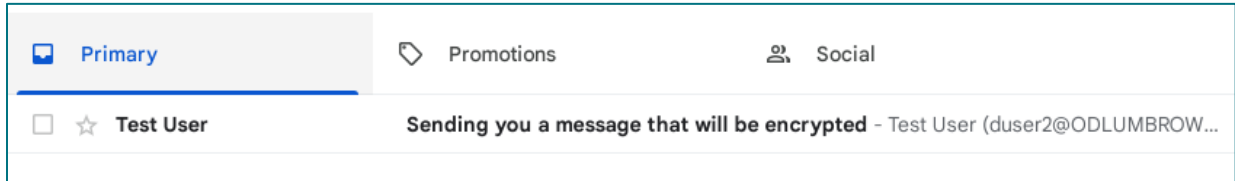


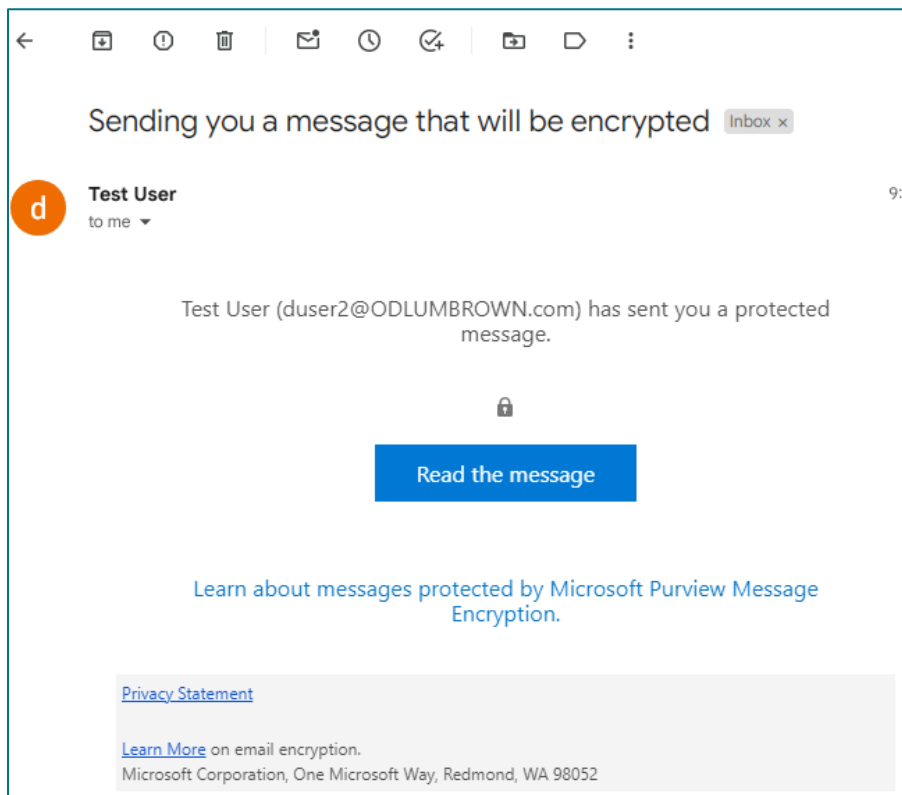


Microsoft Purview Message Encryption: Recipient Experience

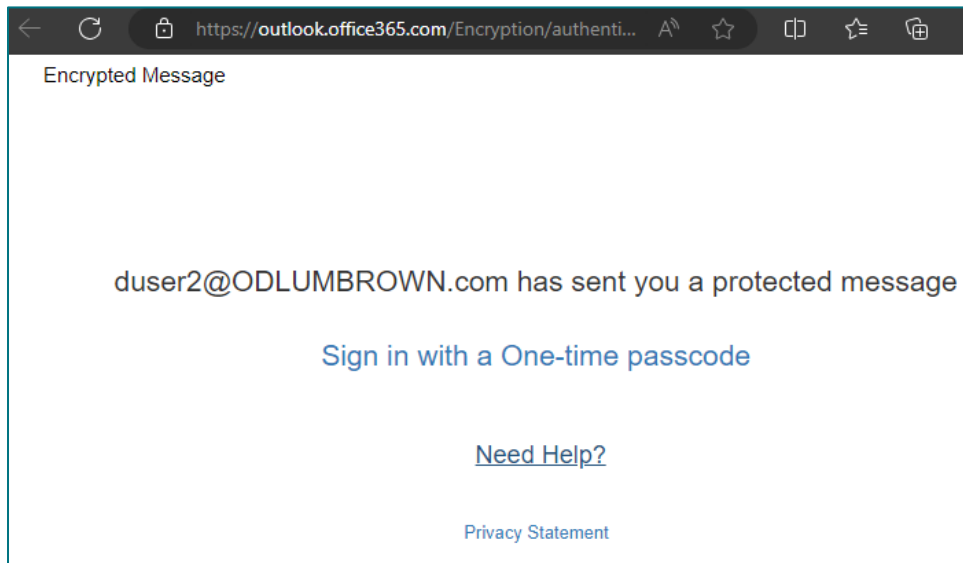
- 1) You may receive a message from Odlum Brown stating we are trying to send you a message.



