How to Open an Encrypted DHHS Email

Gmail

Search mail

How to open an encrypted email Inbox ×

Firstname.lastname @montgomerycountymd.gov>
to me

Office 365

Firstname.lastname @montgomerycountymd.gov) has sent you a protected message.

Read the message

Encrypted e-Mail from Montgomery County Government Secure E-mail Portal

Microsoft respects your privacy. To learn more, please read our Privacy Statement.
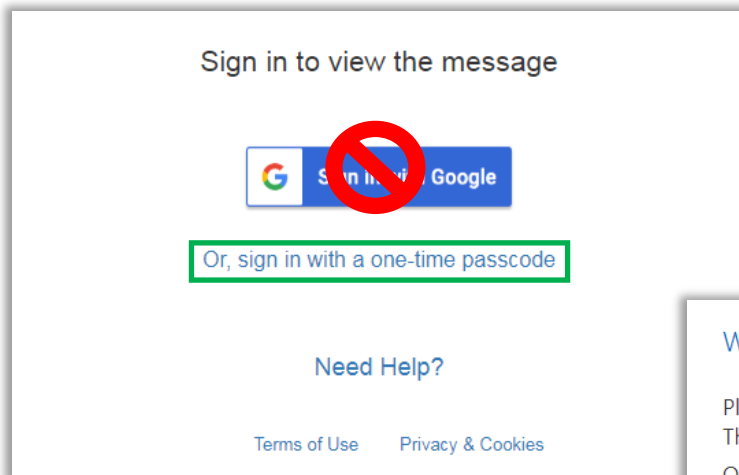Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Step 1

Open the email

Step 2

Click **Read the Message**

You will have two choices:

Sign in to view the message or **Sign in with a one-time passcode**

Sign in to view the message

Sign in with Google

Or, sign in with a one-time passcode

Need Help?

Terms of Use   Privacy & Cookies

We sent a one-time passcode to you@email.com

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.
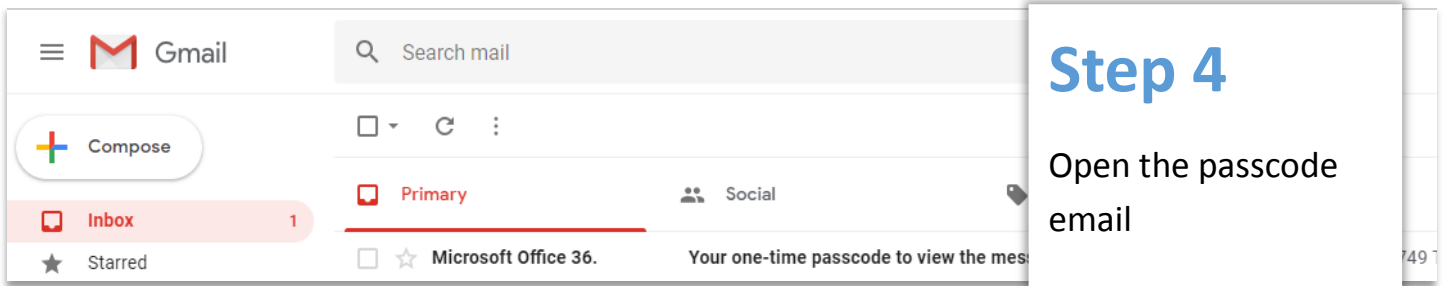
One-time passcode [   ]

☐ This is a private computer. Keep me signed in for 12 hours.

