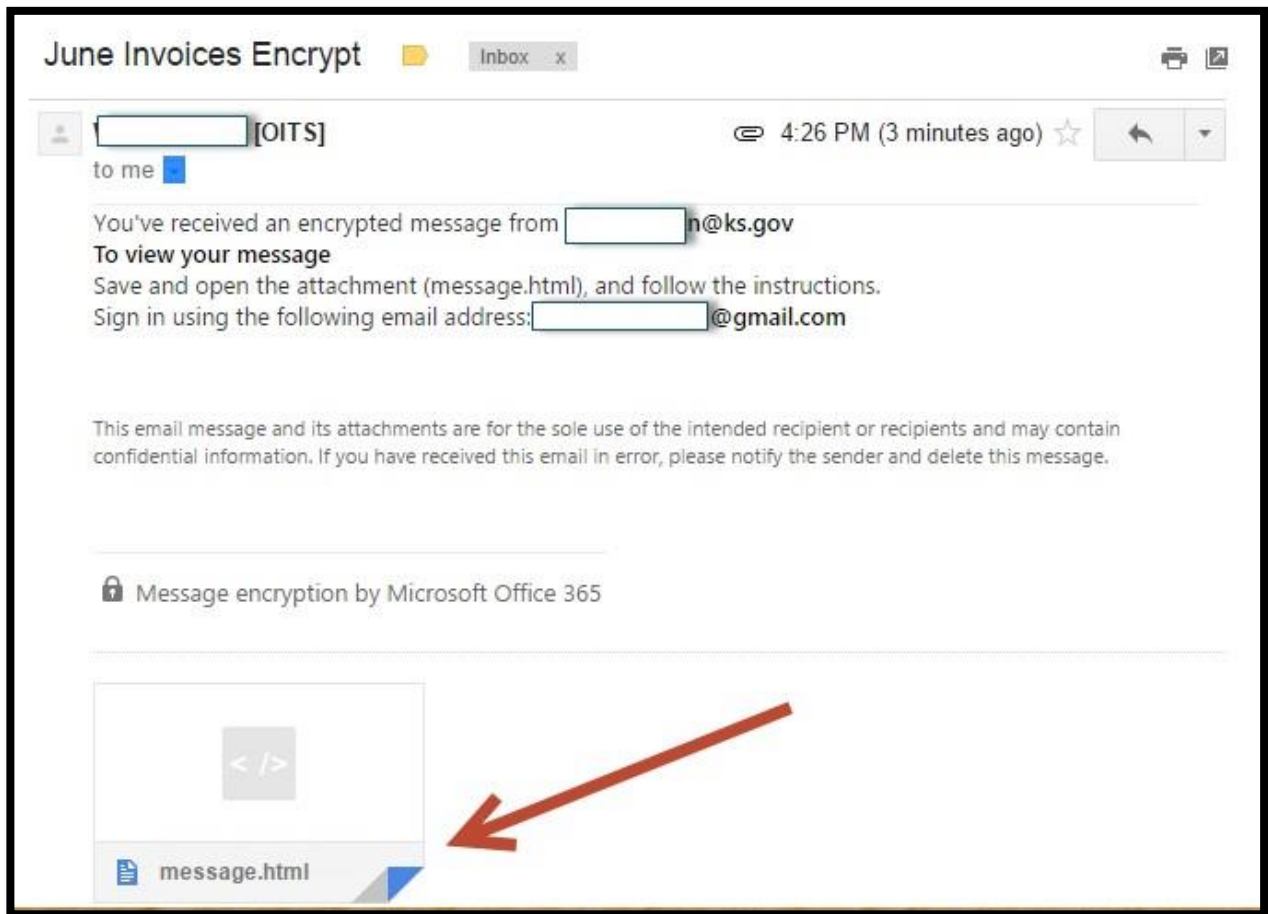


When an Encrypted message is received from someone outside of Office 365

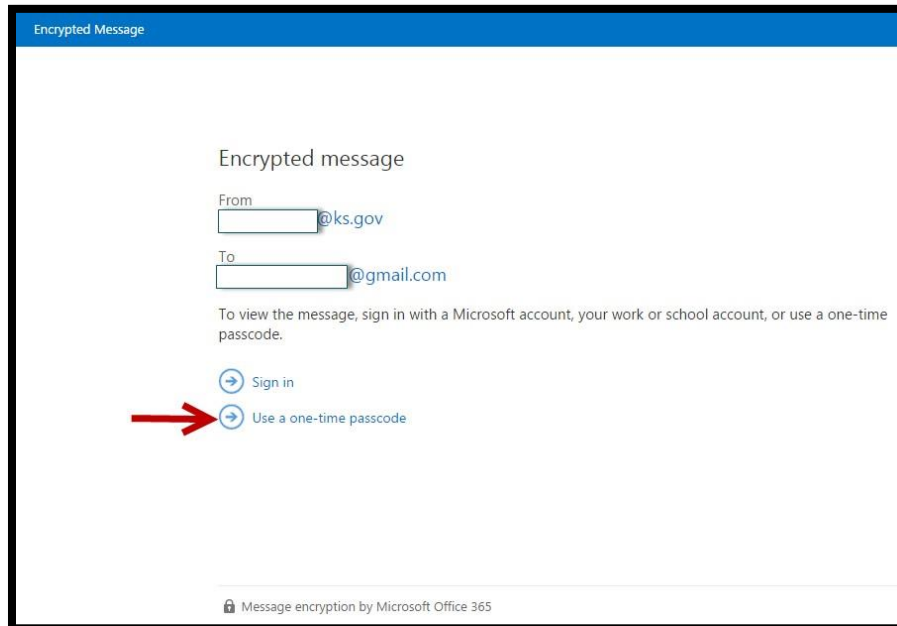