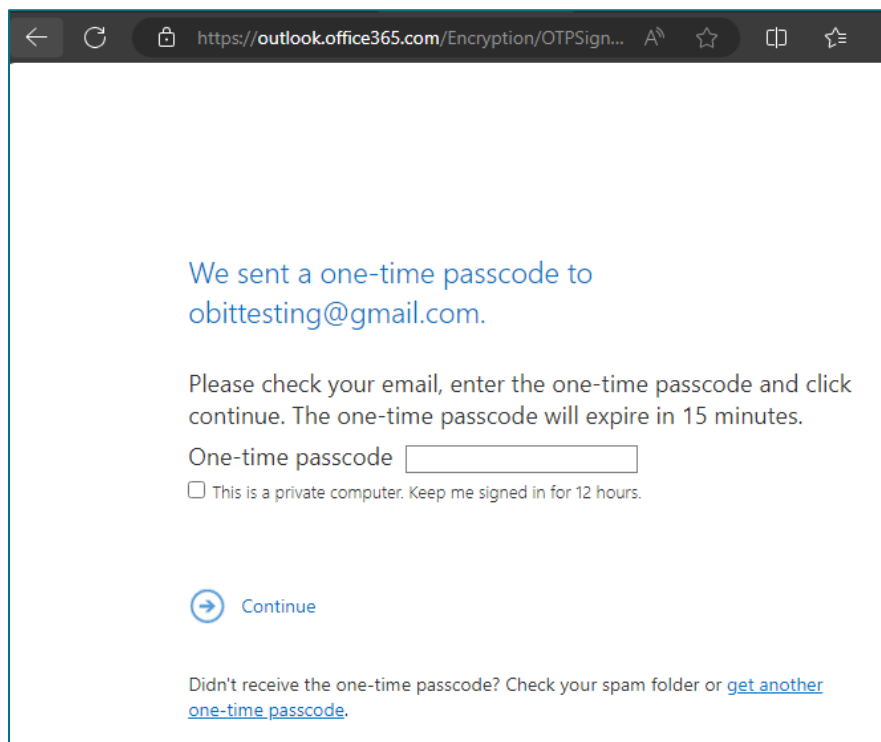
- 2) When you open the message, you will not see any of the sender's original content. You will need to click the **Read the message** button to view the message in a secure browser session.