Continue

Step 3

Click **Or sign in with a one-time passcode**

Once you click **Sign in with a one-time passcode**, the Microsoft Office 365 server will email you a one-time password . It should appear in your inbox in a minute or two.
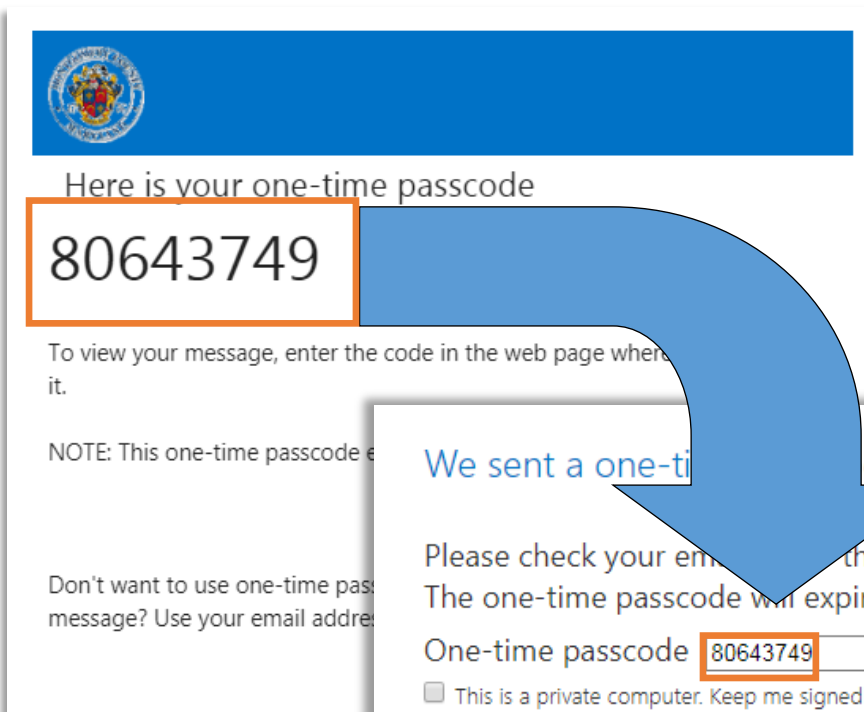
How to Open an Encrypted DHHS Email

= M Gmail   Q   Search mail

+ Compose

☐ ▾   C   ⋮

☐ Inbox   1   ☐ Primary   ☺☺ Social

★ Starred   ☐ ☆ Microsoft Office 36.   Your one-time passcode to view the mes...   749 ...

Step 4

Open the passcode email

Tip: If you don't see the email in your inbox**, check your spam folder.**

Here is your one-time passcode

80643749

To view your message, enter the code in the web page where it.

NOTE: This one-time passcode

Step 5

Copy the passcode

Don't want to use one-time pas
message? Use your email addre

We sent a one-ti...   ...de to you@email.com

Please check your em...   ...the one-time passcode and click continue.
The one-time passcode w... expire in 15 minutes.

One-time passcode   80643749

☐ This is a private computer. Keep me signed in for 12 hours

➔ Continue

Didn't receive the one-time passcode? Check your spar...
passcode.
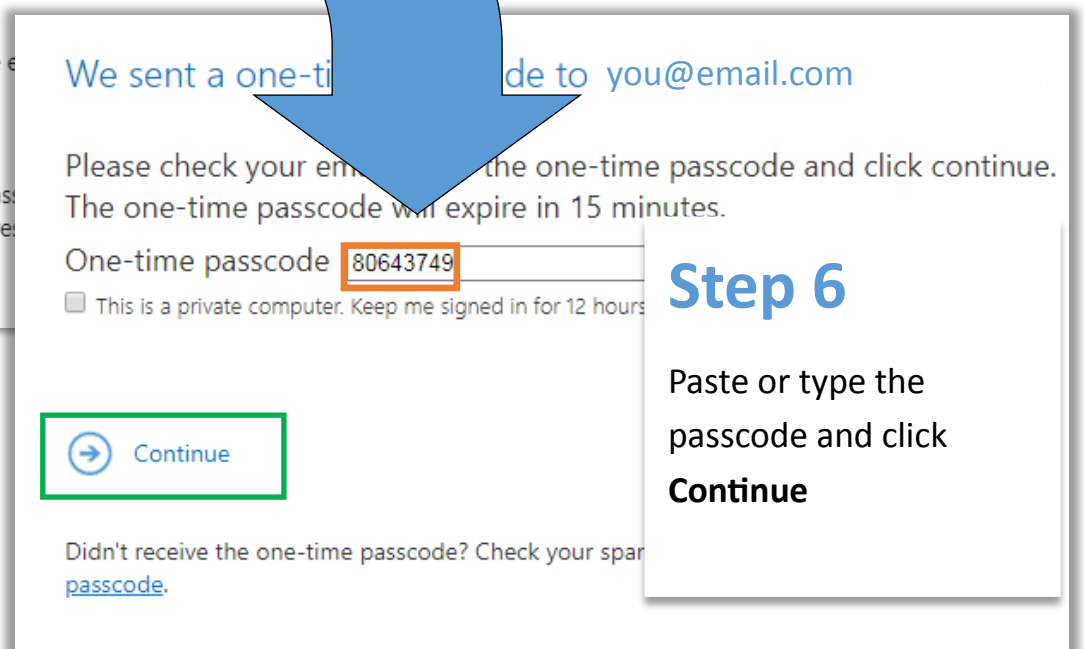
Step 6

Paste or type the passcode and click **Continue**

🙂 **You're done!**

You should now be able to read (and respond to) the encrypted email.