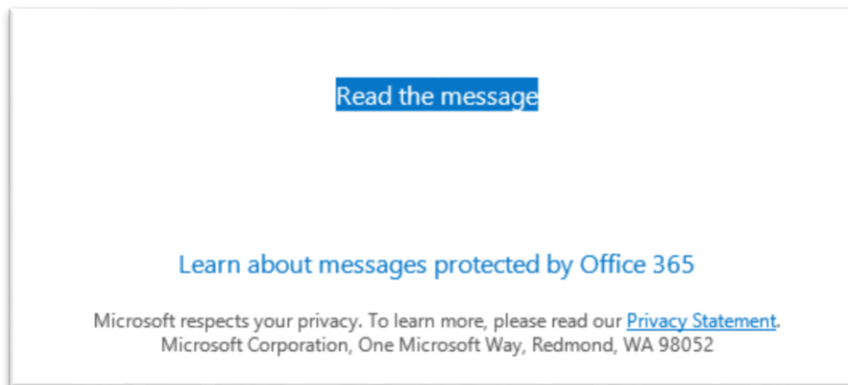


Overview

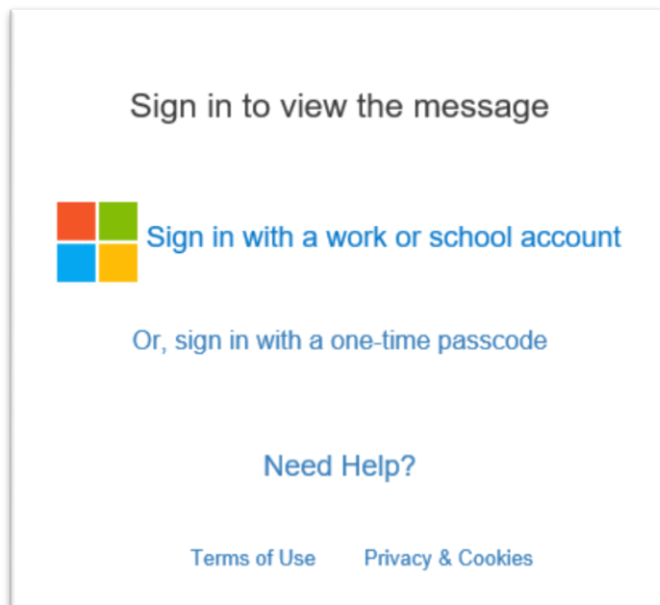
Below are instructions on how to access and view encrypted email messages received from WCAT.

Instructions

1. When you receive an email from WCAT with an encrypted message, you will see the following email message; to view the message, select **Read the message**.