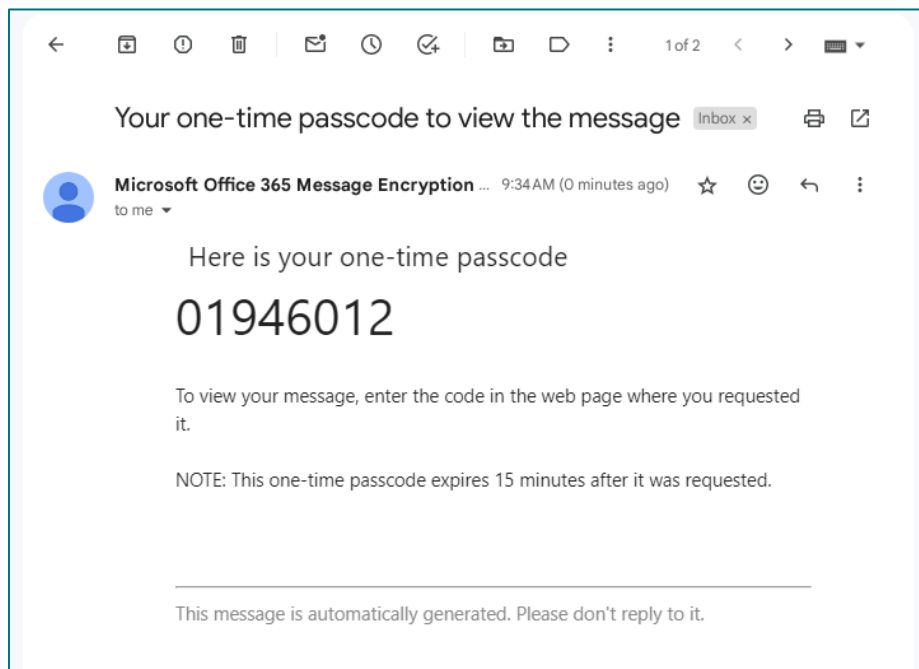
- 3) This will open a webpage on Outlook.office365.com that will ask you to **Sign in with a One-Time passcode**. Click the **Sign in with a One-Time passcode** link. This will send a new email from Microsoft with a one-time passcode to the email address of the original recipient of the message.



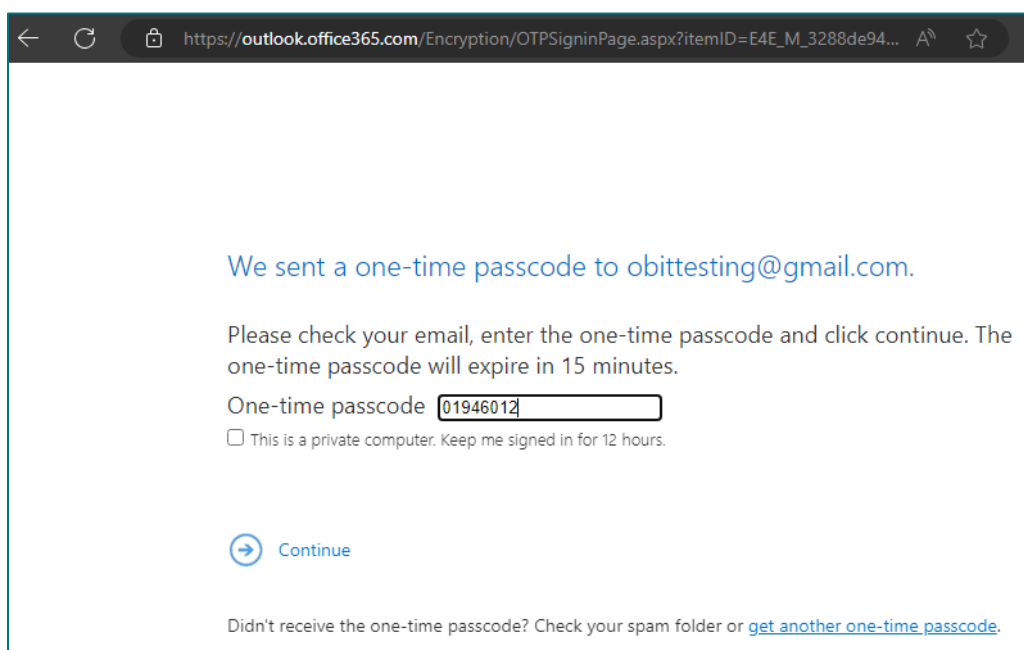
- 4) This will refresh the webpage, and you will need to check your email for a new message that includes an 8-digit code.



