Recommended steps to open a secure email:

The recipient will receive a secure email in their inbox with "[secure]" as part of the subject line.

mail Message	[secure] Encrypted E	🗌 🚖 ⋗ Sender	
mail Messa	[secure] Encrypted E	🗌 🕁 ⋗ Sender	

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A second email will be sent to the recipient's email inbox. Open this email to find the passcode.



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When opening this email, the recipient will be prompted to read the message. Click on "Read the message."



The recipient will enter the one-time passcode and click "Continue" to be brought to the secure email.



The recipient will then be prompted to either log in to their email account or receive a onetime passcode. Click on "sign in with a one-time passcode."

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@TWIA.ORG has sent you a protected message
Sign in to view the message
G Sign in with Google
Or, sign in with a one-time passcode
The recipient can now read
the secure email message.
C) Office 365
[secure] Encrypted Email Message

Sender < @TWIA.ORG> Today, 3:01 PM Recipient < @gmail.com> ¥ Do Not Forward: Recipients can't forward, print, or copy content. Encrypted Message Displayed!

Not all email providers will prompt you with a one-time passcode option. If you receive a secure email through an Outlook account, be prepared to identify and sign in with your password to your Outlook account to view the protected email. If you have any other form of electronic mail account, please research how to best open a secured email.