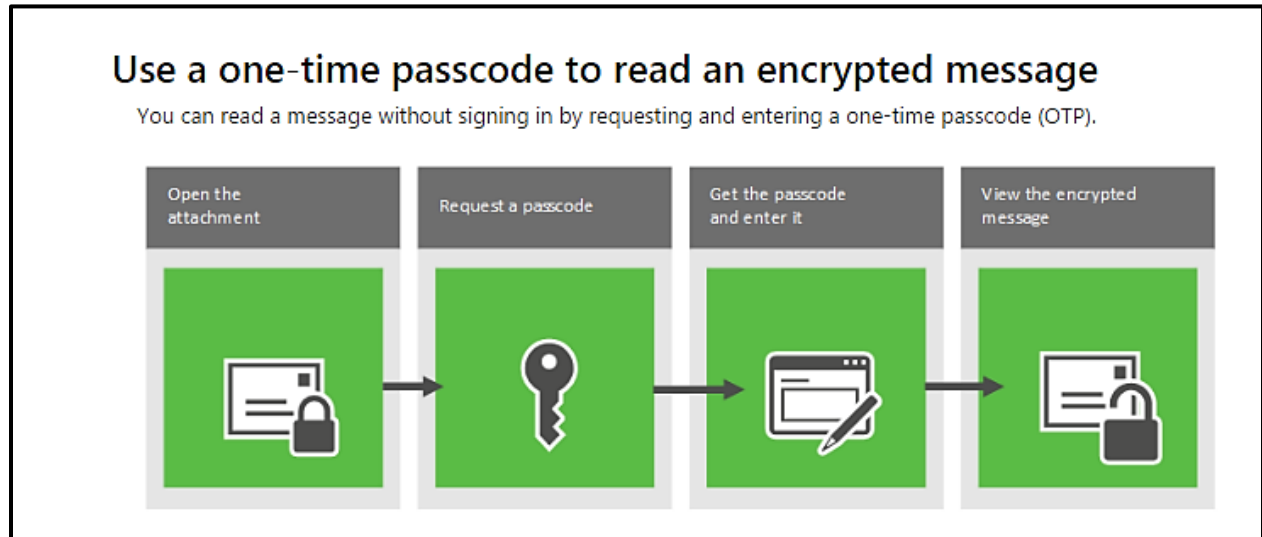


Secure Email Instructions for Clients

Simple go-to instructions:



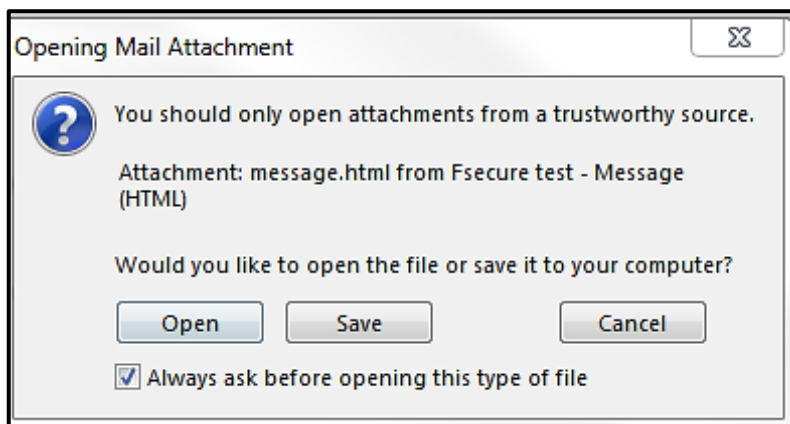
OR for more detailed instructions please see the following pages.

Secure Email Instructions for Clients

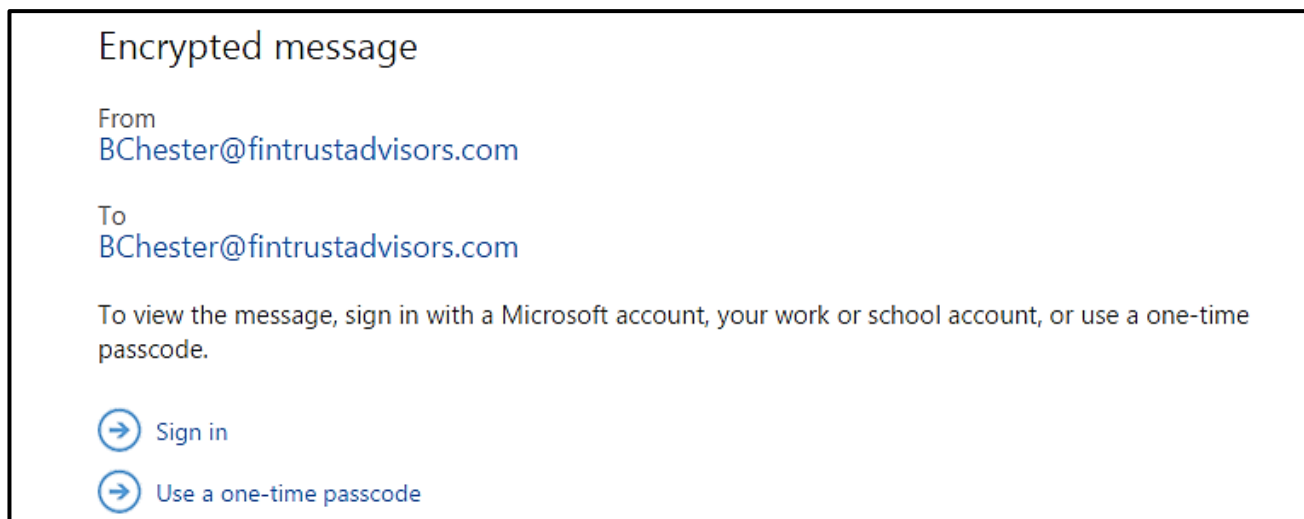
***Summary:** A message encrypted by Office 365 Message Encryption is delivered to your inbox like any other email. It contains an HTML file attachment that you can open to view the message on the Office 365 Message Encryption portal. You can choose to either sign in with a Microsoft account or a work account associated with Office 365, or use a one-time passcode to view the message. Please note that the below pictures may not match your screen depending on the email server and the internet browser you use.*