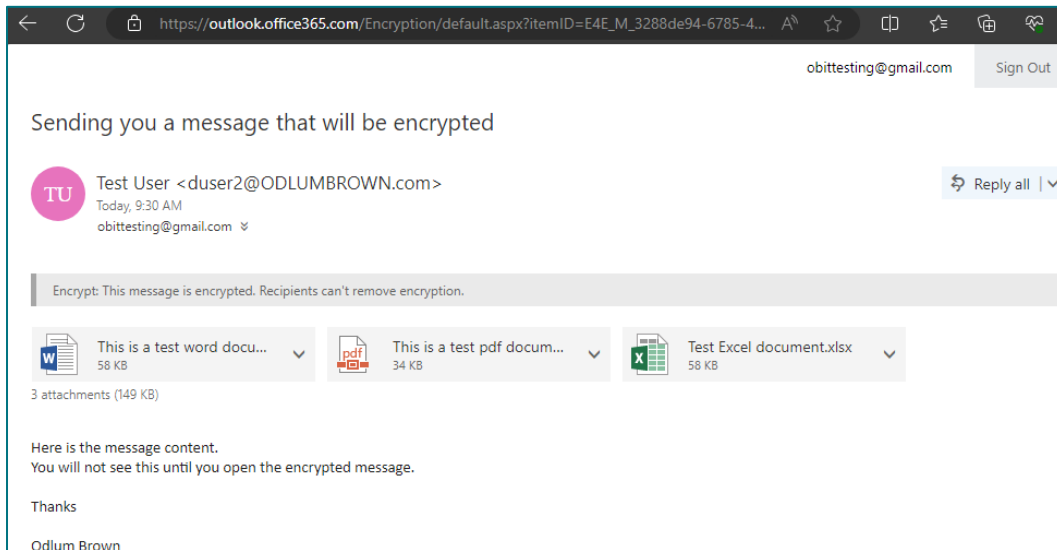
- 5) Check your email inbox for a new message from **MicrosoftOffice365.microsoft.com** containing your one-time passcode. If you do not see the email, please check your spam or junk mail. If after a couple of minutes you do not receive this message, go back to the webpage and click **“get another one-time passcode.”**



