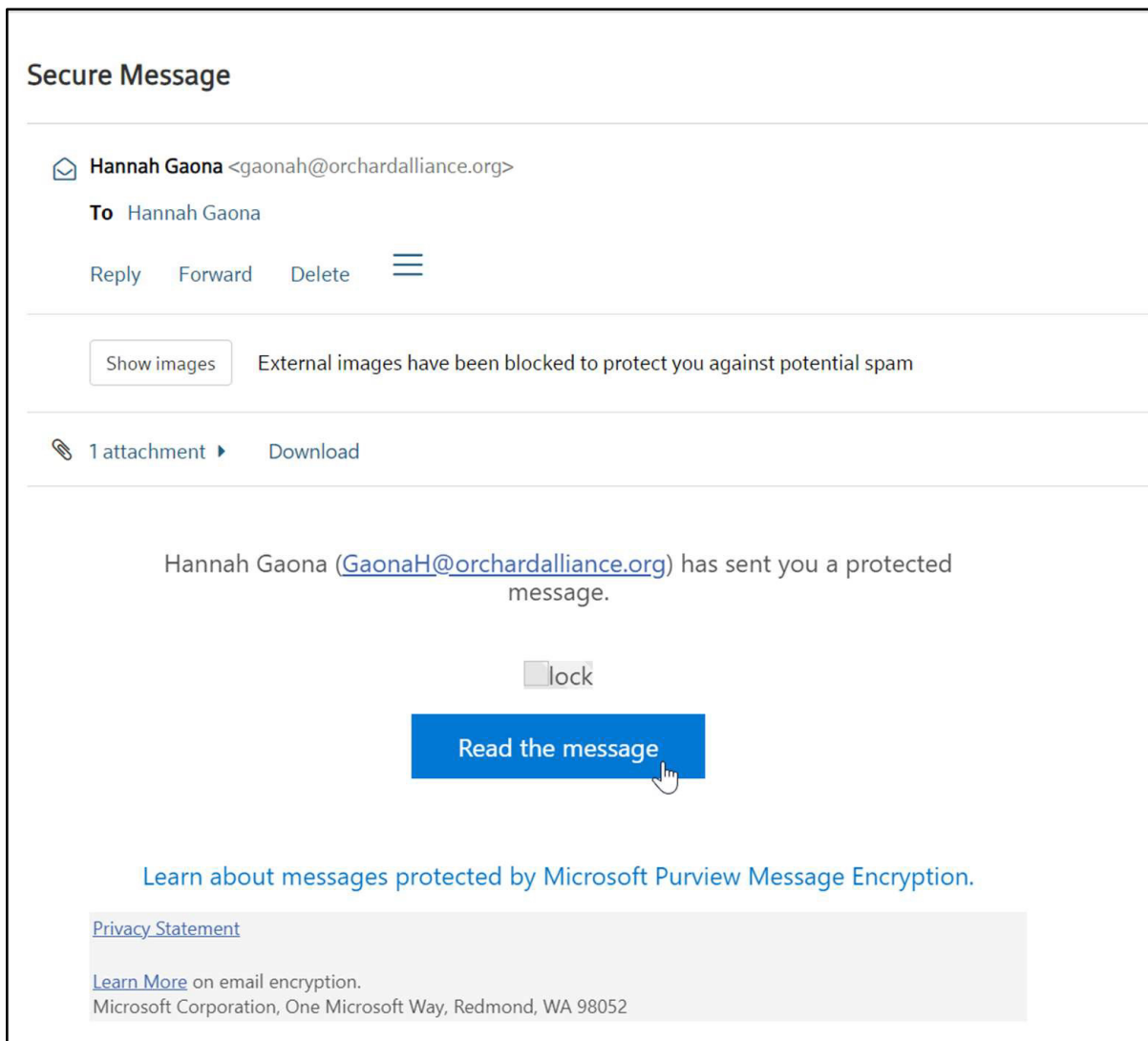


How to Access a Secure Email

Step By Step Process:

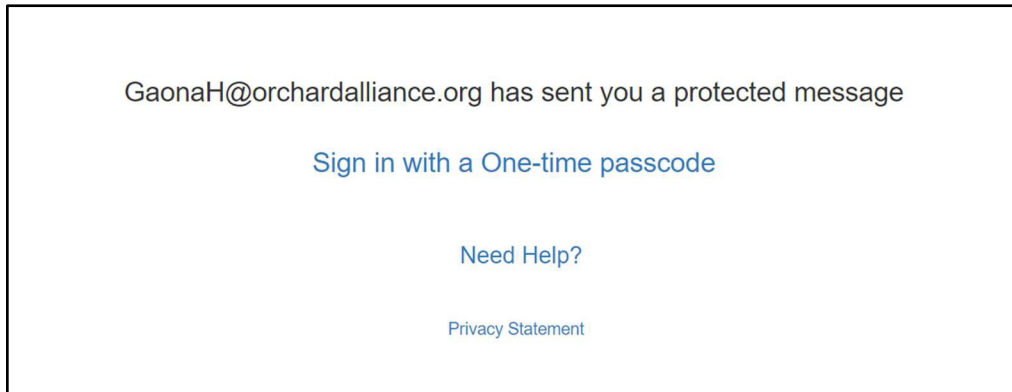
Step 1: In the body of the secure email, click **'Read the message'**. You will be redirected to a browser window for the next steps.



