

## How to open an encrypted email message

### Step 1 – Open the encrypted email

- Go to your inbox and select the “secure” message delivered
- Do not forward the message

### Step 2 – Click “Read Secure Message”

### Step 3 – Click “Sign in with a One-time passcode”

- Check your email for a new message with the code

### Step 4 – Enter your passcode

- Copy the code from the new email and paste it into the verification box
- After you enter your passcode, click “continue”
- Authentication confirms you are allowed to read the encrypted email
- After you enter the passcode, the email will open

### Step 5 – Download and save the attachment to a secure location on your network