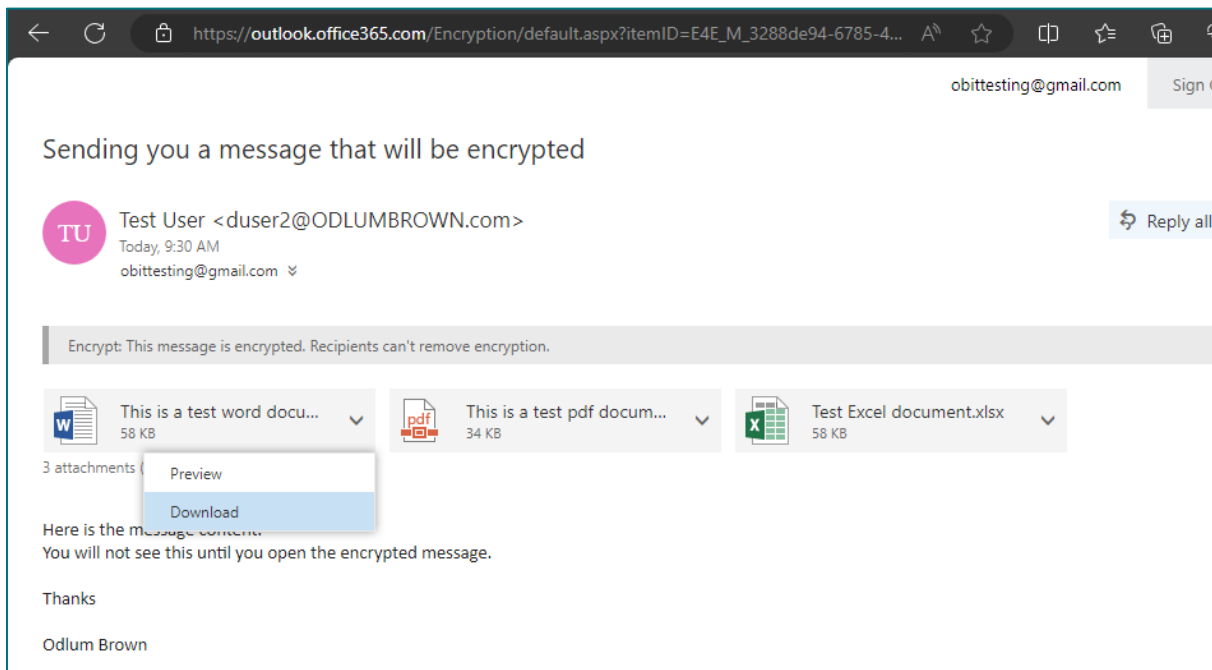
- 6) Copy the 8-digit code from the email and paste or enter it into the field provided on the webpage. There is an option to remain signed in for 12 hours, if desired. Click **Continue**.



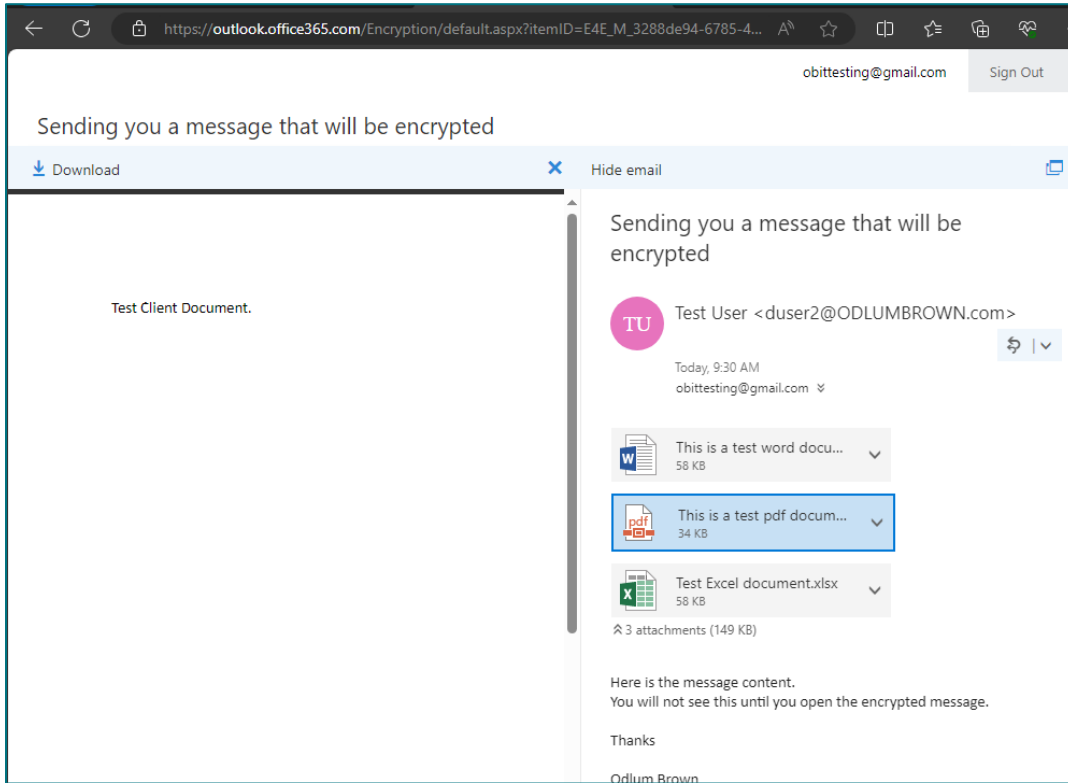
- 7) This will open the original email in a web browser tab. You should see the full message as it was written and sent by the Odlum Brown team member.



