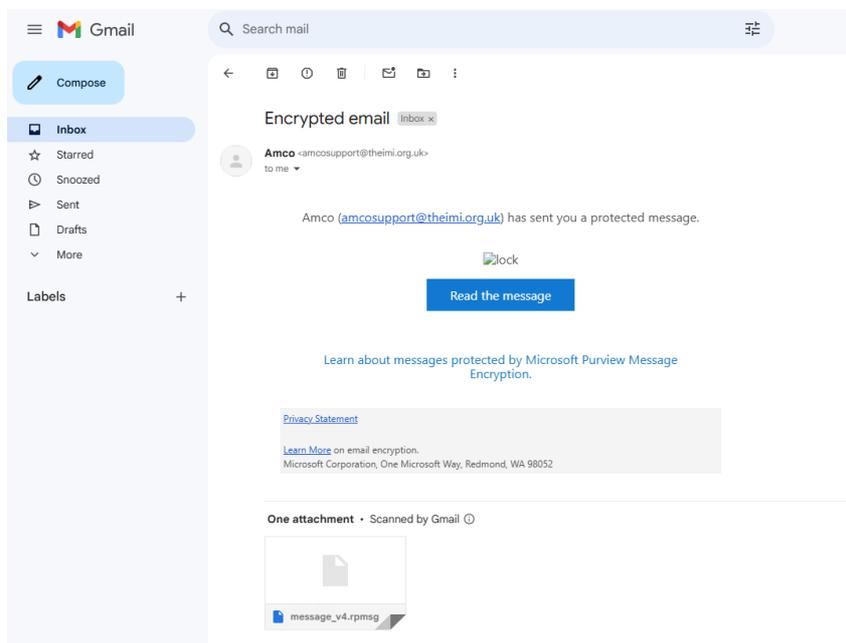


Introduction

This is a guide for opening encrypted emails received from Microsoft Outlook. It is specifically designed for users who do not have a Microsoft account. In the example provided, we will demonstrate how to open an encrypted email using a Gmail account.

Accessing Encrypted Outlook Emails via Gmail

1. Open up the encrypted email from the Gmail inbox and click on the 'Read the message' link.



2. After clicking the 'Read the message' link, you can either use the 'Sign in with Google' button or 'Sign in with a one-time passcode'.

Note: If you are not using Gmail you will always receive the option to sign in with one-time passcode.

amcosupport@theimi.org.uk has sent you a protected message

Sign in to view the message



[Sign in with a One-time passcode](#)

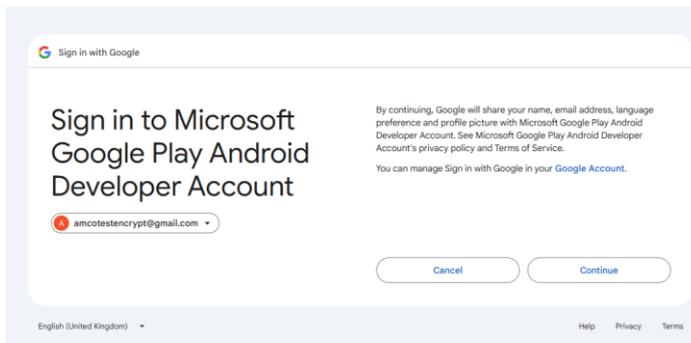
[Need Help?](#)

[Privacy Statement](#)

3.

a. Sign in with google

For the first time signing in to view an encrypted message you may be faced with a couple of pop ups (as per below).



b. Sign in with a one-time passcode

We sent a one-time passcode to amcotestencrypt@gmail.com.

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

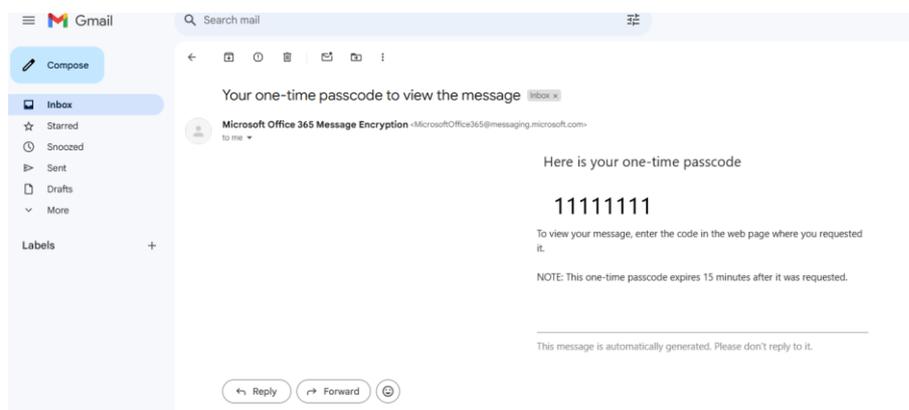
One-time passcode

This is a private computer. Keep me signed in for 12 hours.

[Continue](#)

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

- i. Navigate back to your inbox. You will see a new email sent from 'Microsoft Office 365 Message Encryption'. Open the email and copy and paste the one-time passcode into the box provided on the browser tab.



4. After completing one of the above options, you will be directed to 'outlook.office365.com' where you can view the encrypted message. If you wish to reply, there is a drop-down arrow on the top right of the page next to 'Reply all'.

