

Receiving an Office 365 encrypted message from Aberdeenshire Council

If you've received an encrypted message from Aberdeenshire Council you can access the email content by using a one-time passcode (instructions below), or by signing in with a Microsoft account. You can use an existing work or school account, or you can follow this procedure to create a free Microsoft account.



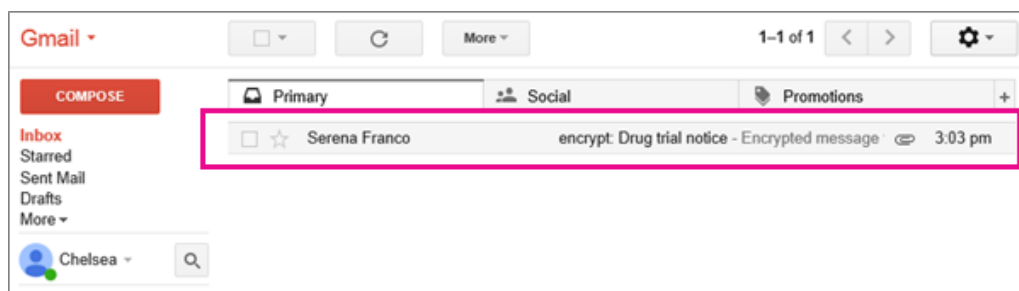
I do not have a Microsoft account - Create a Microsoft account for viewing encrypted messages

This procedure takes you through the process of creating a Microsoft account.

To create a Microsoft account to view encrypted messages:

1. Open the message in your Inbox. The subject line may indicate that the message is encrypted. The following screenshot shows a Gmail Inbox that contains an encrypted message.

Note: Office 365 encrypted message can be sent to any email service, such as business domains, Hotmail, Yahoo, or Gmail, to view encrypted messages.



After you open the message, you'll see **Message encryption by Microsoft Office 365** and an attachment called *message.html*. Open the attachment.

2. Select **SIGN IN AND VIEW YOUR ENCRYPTED MESSAGE**.

3. Select the option to create a Microsoft account.

We didn't find a Microsoft account for chelseastark2014@gmail.com

To view your encrypted message, you first need to create a Microsoft account by clicking the link below. After the account has been created, follow the instructions in the original message.

 [CREATE A MICROSOFT ACCOUNT FOR chelseastark2014@gmail.com](#)

 [DON'T WANT TO CREATE A MICROSOFT ACCOUNT? GET A ONE-TIME PASSCODE TO VIEW THE MESSAGE](#)