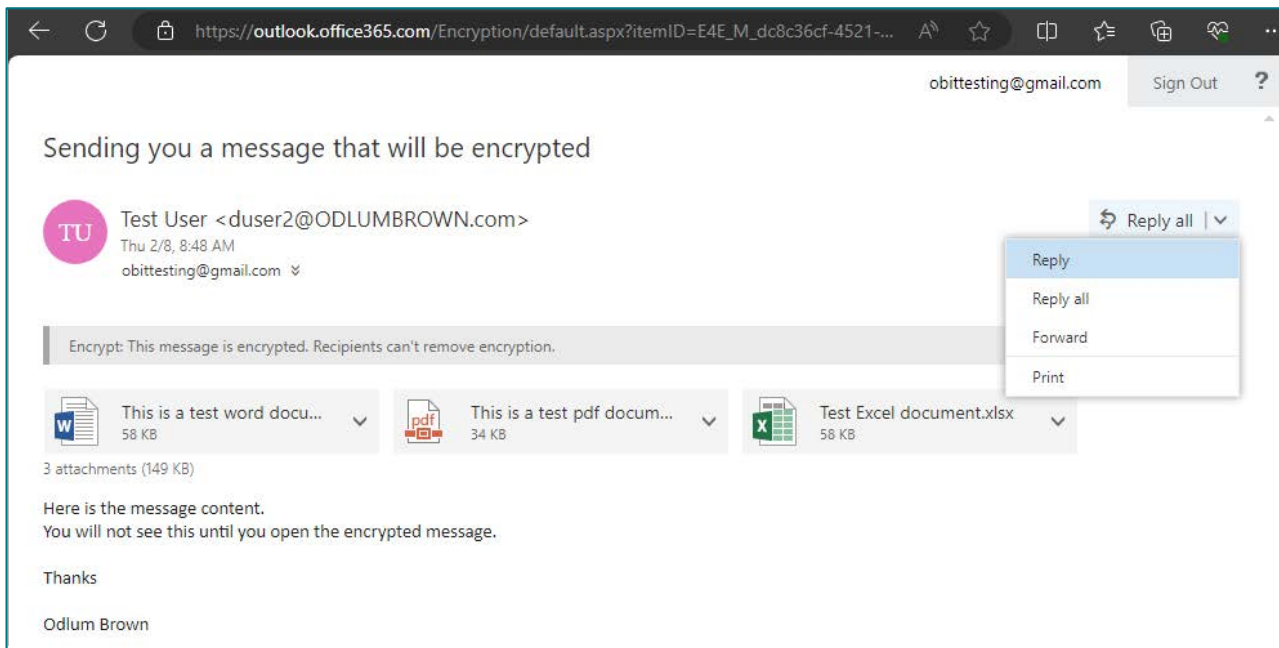
- 8) From this page, you can preview or download any attachments by selecting the down arrow beside each item. Clicking **Download** will default to the location offered by your web browser.



