


HOW TO OPEN AND REPLY TO AN ENCRYPTED EMAIL

To open the encrypted email please use the below steps:

1. Open the message.html attachment locate in the Message body:

 Message encryption by Microsoft Office 365



message .html

2. The encrypted Message activity window displays. Click on the option: Use a one-time passcode.

Encrypted message

From
maegen.kish@thephysicianalliance.org


To
olegsavka@yahoo.com

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.

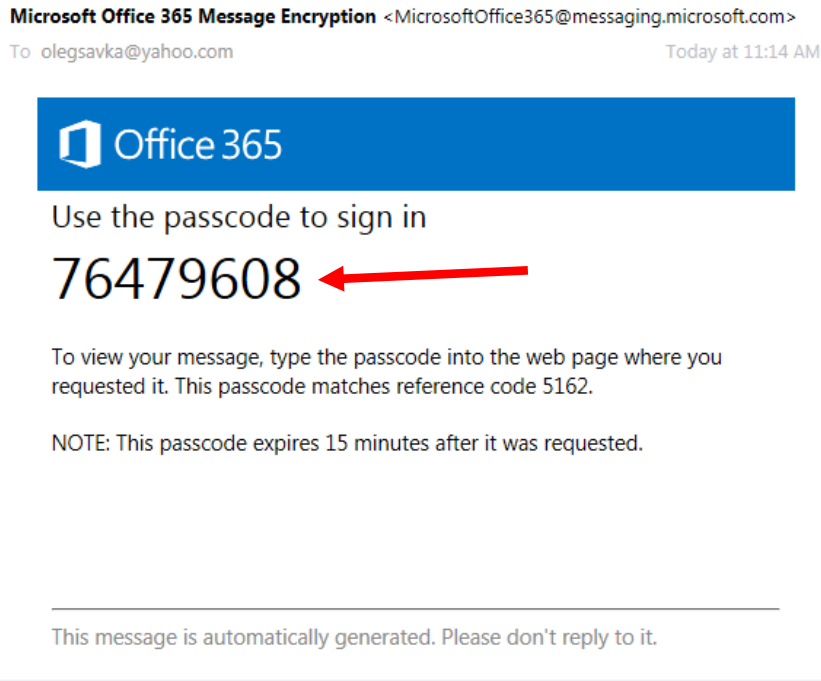
 [Sign in](#)

 [Use a one-time passcode](#)



 Message encryption by Microsoft Office 365

4. Check your email account for the one-time passcode message
5. Open the email to retrieve your code.



6. Enter the passcode into the Passcode field and click Continue

We sent a passcode to olegsavka@yahoo.com.

Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.

Reference code: 1948

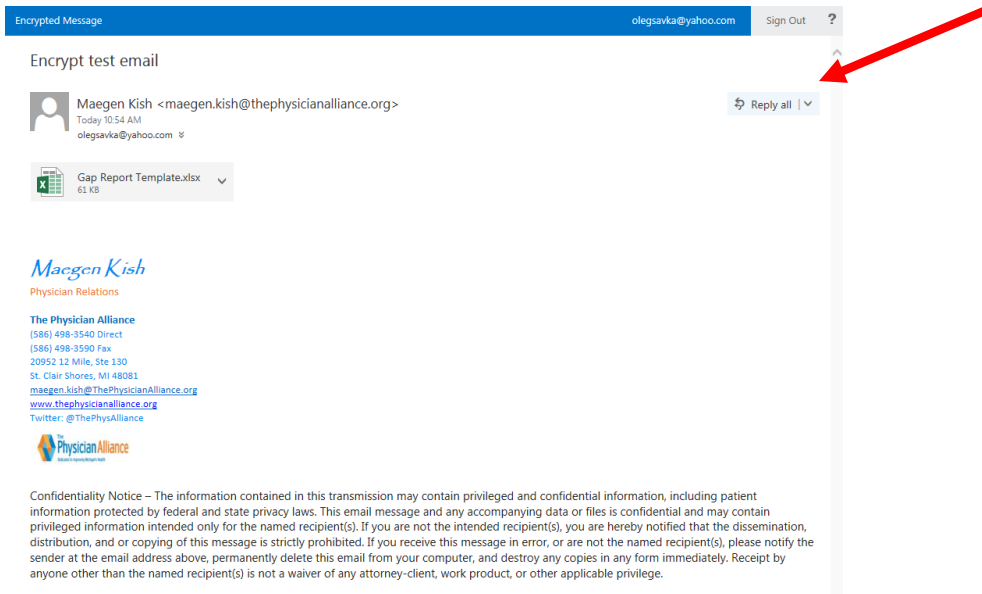
Passcode ←

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

 Continue

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

7. The encrypted email will display for you to read.



8. To reply to the encrypted email please use REPLY/REPLY ALL option on the top right side on the original message in your browser (you can open message at later time by following steps 1-6).
9. To attach a file use PAPER CLIP option on the bottom of the reply (next to Send and Discard).