1. This message was sent to a G-Mail mailbox



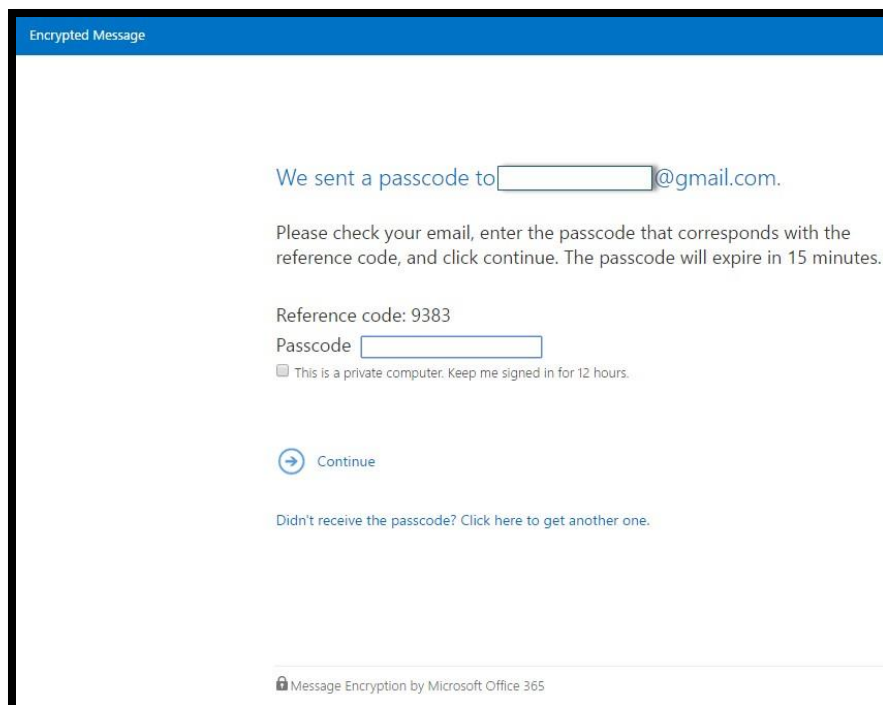
2. Click on the message.html part of the message
(G-Mail requires me to download it for this demonstration)