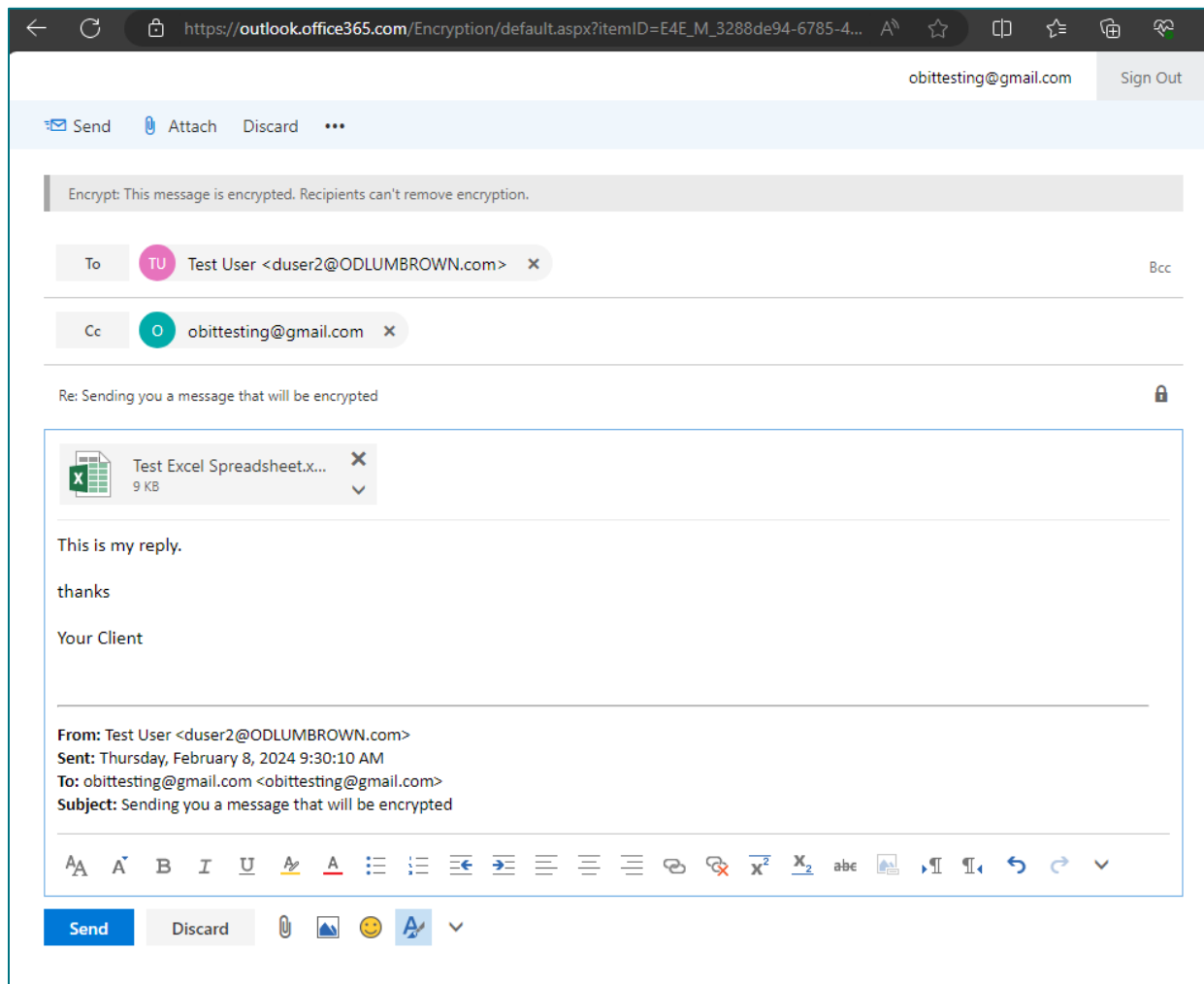
9) Selecting **Preview** will display the attachment in the same window as the message.



10) To reply, forward or print the message, select the down indicator next to **Reply all**.



11) When you select **Reply**, **Reply all** or **Forward**, the platform will by default carbon copy (Cc) your original email address for your records. When your reply or forwarded message is complete, click **Send**.



- 12) When you reply to or forward a secure message, the same security settings of the original message will be applied. The recipient(s) will receive a new email delivered to them from Office365@messaging.microsoft.com and will need to follow the forgoing process to request and input a one-time passcode to view the message.

