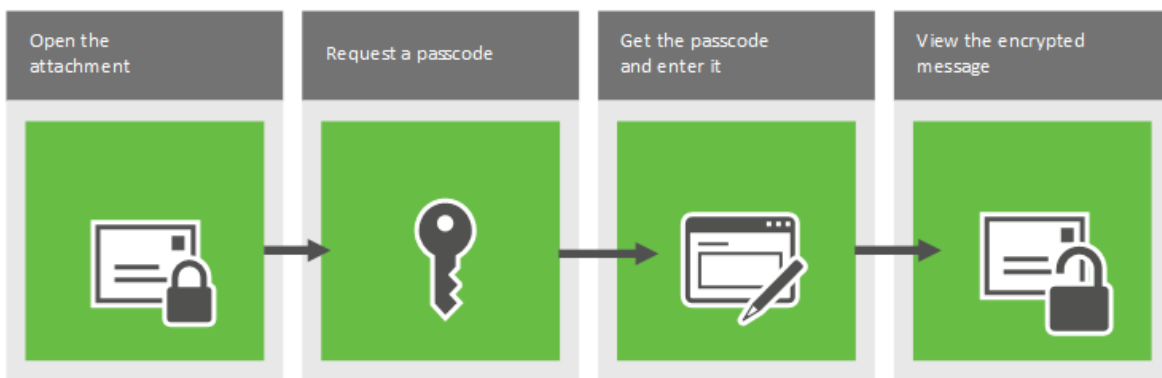# Use a one-time passcode to view an encrypted message

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.
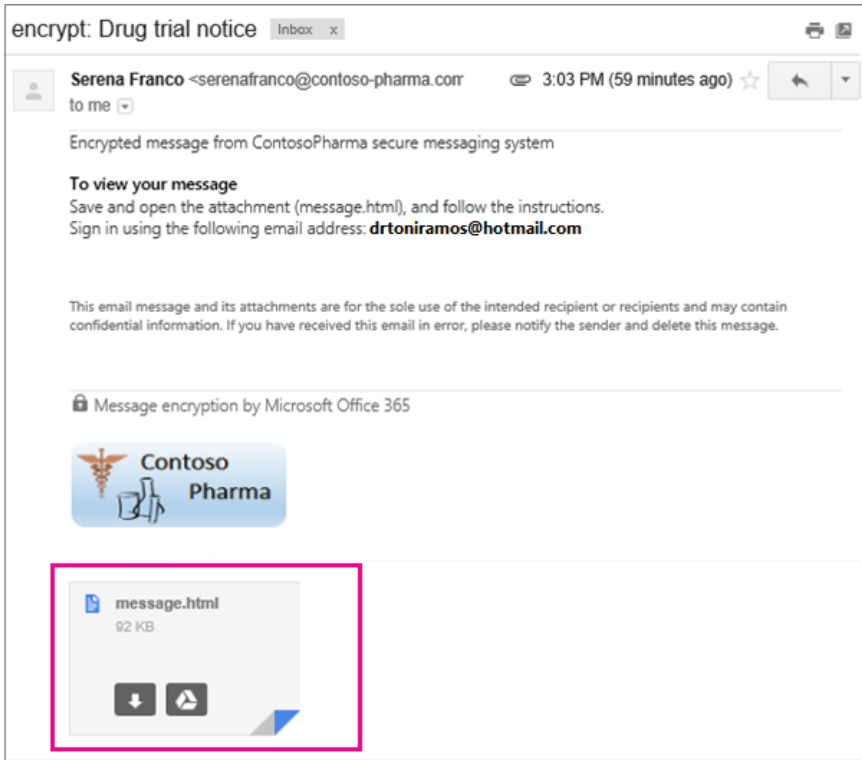
Use a one-time passcode to read an encrypted message

