

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.

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0	Compose		
	Inbox	Encrypted email Inbox ×	
☆	Starred	Amco <amcosupport@theimi.org.uk></amcosupport@theimi.org.uk>	
0	Snoozed	to me 👻	
⊳	Sent	Amco (amcosupport@theimi.org.uk) has sent you a protected message.	
U	Dratts	2.	
✓ More		-lock	
Lab	els +	Read the message	
		Learn about messages protected by Microsoft Purview Message Encryption. Privacy Statement Learn More on email encryption. Microsoft Corporation, One Microsoft Way, Redmond, WA 98052	
		One attachment • Scanned by Gmail () message_v4.rpmsg	

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.





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).

Sign in to Microsoft	By continuing, Google will share your name, email address, language preference and profile picture with Microsoft Google Play Android Developer Account. See Microsoft Google Play Android Developer Account in burner unline and Tarter of Some		
Developer Account	Account s privacy poincy and remins of service. You can manage Sign in with Google in your Google Account.		
🔕 amcotestencrypt@gmail.com 👻			

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.				
O 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.

≡	M Gmail	Q Search mail	荘	
1	Compose	 ← □ ○ ■ □ □ □ ↓ Your one-time passcode to view the message Interx + 		
	Inbox			
¢ 0	Starred Snoozed	Microsoft Office 365 Message Encryption -MicrosoftOffice365@messaging.microsoft.com to me +		
Sent		Here is	Here is your one-time passcode	
D V	Drafts More	1111111		
Lab	els +	To view you it.	r message, enter the code in the web page where you requested	
		NOTE: This	one-time passcode expires 15 minutes after it was requested.	
		This message	e is automatically generated. Please don't reply to it.	
		(Reply (P Forward) (



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'.

C b https://outlook.office365.com/encryption/display-message			
Test Encryption			
Amco <amcosupport@theimi.org.uk></amcosupport@theimi.org.uk>			
To: amcotestencrypt@gmail.com ≥			
Encrypt: This message is encrypted. Recipients can't remove encryption.			
Hello,			
This is an encrypted email			
Thanks!			