How to view an email encrypted by Microsoft

A message that is encrypted by Office 365 Message Encryption is delivered to a recipient's inbox just like any other email message, but it contains an HTML file attachment named <u>message.html.</u>	**encrypt: Drug trial notice** Inbox x Serena Franco <serenafranco@contoso-pharma.com 3:03 PM (59 minutes ago) to me Encrypted message from ContosoPharma secure messaging system **To view your message** Save and open the attachment (message.html), and follow the instructions. Sign in using the following email address: **chelseastark2014@gmail.com** This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message. 🔒 Message encryption by Microsoft Office 365
Click on the attachment in the message named <u>message.html.</u> You may be prompted to *Download* or *Save* the file first and then *Open* it.	📄 message.html 92 KB **Note: The picture of message.html highlighted on the left is only an example of how the file may look. It may look a little different in your email program.**
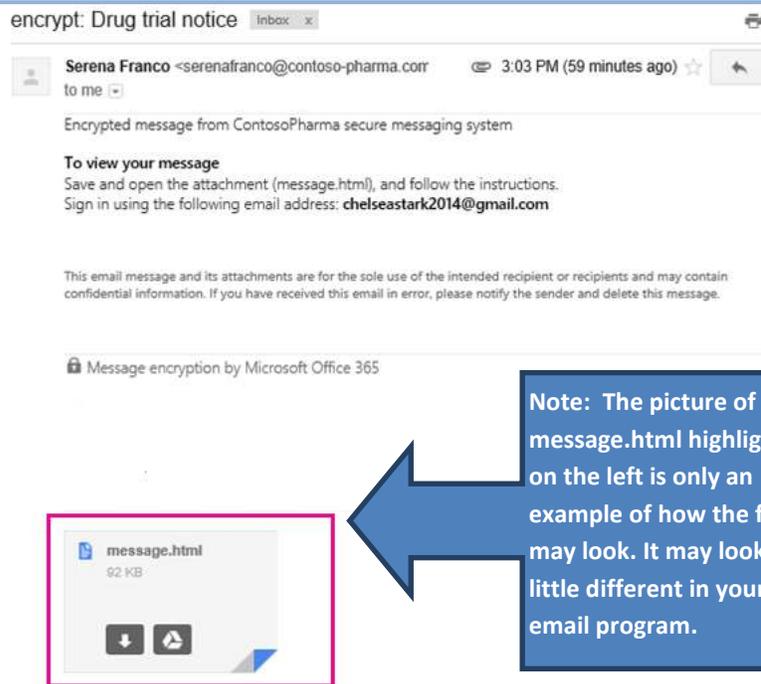
After opening the message.html attachment, the recipient can choose the following options to view the message: **Option 1:** 　**Sign in and view message with a Microsoft Account which requires registration if you do not already have a Microsoft account. (See Option 1 instructions below)** **Option 2:** 　**Request a one-time code to view the message (See Option 2 instructions below)**	encrypted message from serenafranco@contoso-pharma.com To view your message, sign in using the following email address: chelseastark2014@gmail.com ⊙ SIGN IN AND VIEW YOUR ENCRYPTED MESSAGE Don't want to sign in? Get a one-time passcode to view the message. 🔒 Message encryption by Microsoft Office 365

Option1: 　**Sign into Microsoft and view the message.** Click "Sign in and view your encrypted message".	encrypted message from serenafranco@contoso-pharma.com To view your message, sign in using the following email address: chelseastark2014@gmail.com ⊙ SIGN IN AND VIEW YOUR ENCRYPTED MESSAGE

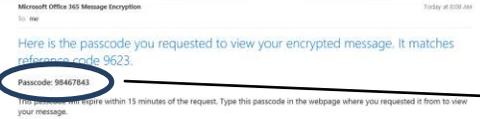|	
You will be directed to a Microsoft sign in page. **You can …** 1. **Sign in with an already established Microsoft account** 2. **Sign up for a Microsoft account (one time set up)**	Sign in Microsoft account What's this? someone@example.com Password ☐ Keep me signed in **Sign in** Can't access your account? Sign in with a single-use code Don't have a Microsoft account? Sign up now **Tip:** If you already sign in to a ***Windows*** PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use **that** account to sign in instead of registering for a new account. It can be your personal account!
TO SIGN UP FOR A NEW MICROSOFT ACCOUNT **This is a one-time set up if you <u>do not</u> already have a Microsoft account.** **You will be directed to a page to create an account and select a user name and password as well as complete other information.** ***This account can be used to view other encrypted messages through Microsoft in the future*****	Create an account You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to sign in. Name First Last User name someone@example.com Or get a new email address Create password 8-character minimum; case sensitive Reenter password Country/region United States ∨ ZIP code Birthdate Month ∨ Day ∨ Year ∨ Gender Select... ∨
If you already have a Microsoft account… • **Enter the Microsoft Account and the password.** • **Once signed in you will be able to view and reply to the encrypted message.** ****This login and password can be used for future emails encrypted through Microsoft****	Sign in Microsoft account What's this? someone@example.com Password ✔ Keep me signed in **Sign in** ***IMPORTANT:*** If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to sign in to view the message. **Tip:** By clicking the **Keep me signed in** checkbox, Microsoft will remember your credentials on your computer and open the message without having you sign in again.

Option 2: **Click "Get a one-time passcode to view the message"**	Don't want to sign in? Get a one-time passcode to view the message.
A one-time code for that encrypted email will be sent to the recipients email address. **Once you get the email with the code…** Microsoft Office 365 Message Encryption Today at 8:08 AM To: me Here is the passcode you requested to view your encrypted message. It matches reference code 9623. Passcode: 98467843 This passcode will expire within 15 minutes of the request. Type this passcode in the webpage where you requested it from to view your message. **…enter the code from the email into the passcode field on the screen.** **Click CONTINUE to read the message** **Click this link if you need another passcode sent to you.**	We sent a passcode to t██████e@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: 9623 Passcode [ ] ☐ This is a private computer. Keep me signed in for 12 hours. → CONTINUE Didn't receive the passcode? Click here to get another one.
You will now be able to view the encrypted message.	*Please note that if you have used this option, close out of the message and then need to reread the message again you will need to request another code.*