When an Encrypted message is received from someone outside of Office 365

3. The one-time passcode is the easiest. Click on the “Use one-time passcode” option.

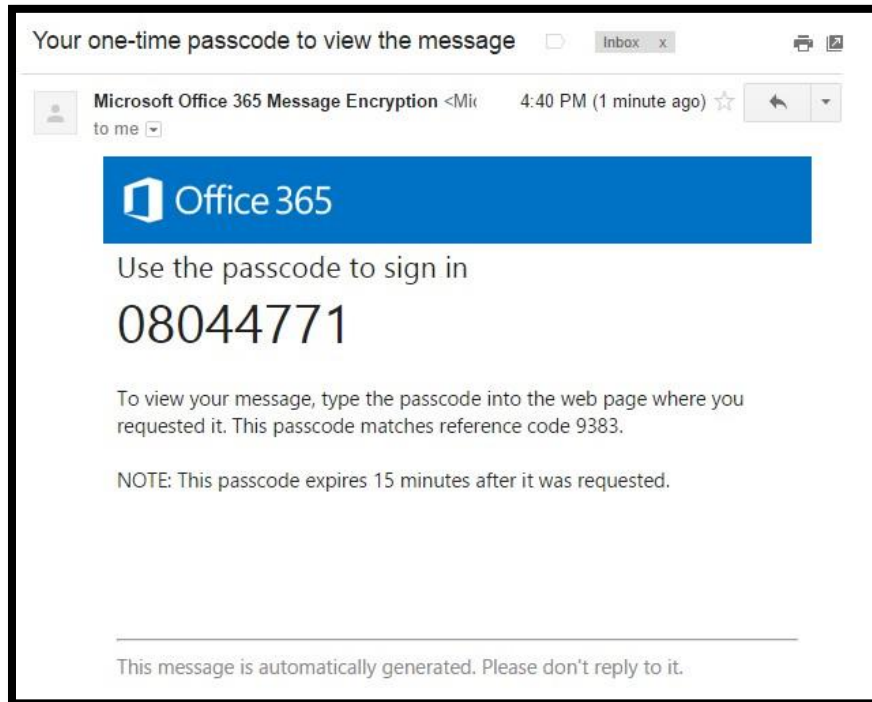


4. The below screen will display.

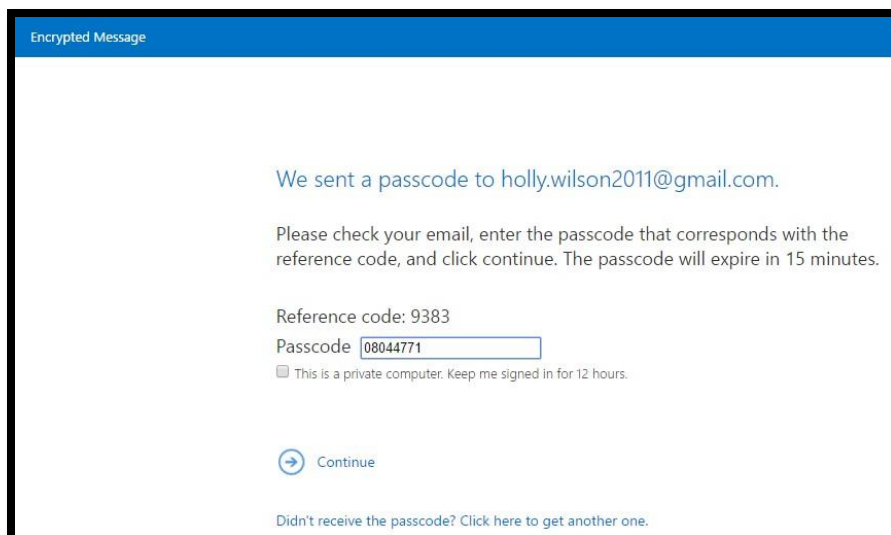


When an Encrypted message is received from someone outside of Office 365

5. The one-time passcode from office 365 will be sent to your email inbox.



6. Once the passcode has been obtained, enter it into the passcode box



When an Encrypted message is received from someone outside of Office 365

7. Opens the message as seen below