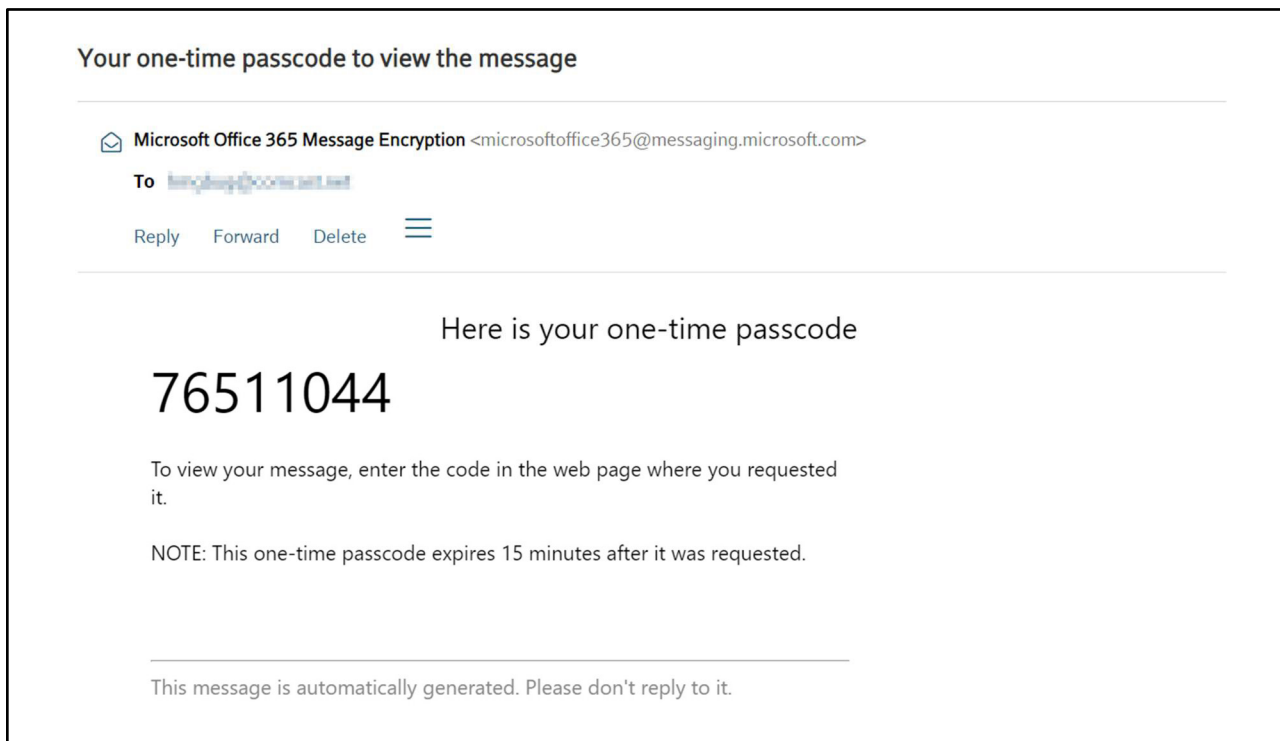
The screenshot shows an email interface with the following elements:

- Secure Message** header
- Sender: **Hannah Gaona** <gaonah@orchardalliance.org>
- To: **Hannah Gaona**
- Actions: **Reply**, **Forward**, **Delete**, and a menu icon (three horizontal lines).
- Image placeholder: **Show images** button and text: **External images have been blocked to protect you against potential spam**
- Attachment: **1 attachment** with a **Download** link.
- Message body: **Hannah Gaona (GaonaH@orchardalliance.org) has sent you a protected message.**
- Lock icon: A small grey lock icon with the text **lock** next to it.
- Primary Action: A large blue button labeled **Read the message** with a mouse cursor pointing to it.
- Footer: **Learn about messages protected by Microsoft Purview Message Encryption.** Below this is a grey box containing a **Privacy Statement** link, **Learn More** on email encryption, and the address: **Microsoft Corporation, One Microsoft Way, Redmond, WA 98052**.

Step 2: Click **'Sign in with a One-Time passcode'**.



Note: You **DO NOT** need to have a Microsoft account to access secure messages.
A one-time passcode will be sent to your email address, but it may take several minutes.




Step 3: Enter the one-time passcode into the browser and click **'Continue'**:

We sent a one-time passcode to hmgbug@comcast.net.

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.

 Continue

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

Step 4: The secure message will be unlocked for reading and replying. If you need to attach a document, click the **'Reply all'** icon in the top right corner.


Secure Message

 Hannah Gaona <GaonaH@orchardalliance.org>
Thu 10/17, 7:28 AM
Hannah Gaona <hmgbug@comcast.net> ▾

Encrypt: This message is encrypted. Recipients can't remove encryption.

This is a test for procedure purposes.

Thanks,
Hannah

 Reply all | ▾