Use a one-time passcode to view an encrypted message

Please note the email addresses used below are examples.

A message encrypted by Office 365 Message Encryption is delivered to a recipient's inbox like any other email. It contains an HTML file attachment that the recipient can open to view the message on the Office 365 Message Encryption portal. The recipient 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.

Use a one-time passcode to read an encrypted message

You can read a message without signing in by requesting and entering a one-time passcode (OTP).



To read an encrypted message by using an OTP

- 1. Follow the instructions in the email message to save the attachment.
- 2. Open the message.html file in the email.

encrypt: Drug trial notice Inbox x					
+	Serena Franco <serenafranco@contoso-pharma.com (59="" 3:03="" @="" ago)="" me="" minutes="" pm="" th="" to="" 💌="" 💽<="" 🔆="" 🔸=""></serenafranco@contoso-pharma.com>				
	Encrypted message from ContosoPharma secure messaging system				
	To view your message Save and open the attachment (message.html), and follow the instructions. Sign in using the following email address: drtoniramos@hotmail.com				
	This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.				
	Message encryption by Microsoft Office 365				
	Contoso Pharma				
	message.html 92 KB				

3. Select Use a one-time passcode.

ContosoPharma secure email portal			
Encrypted message			
From serenafranco@contoso-phar	na.com		
To drtoniramos@hotmail.com			
To view the message, sign in with a passcode.	Microsoft account, your v	work or school account, or use	a one-time
Sign in			
🛞 Use a one-time passcode			

Ressage encryption by Microsoft Office 365



4. The passcode is sent to you in an email message. Get the passcode, enter it, and then click **CONTINUE**.

portal		
We sent a passcode to drtoniramos@hotmail.com.		
Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.		
Reference code: 3204		
Passcode		
Didn't receive the passcode? Click here to get another one.		

You can now view your message. From here, you can also reply to the original sender and CC in any new email addresses. Once sent it will be sent fully encrypted.