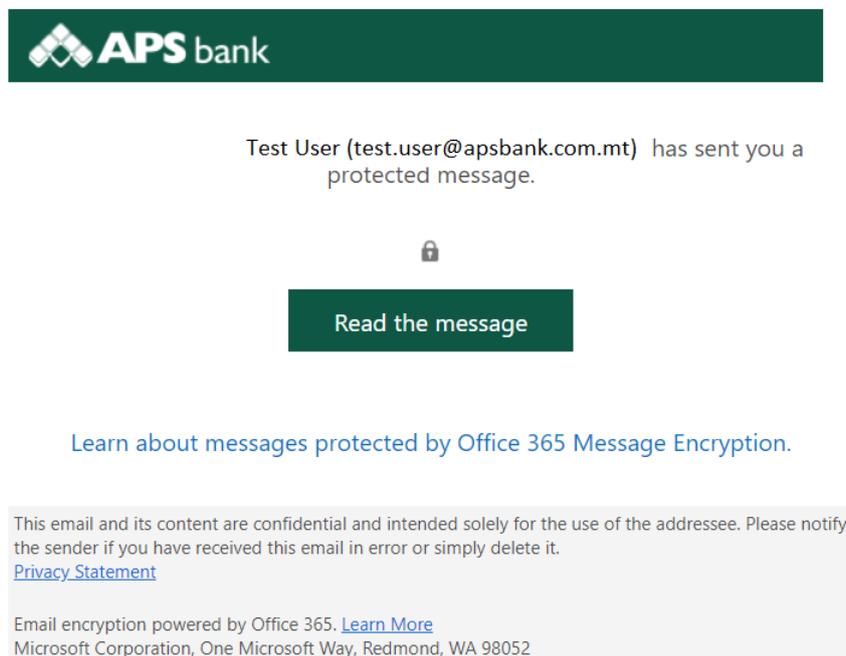


Figure 1: Receiving an encrypted email

As the recipient of this email, you will need to click on the link labelled 'Read the message' in order to read your encrypted email:

Test.User@apsbank.com.mt has sent you a protected message



Sign in to view the message

Sign In with a Yahoo ID

Sign in with a One-time passcode

Figure 2: Clicking the link to read the secure message

You can either Sign In with your email ID or else request a one-time passcode that is sent as a separate email.

If you choose to sign in with your email address, you will need to approve the sharing of your name, email address, language preferences and also your profile picture (if applicable) with office365.com

If you choose to sign in with a one-time passcode, you will be shown the following notification:

We sent a one-time passcode to banksupplier@yahoo.com.

Please check your email, enter the one-time passcode and click continue.
The one-time passcode will expire in 15 minutes.

One-time passcode

This is a private computer. Keep me signed in for 12 hours.

To get the one-time passcode, you will need to check your inbox for a separate email. Type this passcode and the encrypted email should now be visible:

Feedback and additional support

We hope that you have found this documentation useful. If you encounter any issues, which are not covered in this User Guide, we kindly ask you to get in touch with us on itsecurity@apsbank.com.mt. We will do our best to look into it and provide feedback as soon as possible.

Approved and issued by APS Bank plc, APS Centre, Tower Street, Birkirkara BKR 4012, Malta.