Overview

These instructions will help you open encrypted emails sent by the Workers' Compensation Appeal Tribunal (WCAT) if you are using **Office 365 account** and the recipient email address is a **shared email** inbox.

Instructions

1. Open a web browser.
2. Go to https://outlook.office.com.
3. Log in with your Outlook 365 account.
4. Once you have opened your Outlook 365 account email inbox, click on your account settings in the upper right-hand corner. Click on Open another mailbox.
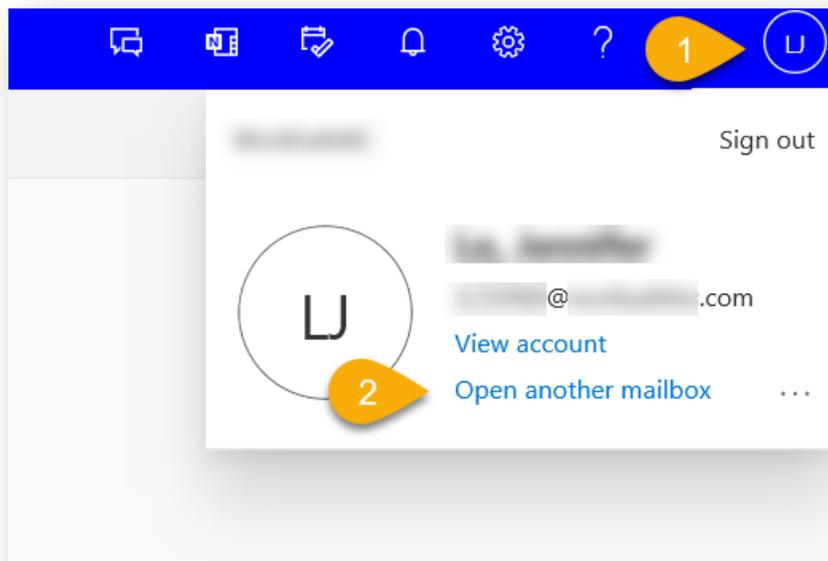
5. Enter the name of your shared mailbox and click Open.

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Open another mailbox

Open   Cancel
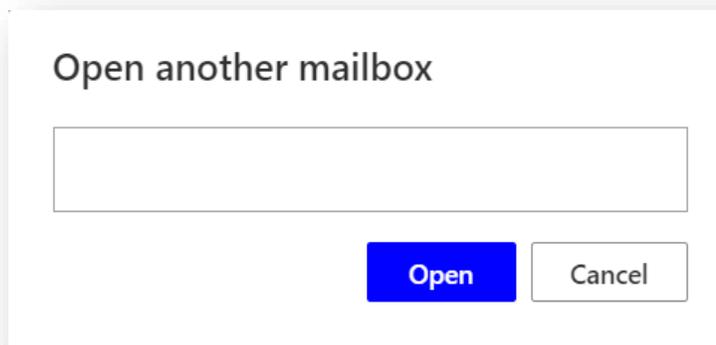
6. In the shared email inbox, locate the encrypted email from WCAT and open it.
7. Use Adobe Acrobat Reader to open the PDF email attachment. Adobe Acrobat Reader is available as a free download:
   a. For Windows and Apple computers on adobe.com
   b. For iOS mobile on the iTunes Store
   c. For Android on the Google Play Store