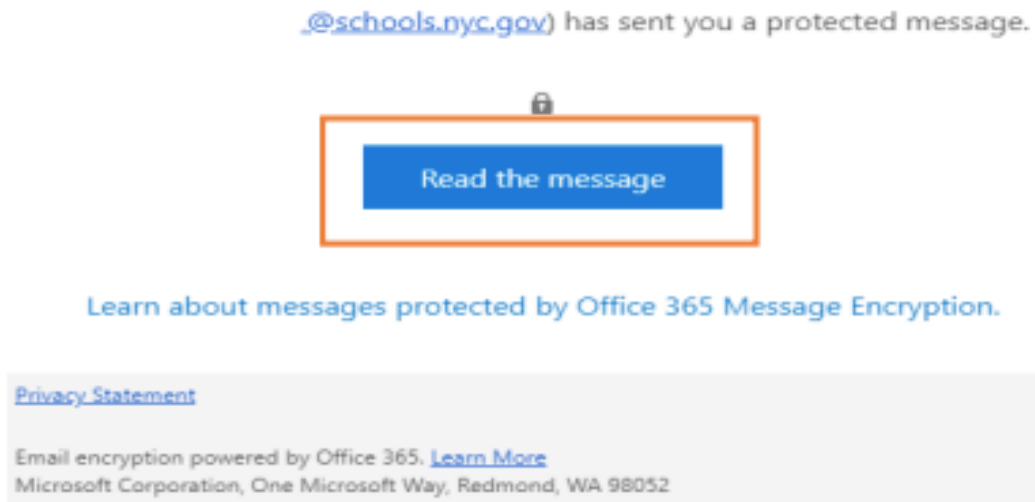


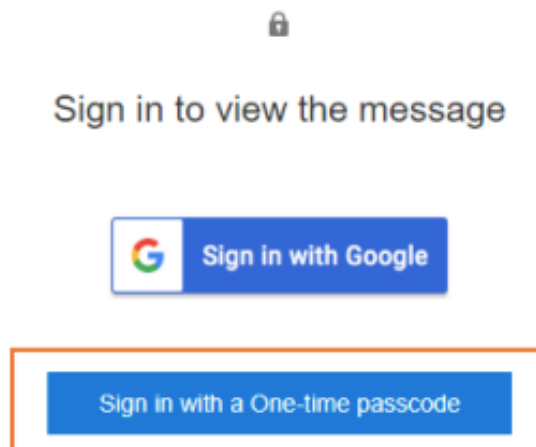
How to Open an Encrypted Email

The Parent/Guardian will receive an email with a link to view the encrypted message.

1. Click on “Read the message” and a new page will open in your web browser.



2. Select “Sign in with a one-time passcode”



- 3. Microsoft will send the passcode to your mailbox. It will look like the picture below.
Note: The passcode expires after 15 minutes**

Here is your one-time passcode

61923791

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

Don't want to use one-time passcode every time you get a protected message? Use your email address to [create a Microsoft account](#)

- 4. Enter the passcode and click “Continue” to see the message.**

We sent a one-time passcode to @gmail.com.

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.

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