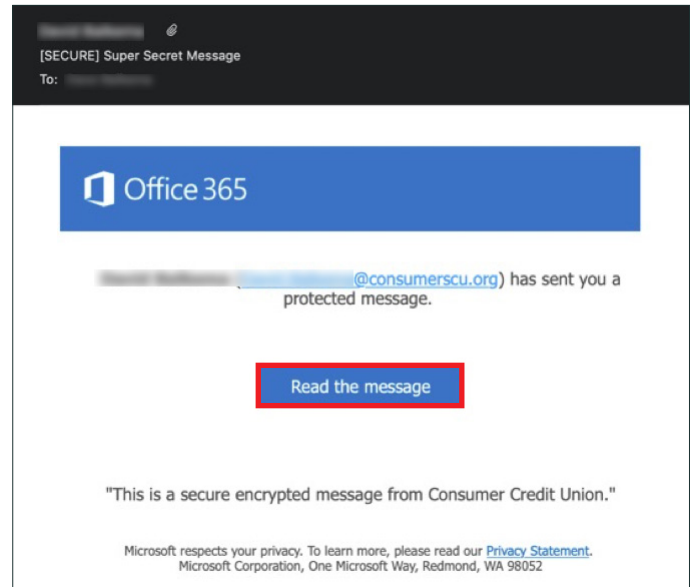


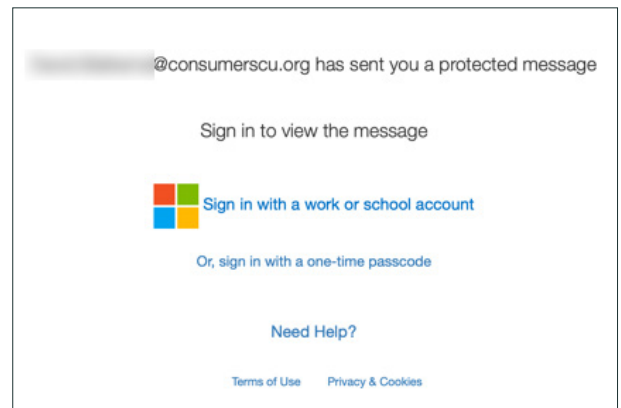
How to access a secure email

1. Open the [SECURE] message and click **Read the message.**

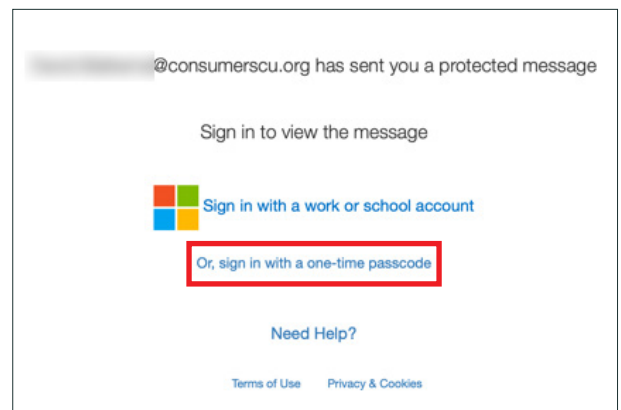


2. Sign into your **Microsoft account** if you have one. Those would include email addresses that end in the following: @outlook.com, @live.com, @hotmail.com or @msn.com.

Your secure email will appear.

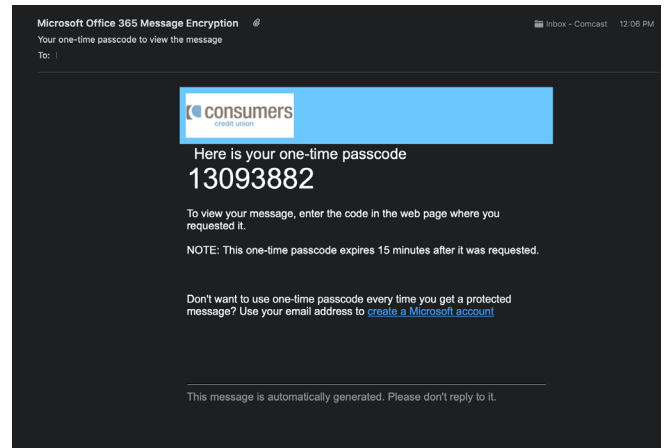


3. If you don't have a Microsoft email address, click on **Sign in with a one-time passcode.**

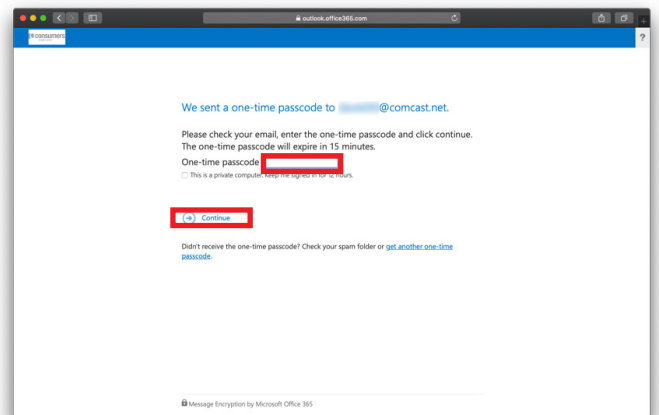


How to access a secure email (cont.)

4. You will receive an email with a passcode to enter.



5. Enter the passcode and click **Continue**.



6. Your secure email will appear.

