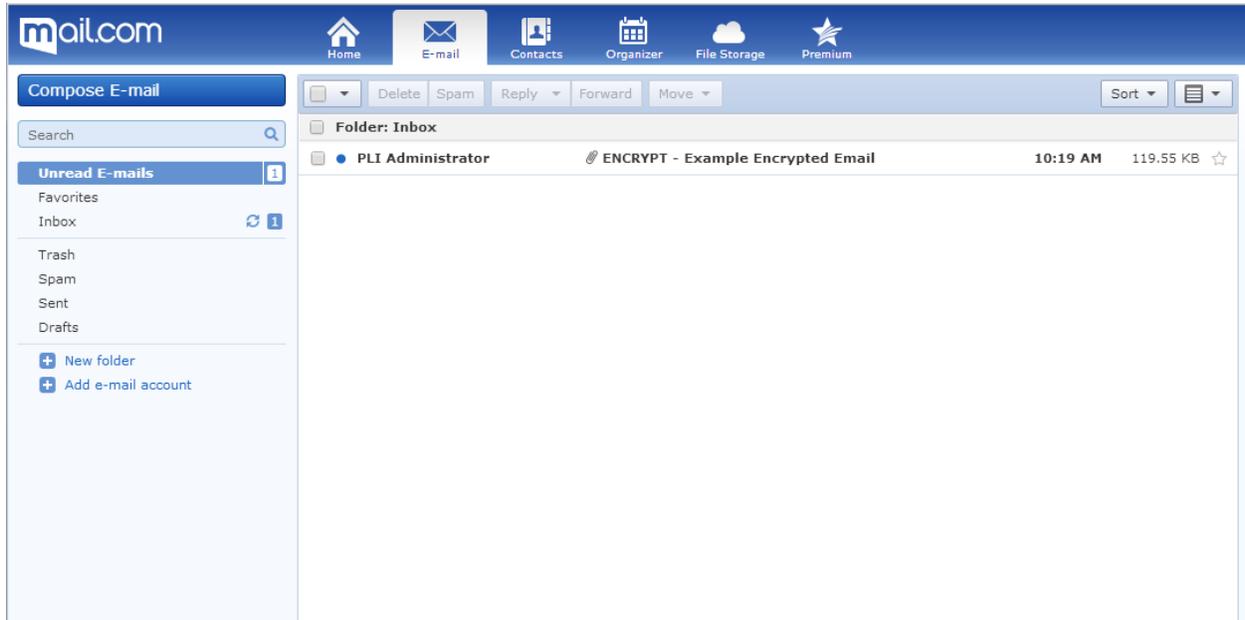


Purpose

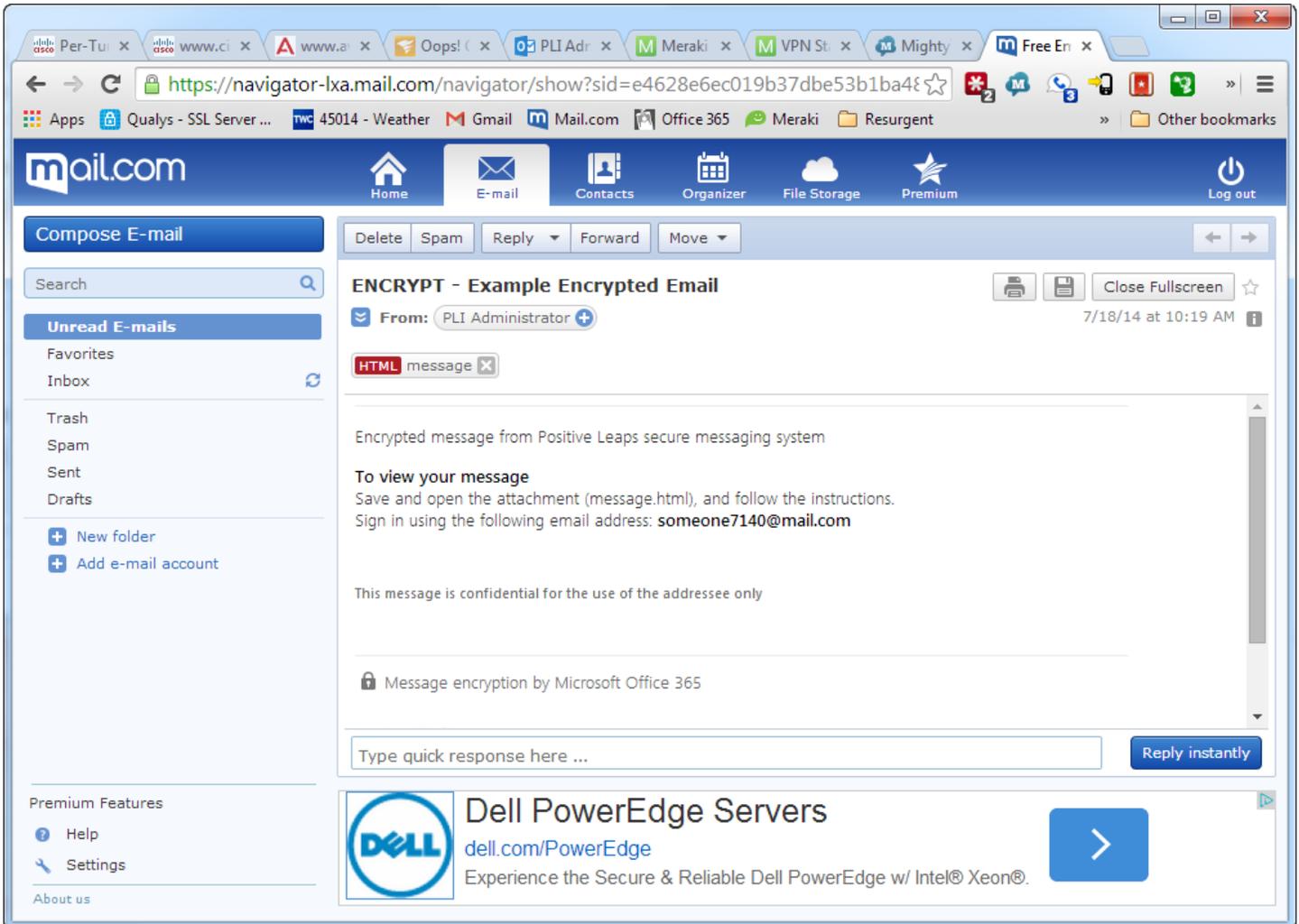
This document will describe how to open up an encrypted email from Positive Leaps to someone that does not have a Microsoft account tied to their email address.

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

