Please follow the steps below to unencrypt the secure email to retrieve your OfficeConnect login information.

1. When you open the secure email, you will see the following message. Click on the message link that is highlighted in yellow below (your email will not have the highlight).

2. After you click on the message link, you will see the following window. Click on the ‘Read Message’ button.

3. In the next window, enter your name and create a password to unencrypt the email. Click on the ‘Continue’ button.
4. You will receive the following message:

```
Check Your Email

We have sent a message to your email account with the subject:
Exchange Hosted Encryption Identity Verification - Do Not Reply
When you receive the message, click on the link to verify your email address.
The link will expire for security purposes.
Note: If you do not receive this message in your inbox within the next few minutes, check your bulk/junk email folder.

You may now close this window.
The message will come from Microsoft Hosted Encryption
<checkencryption@encryption.messaging.microsoft.com>.
```

5. Following is the Identity Verification email that you will receive. Click on the embedded link to open/read the secure email.

```
Follow the link below to verify your email address.
This link will only work once.
https://voltage-pr-0036.encryption.messaging.microsoft.com/link/52pqlgLEXPiME6CwyyA77TQAAAUWdU1Nz229y68JQrCz7A9k8LahXuc71cw=dKwh=nl1777387
If you cannot see the link, copy and paste the link into a browser.
Once you have followed the link, you should delete this temporary message, which is used only to verify your email address.
Keep the original encrypted message for access in the future.

Microsoft
This process was initiated on January 13, 2014 at 8:37 AM PST for connedfamily@comcast.net.
```