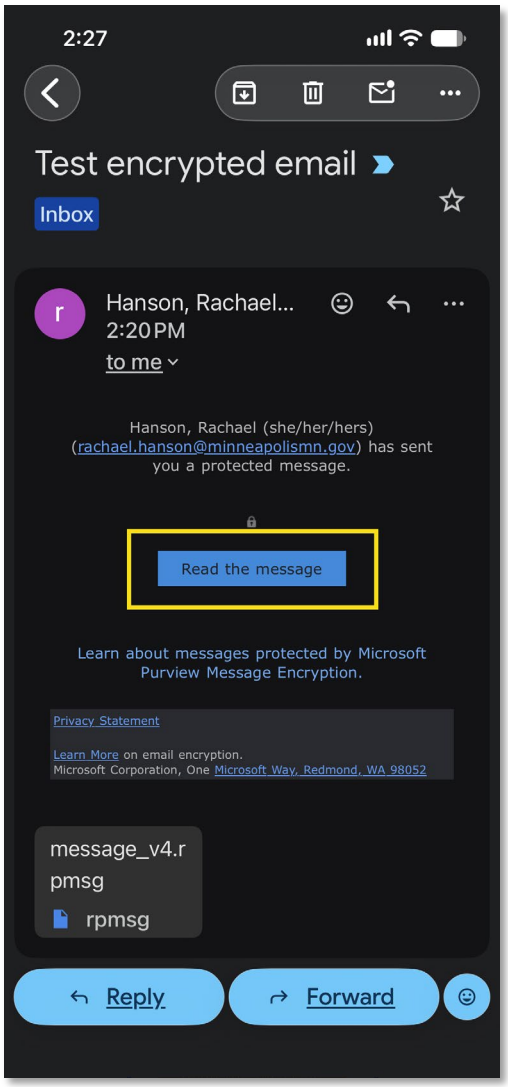
Opening an encrypted email from the City of Minneapolis

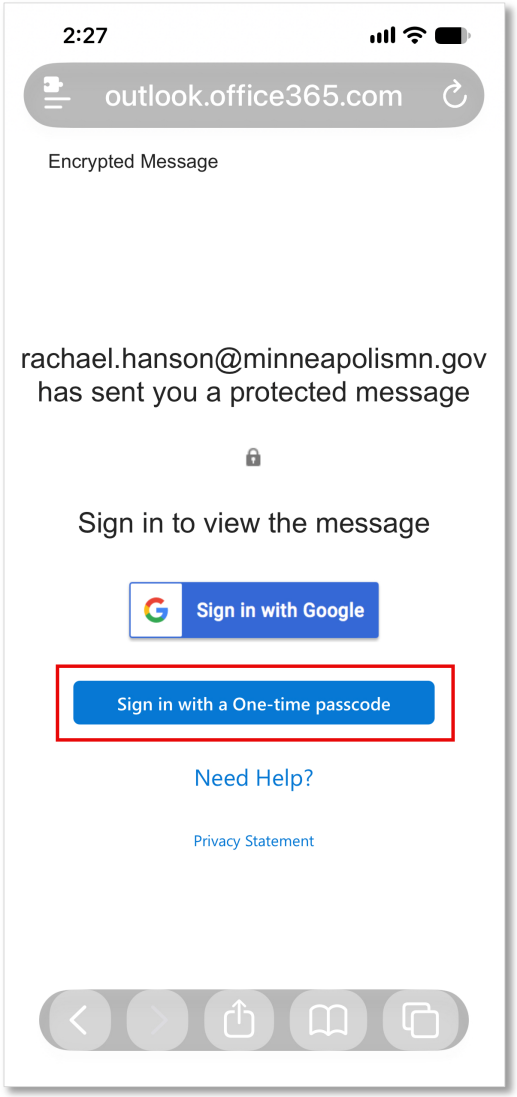
To read an encrypted email from us:

1. **Go to your personal email** and find the email from us.
2. **Open the email.**
3. **Click** the **Read the message button** in the body of the email.