Detailed Instructions:

1. Find the Secure Email sent by the FinTrust team member with “**fsecure**” in the subject line.
2. Double click the **message.html** file attachment in the email
3. Select **Open**



4. Select **Use a one-time passcode**.
Tip: You can choose to **sign in** if you have an Office 365 Outlook account

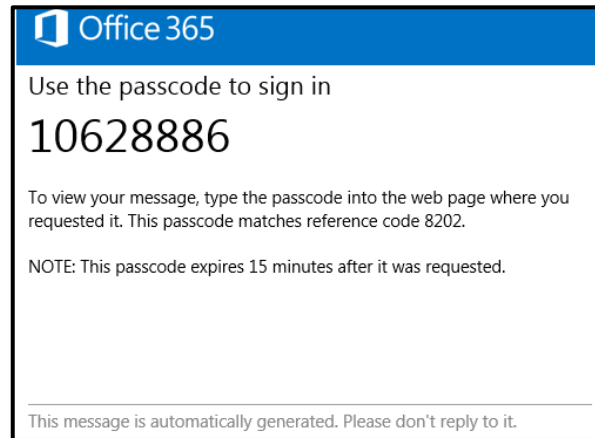


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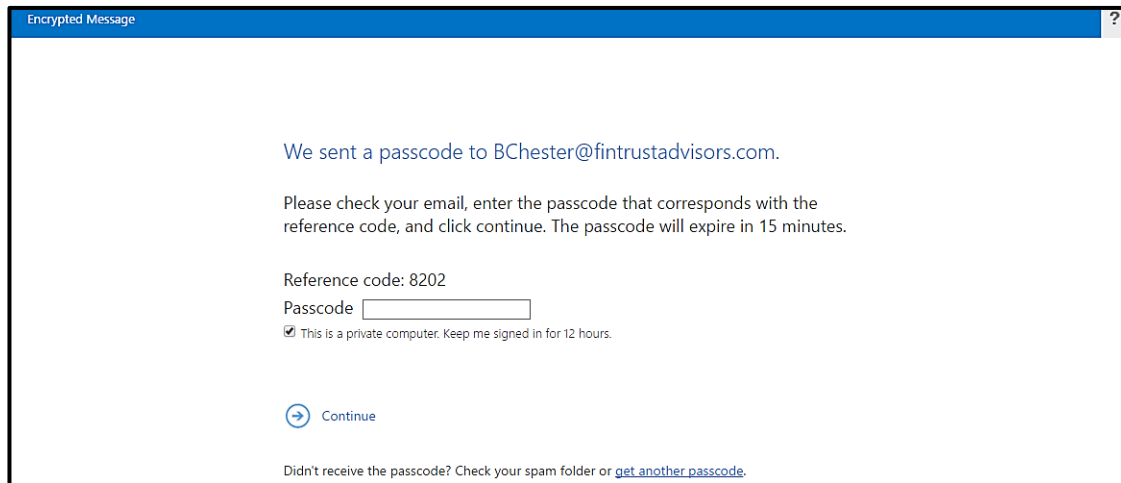
5. The passcode is sent to you in an email.

Tip: this passcode does expire in 15 minutes. You can always generate a new passcode by starting over and opening the attachment from your email again.



6. Enter the passcode on the screen shown below and then click **Continue**.

Tip: there is an option to check if you are on a private computer, you can stay signed in for 12 hours and won't have to get another passcode.



7. You can now view your message.

Tip: If you can't open the message for any reason, start over by opening the attachment again and following the steps. Make sure the reference code in the email containing the passcode matches the reference code in the portal.

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***Please see <https://technet.microsoft.com/en-us/library/use-a-one-time-passcode-to-view-an-encrypted-message.aspx> for further information.*

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