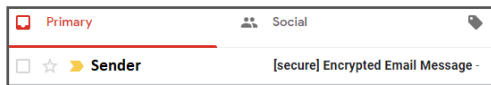


# Recommended steps to open a secure email:

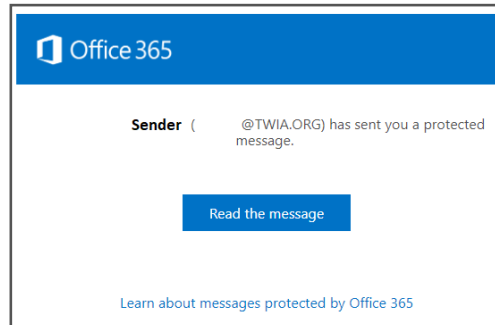
1

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



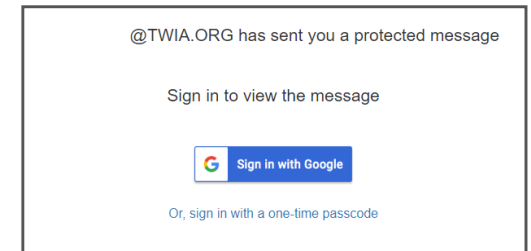
2

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



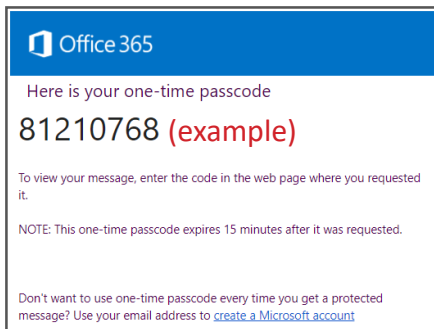
3

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



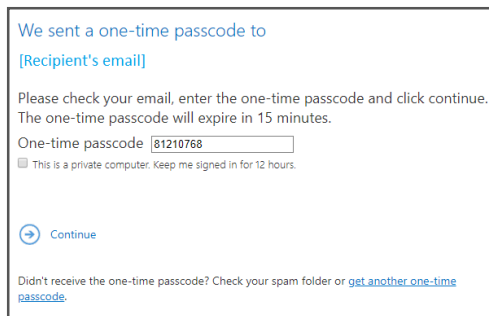
4

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



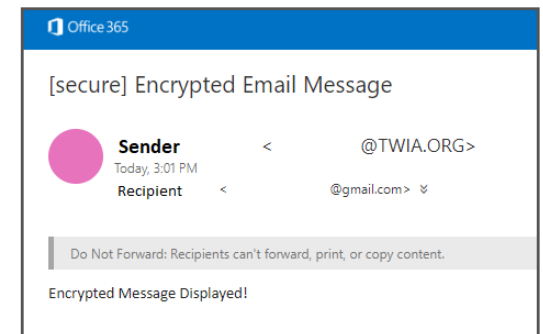
5

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



6

The recipient can now read the secure email message.



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.