Positive Leaps secure email portal

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

Positive Leaps secure email portal

encrypted message from
pliadministrator@positiveleaps.org

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

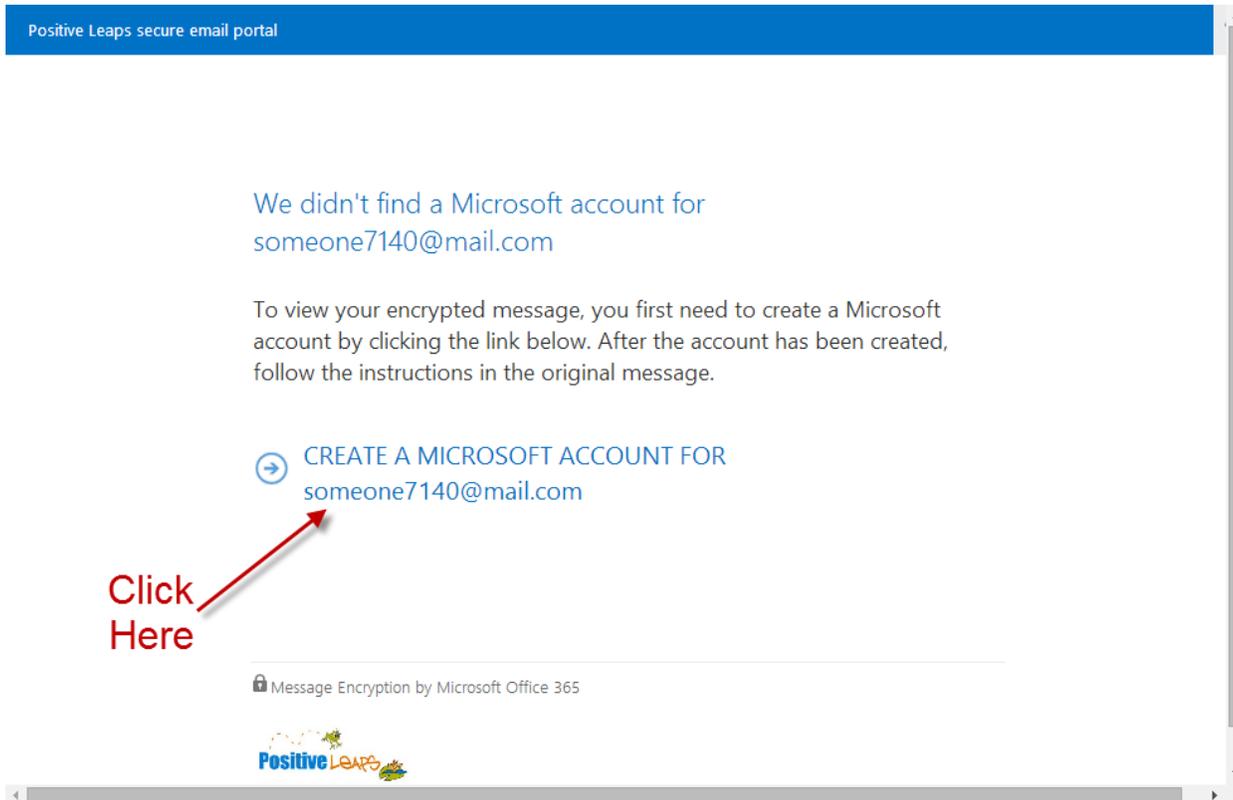
 [VIEW YOUR ENCRYPTED MESSAGE](#)

