Purpose
This document will describe how to open up an encrypted email from Positive Leaps to someone that does not have a Microsoft account tied to their email address.

Steps to Open Email
1) An encrypted email from a Positive Leaps employee arrives in your inbox
2) When you open up the email message, it should look something like this.

   a. Please note the attached HTML message
   b. As the email states, open up the HTML attachment and follow the instructions
3) When you open up the attached HTML message it should look something like this

encrypted message from
pliadministrator@positiveleaps.org

To view your message, sign in using the following email address:
someone7140@mail.com

VIEW YOUR ENCRYPTED MESSAGE

Message encryption by Microsoft Office 365
4) Click on the VIEW YOUR ENCRYPTED MESSAGE link
5) If you don’t have a Microsoft Account created for the email address this message was sent to, you will get the following message:
   a. Click on the link: CREATE A MICROSOFT ACCOUNT FOR <<email address>>
6) Fill in all the information required in the Microsoft Create an Account page & click Create Account button at the bottom of the page.

Click Here
7) You should get redirected to a page that looks similar to this
   a. You can close this page
8) Go back to your inbox, find the Microsoft Verify Your Email Address message and open it.
9) Click the Verify button in the email message, so your new Microsoft account can be verified.
10) Once you click the verification button, you should get redirected to a webpage that looks like this.

a. Keep this page open so you don’t log out of the account

Microsoft account

Ready to go!

Thanks for verifying someone7140@mail.com. You can now get back to what you were doing.
11) Go back and open up the HTML Message attachment you downloaded (Step 3) and click the VIEW YOUR ENCRYPTED MESSAGE link (Step 4)
12) Now the encrypted email message should open up (if you did not close the window in step 10) and you can view the message.

13) From this point on, you can reply back and forth to this email and it will stay encrypted. Forwarding the email or adding additional people to the replies of the email will be blocked.