When you receive an encrypted email, it will look similar to this:

| Thu 27/09/2018 13:14 | |
|--|---|
| To | |
| f there are problems with how this message is displayed, click h | nere to view it in a web browser. |
| message.html 110 KB | |
| | |
| You've received an encrypted message from To view your message Save and open the attachment (message.html), and follow the Sign in using the following email address: | he instructions. |
| This email message and its attachments are for the sole use of the int notify the sender and delete this message. | tended recipient or recipients and may contain confidential information. If you have received this email in error, please |
| A Message encryption by Microsoft Office 365 | |

To view the encrypted message in Outlook, double-click the message.html attachment in the email and you will be directed to the encryption service login page. If you are prompted to open the mail attachment in Outlook, click the 'Open' button to continue.

| hcrypted Message | |
|---|--|
| | |
| Encrypted message | |
| From | |
| | |
| To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode. | |
| → Sign in | |
| Use a one-time passcode | |
| | |
| | |
| | |
| Message encryption by Microsoft Office 365 | |

On this screen click 'Use a one-time passcode'. You will then receive a separate email containing the passcode you need to enter on the following screen.

When you receive the email containing the password, you need to enter it in the 'One-time passcode' field below before continuing. This code is unique to the encrypted email and will not work on others sent to you.

| We sent a one-tin | ne passcode to 🖛 🕄 champoin, ulboomu |
|---|--|
| Please check your en The one-time passco | nail, enter the one-time passcode and click continue. de will expire in 15 minutes. |
| One-time passcode | |
| This is a private computer. | Keep me signed in for 12 hours. |
| Continue | |
| Didn't receive the one-time passcode. | e passcode? Check your spam folder or <u>get another one-time</u> |
| Message Encryption by Mic | rosoft Office 365 |
| message encryption by Mic | TOPOLE CHILE 202 |

After entering your passcode, click Continue to be taken through to the contents of the encrypted email.



Note: Message contents is only visible to the recipient(s) of the sent email. Attempting to forward the attachment will not work.