Click
Here

 Message encryption by Microsoft Office 365



- 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:
- 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



Create an account

You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to [sign in](#).

Name

✔ After you sign up, we'll send you a message with a link to verify this user name.

User name

[Or get a new email address](#)

Create password

8-character minimum; case sensitive

Reenter password

Country/region

Country code

Phone number

We want to make sure that a real person is creating an account.

Enter the characters you see

[New](#) | [Audio](#)

Send me promotional offers from Microsoft. You can unsubscribe at any time.

Click **Create account** to agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Create account

Click Here

Microsoft

[Terms of Use](#) [Privacy & Cookies](#) [Developers](#) [English \(United States\)](#) © 2014 Microsoft

- 7) You should get redirected to a page that looks similar to this
 - a. You can close this page

Microsoft account Some One 

Account

Basic info

Security & password

Recent activity

Aliases

Related accounts

Billing

Overview

Transactions

Subscriptions

Payment options

Billing info

Billing help

View basic information about your account

Your email address has not been verified. [Verify your email address.](#)

Display name

Some One

[Edit](#)

Personal details

Birthdate	April 01, 1974
Gender	Male
Country/region	United States
Time zone	Indiana (EST)

[Edit](#)

Marketing preference

Note: This setting doesn't affect any newsletters or alerts you've requested, or any mandatory communications from Microsoft services.

You're not currently receiving promotional email from Microsoft.

[Change preference](#)

8) Go back to your inbox, find the Microsoft Verify Your Email Address message and open it

The screenshot displays the mail.com web interface. At the top, there is a navigation bar with icons for Home, E-mail, Contacts, Organizer, File Storage, Premium, and Log out. Below this is a 'Compose E-mail' button and a search bar. The left sidebar contains a list of folders: Unread E-mails (1), Favorites, Inbox (1), Trash, Spam, Sent, and Drafts. Below the folders are options to 'New folder' and 'Add e-mail account'. The main inbox area shows two email entries:

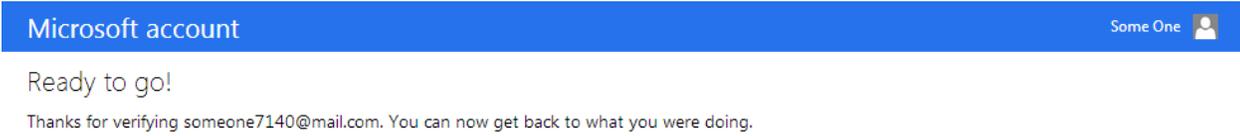
Sender	Subject	Time	Size	Star
Microsoft account team	Verify your email address	10:42 AM	6.56 KB	☆
PLI Administrator	ENCRYPT - Example Encrypted Email	10:19 AM	119.55 KB	☆

A red arrow points to the 'Verify your email address' email. At the bottom of the page, there is a Westin Hotels & Resorts advertisement with the text: 'Escape with our best rates, guaranteed at Westin hotels and resorts.' The URL at the bottom of the browser window is partially visible: '...mail.com/.../folderjsessionid=C054F7EF9B03FF5D2D0586...'