4. Fill out the **Create an account** form. You'll see your email address in the **User name** box.

 Microsoft

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

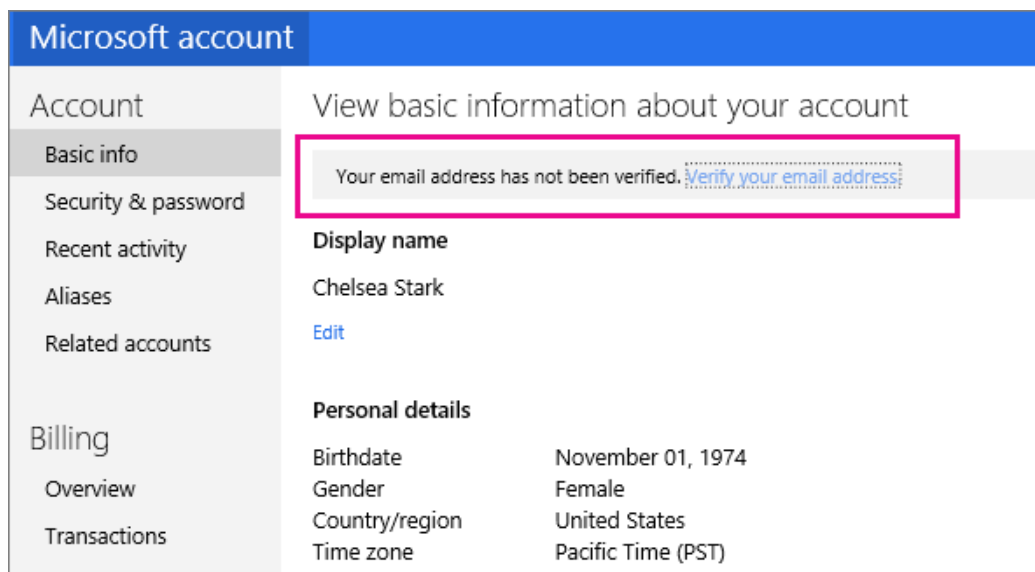
8-character minimum; case sensitive

Reenter password

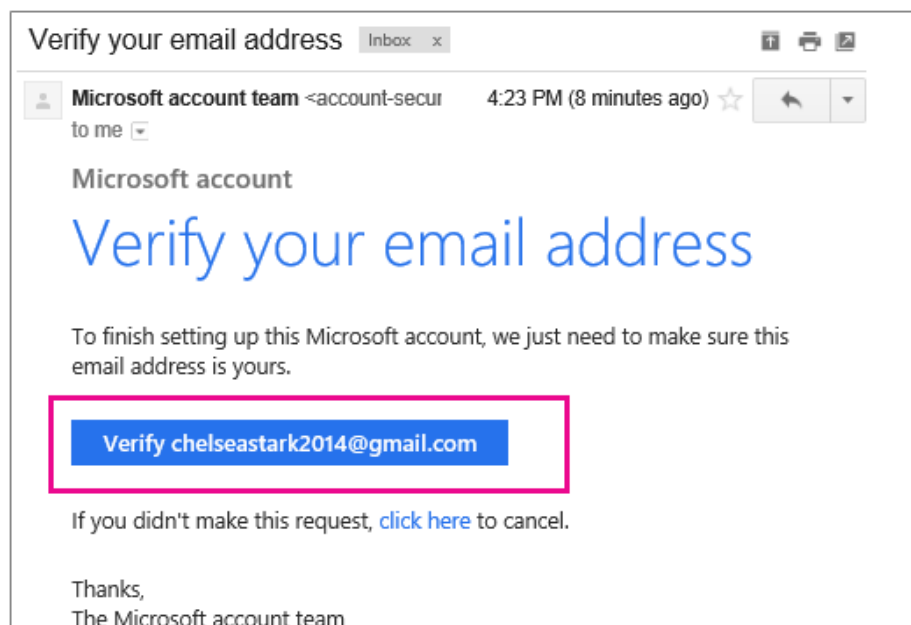
Country/region

ZIP code

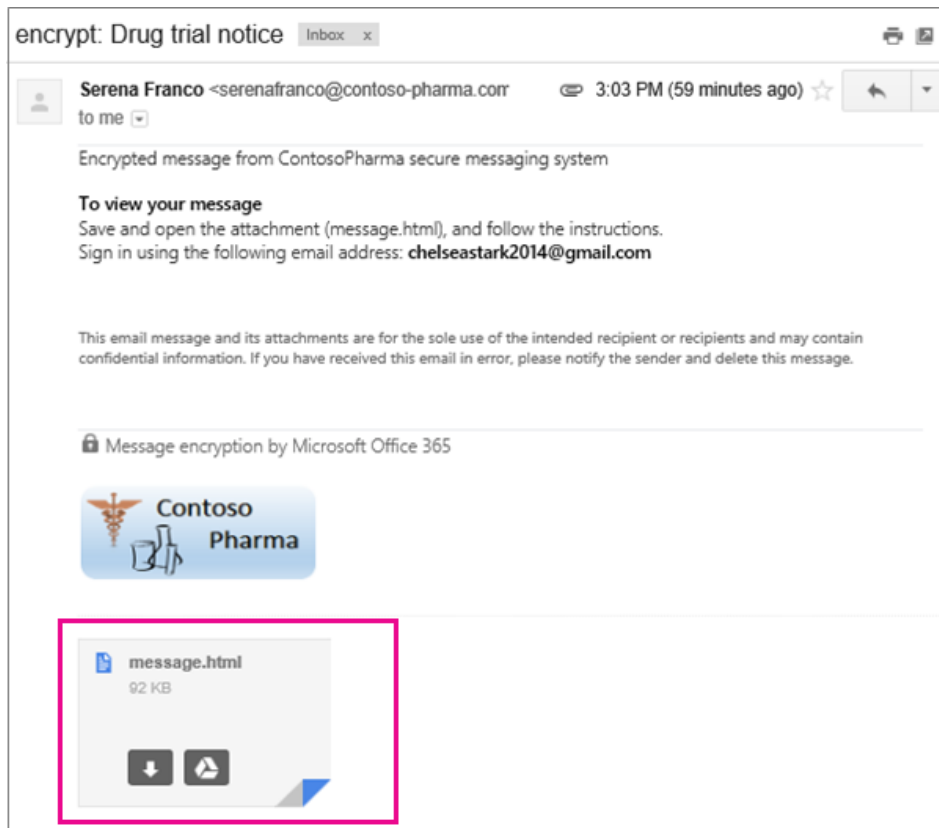
5. Review the summary page and select **Verify your email address**. You will receive a verification email.



6. Open the verification email and select the Verify button to confirm your email address.



7. Once you've verified your email address, go back and open the *message.html* file that you started with. You can now use your Microsoft account to sign in and view the encrypted message.



I want to use a one-time passcode

1. Follow steps 1-3 above then select **Use a one-time passcode**.

Encrypted message

From
serenafranco@contoso-pharma.com

To
drtoniramos@hotmail.com

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.

 Sign in

 Use a one-time passcode

 Message encryption by Microsoft Office 365



- 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

 CONTINUE

[Didn't receive the passcode? Click here to get another one.](#)

- You can now view your message.