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

5. Enter the passcode and click Continue.

6. Your secure email will appear.