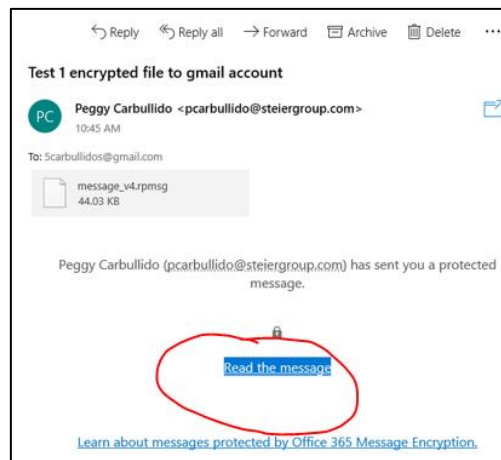


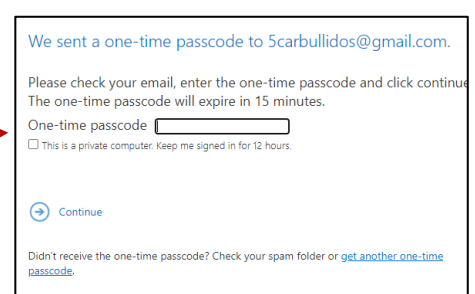
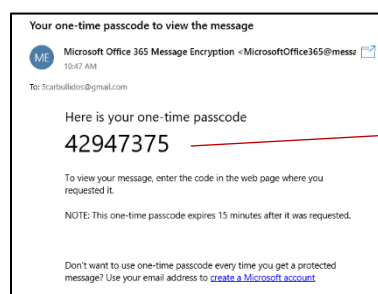
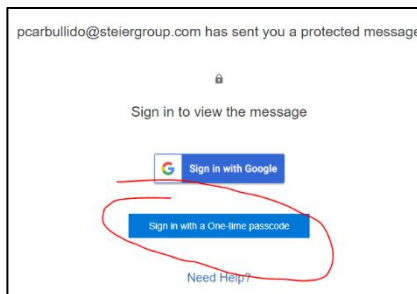
OPENING AN OFFICE 365 ENCRYPTED EMAIL ARCHDIOCESE OF SEATTLE

FROM A LAPTOP or COMPUTER

1. Recipients will receive an email similar to the one shown below, depending upon mail service used.
 - Click on the **“Read the message”** button that appears in the body of the email.

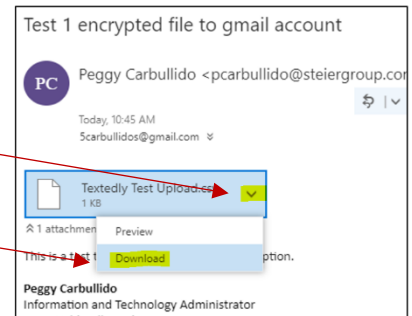


2. The following options will appear: **“sign in to view the message”** or **“sign in with one-time passcode”**.
 - Select the option to **sign in with a one-time passcode**
 - You will be brought to a screen with a code prompt box. NOTE: this is NOT the password you received in the text but rather a passcode that you’ll receive in a new autogenerated email. Check your inbox for the email that includes the one-time passcode.
 - Copy that code and paste it into the code prompt box.

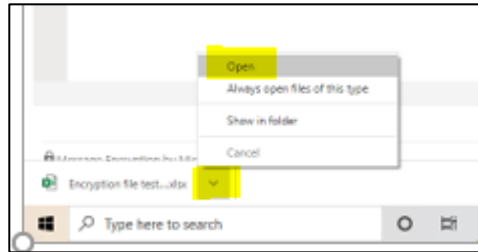


3. Upon successful entry of the one-time passcode, the email will now be viewable.
 - The email includes an Excel file attachment that is password protected.

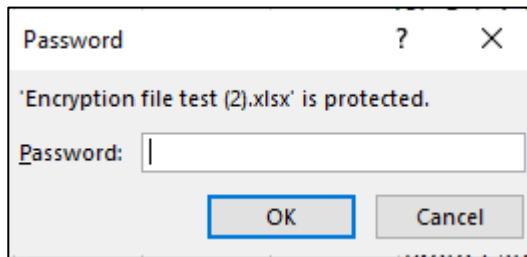
- **The file must be downloaded to your computer.**
- You will not be able to click on the attachment and open it because a password protected file cannot be opened in browser mode.
- Download the file to your computer using the dropdown arrow next to the filename and then click “download”.



- Once the download is complete you will be able to click on the “open” icon.



- You will be prompted for a password. Use the password that was sent to you via text to open the Excel spreadsheet. Contact your Steier Group campaign manager with questions.



FROM A CELL PHONE

The experience opening the email from a cellphone will be similar to all of the above steps, with the exception of step 3. You will be prompted to view or download. Select download. Then click on the arrow to open downloads and click on the filename to open.