9) Click the Verify button in the email message, so your new Microsoft account can be verified

The screenshot shows the mail.com web interface. At the top, there is a navigation bar with icons for Home, E-mail, Contacts, Organizer, File Storage, Premium, and Log out. Below this is a toolbar with buttons for Compose E-mail, Delete, Spam, Reply, Forward, and Move. The main content area displays an email titled "Verify your email address" from the "Microsoft account team", dated 7/18/14 at 10:42 AM. The email body contains the text "Microsoft account" and "Verify your email address" in large blue font. Below this, it says "To finish setting up this Microsoft account, we just need to make sure this email address is yours." A blue button labeled "Verify someone7140@mail.com" is highlighted with a red arrow and the text "Click Here" in red. Below the button, it says "If you didn't make this request, [click here](#) to cancel." The email ends with "Thanks, The Microsoft account team". At the bottom of the email, there is a text input field "Type quick response here ..." and a "Reply instantly" button. A Dell advertisement for PowerEdge Servers is visible at the bottom of the page.

- 10) Once you click the verification button, you should get redirected to a webpage that looks like this.
- Keep this page open so you don't log out of the account



11) Go back and open up the HTML Message attachment you downloaded (Step 3) and click the VIEW YOUR ENCRYPTED MESSAGE link (Step 4)

Positive Leaps secure email portal

encrypted message from
pliadministrator@positiveleaps.org

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

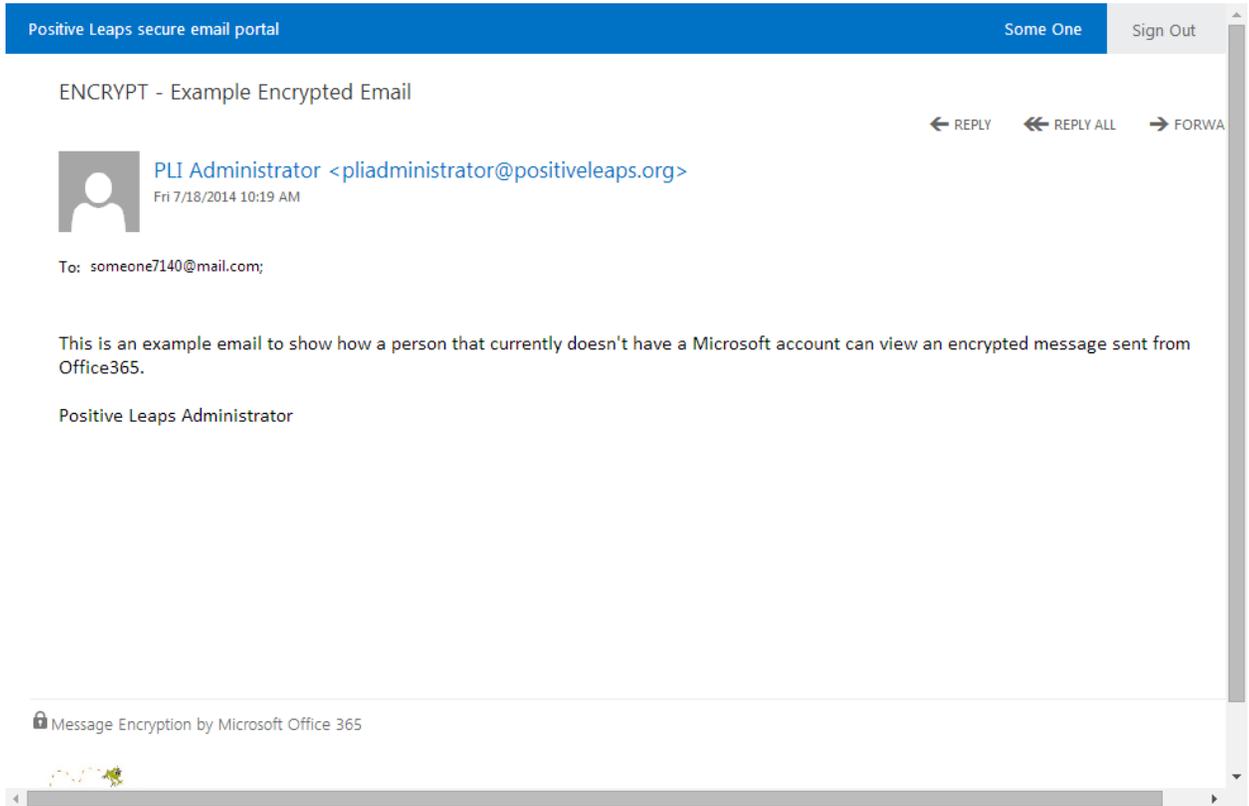
 [VIEW YOUR ENCRYPTED MESSAGE](#)

Click
Here

 Message encryption by Microsoft Office 365



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.