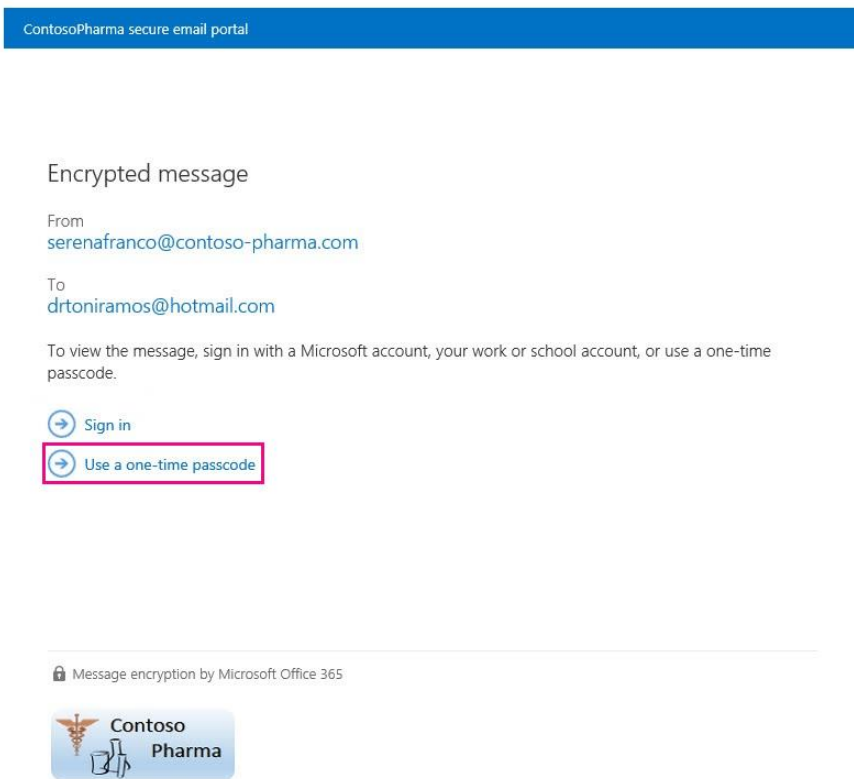You can read a message without signing in by requesting and entering a one-time passcode (OTP).

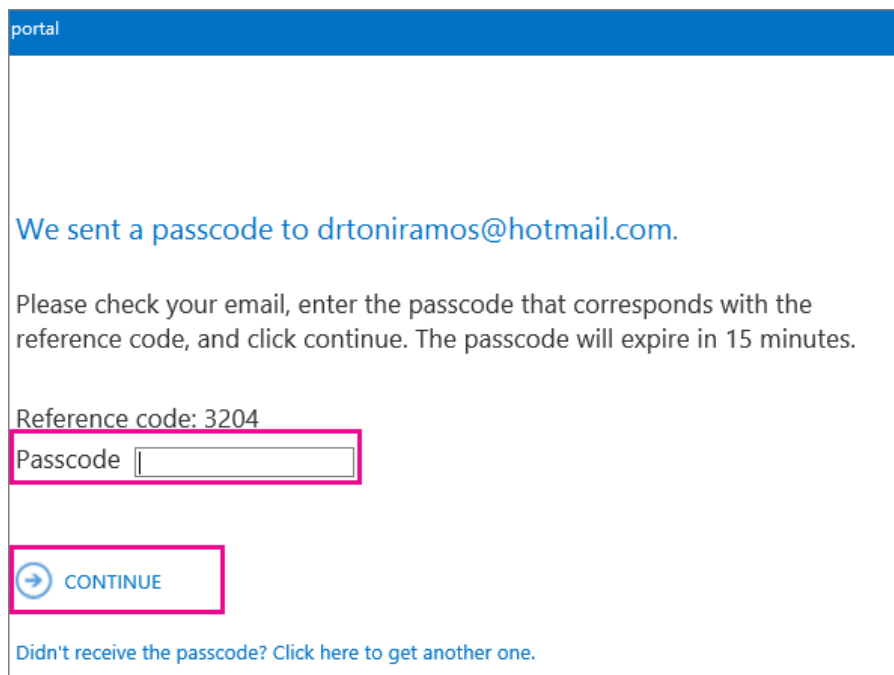**To read an encrypted message by using an OTP**

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

3. Select **Use a one-time passcode**.

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

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.