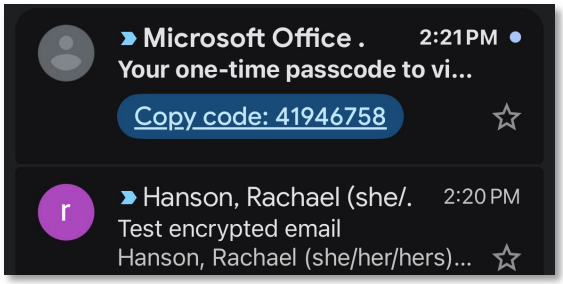


Opening an encrypted email from the City of Minneapolis

4. A browser window will open. **Click the button** called **Sign in with a One-time passcode**.

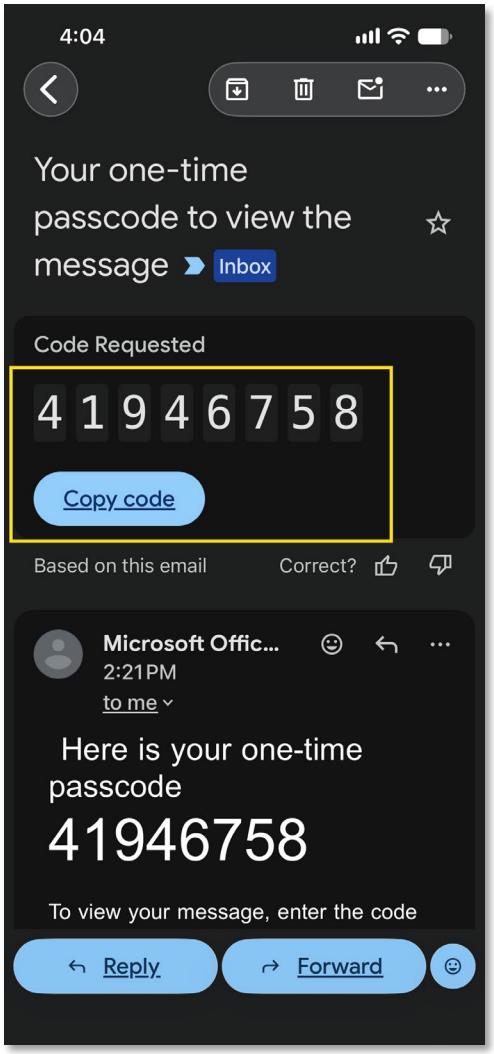


5. **Do not close the browser window.**
6. Go back to your personal email.
7. **Find the email with the one-time passcode** that was sent there.



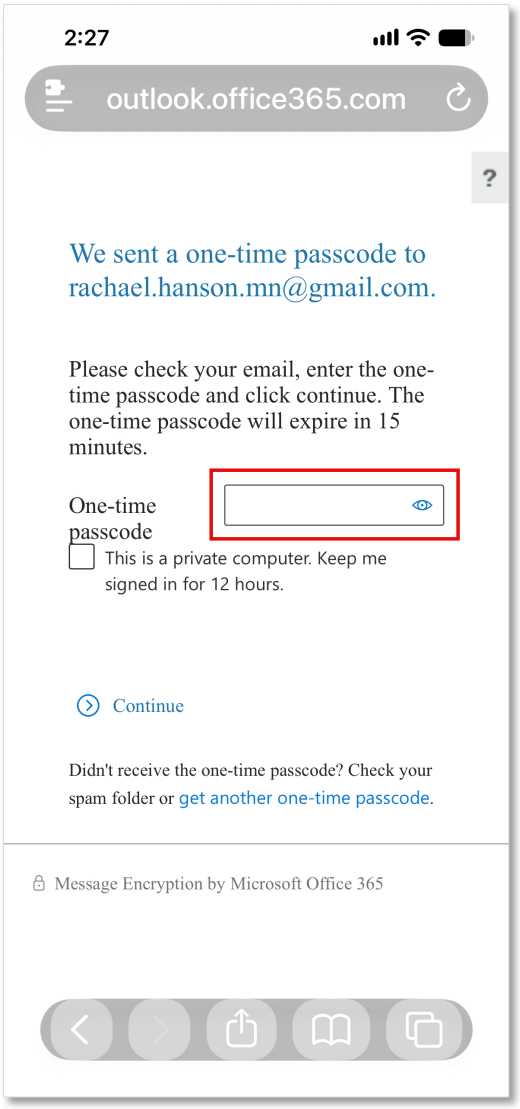
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8. Open the email and **copy the one-time passcode.**



Opening an encrypted email from the City of Minneapolis

9. **Go back to the browser window** and **enter the one-time passcode.**



Opening an encrypted email from the City of Minneapolis

10. After you enter the one-time passcode, the email will open to read in Outlook.office365.com.