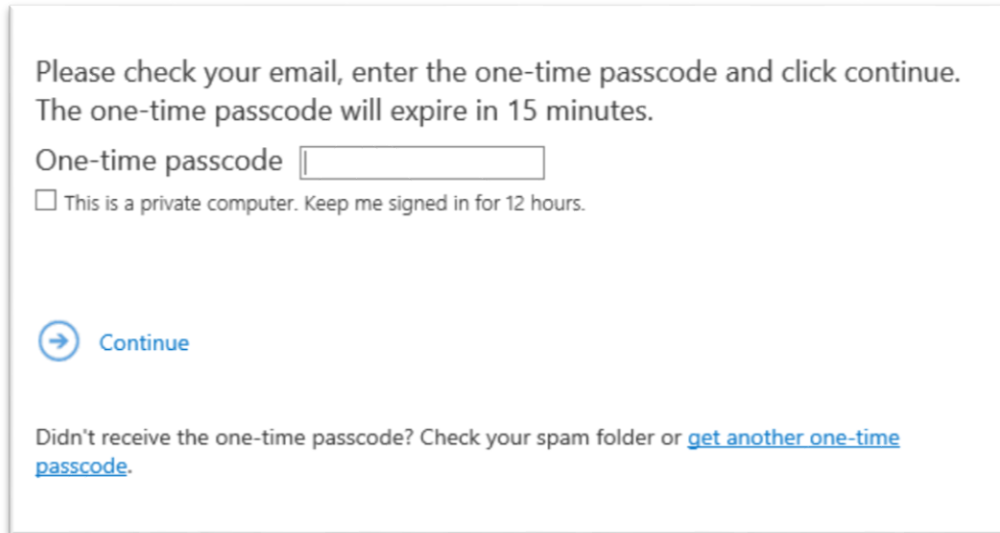


2. A window will appear and, depending on the email address the encrypted message was sent to, the user will have the option to authenticate via Office 365, Hotmail/Outlook, Gmail, Yahoo, or the One-Time Passcode (OTP).



3. If you have an "outlook.com" email address, you will be able to access the encrypted message.

4. If you do not have an "outlook.com" address, you can use the One-Time Passcode (OTP) option; a new webpage will appear asking for a passcode. **It is important that you do not close the webpage asking for the passcode (pictured below).**



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

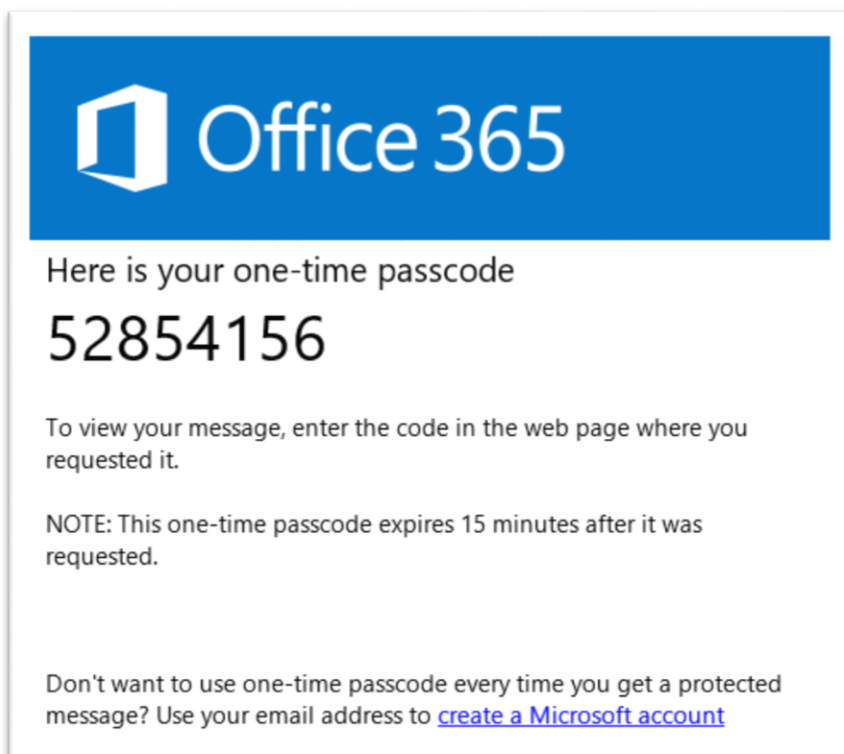
One-time passcode


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](#).

5. The one-time passcode will be emailed to the recipient and will be valid for 15 minutes, after which the code will expire.



 Office 365

Here is your one-time passcode

52854156

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

Don't want to use one-time passcode every time you get a protected message? Use your email address to [create a Microsoft account](#)

6. After receiving the code, you may copy and paste the code from your email into the one time passcode field and select **Continue** to view the encrypted email message.
7. Adobe Acrobat Reader app is required to open any pdf email attachment and is available as a free download:
 - a. For Windows and iOS on adobe.com
 - b. For iPhone/iPad on the [iTunes Store](https://itunes.apple.com)
 - c. For Android on the [Google Play Store](https://play.google.com)

(Alternative viewing options and tools to assist with access to PDF files are also available from Adobe.)