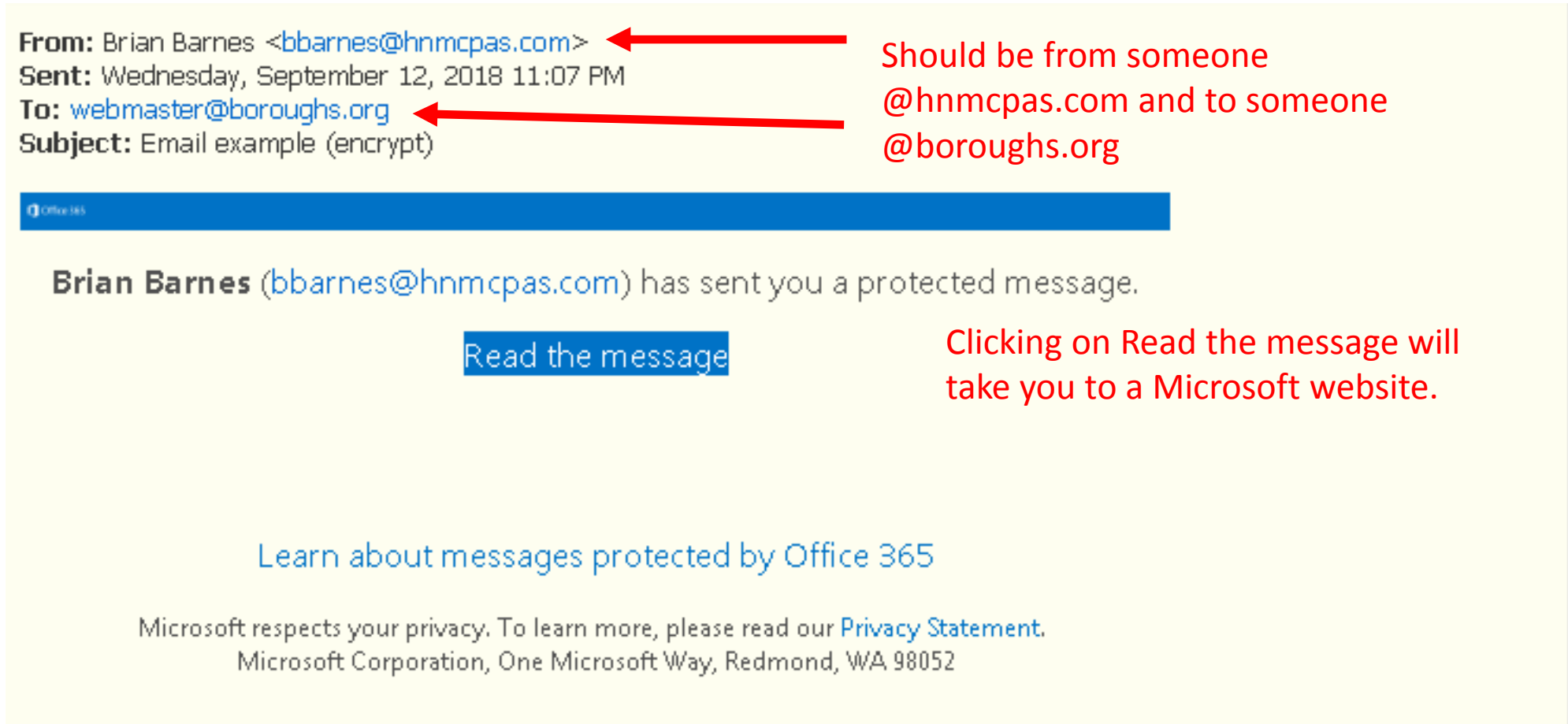
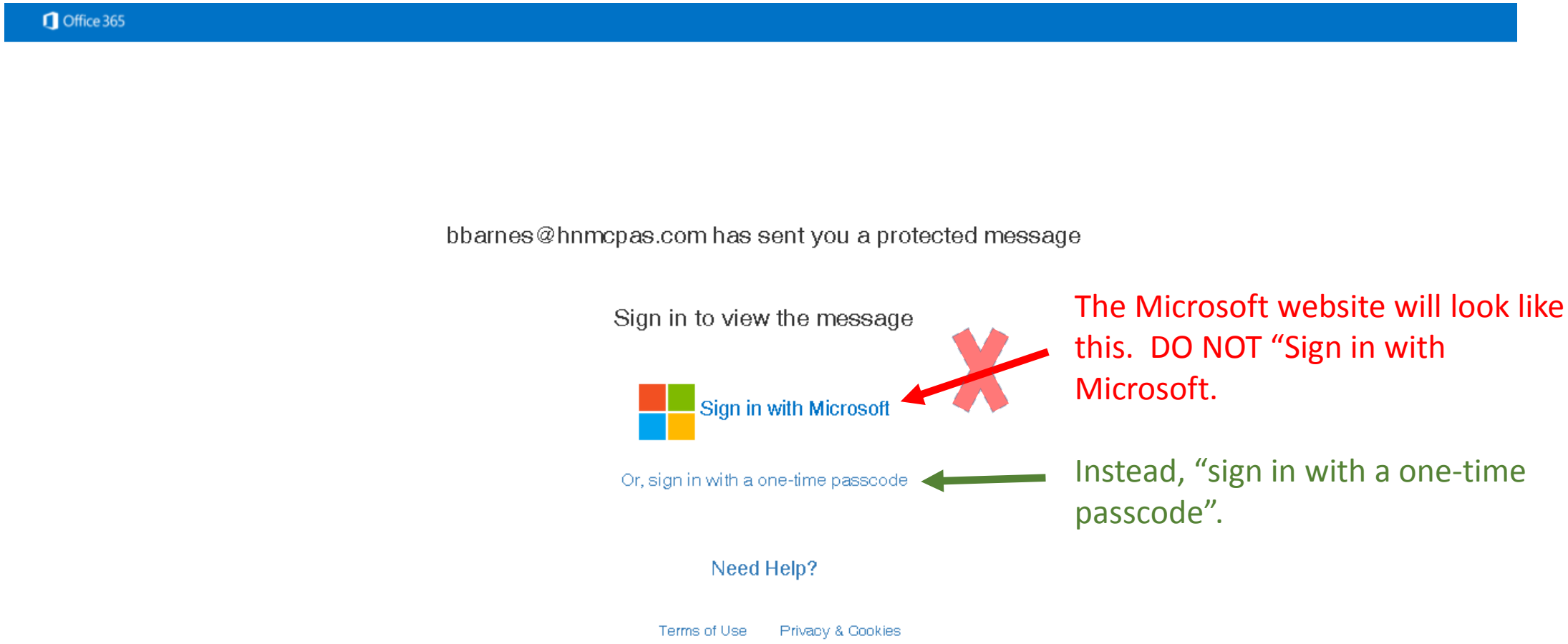
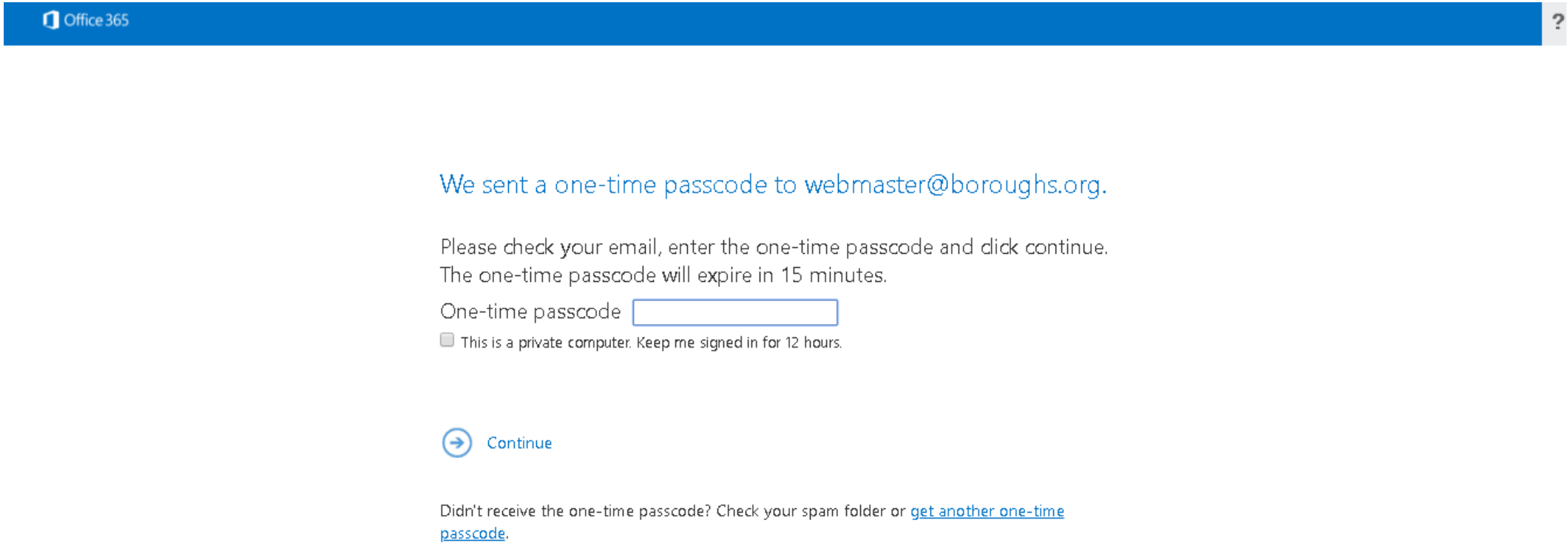
Secure Messages From Hamilton Musser
Office 365
(they also use a secure portal that is not illustrated in this document)

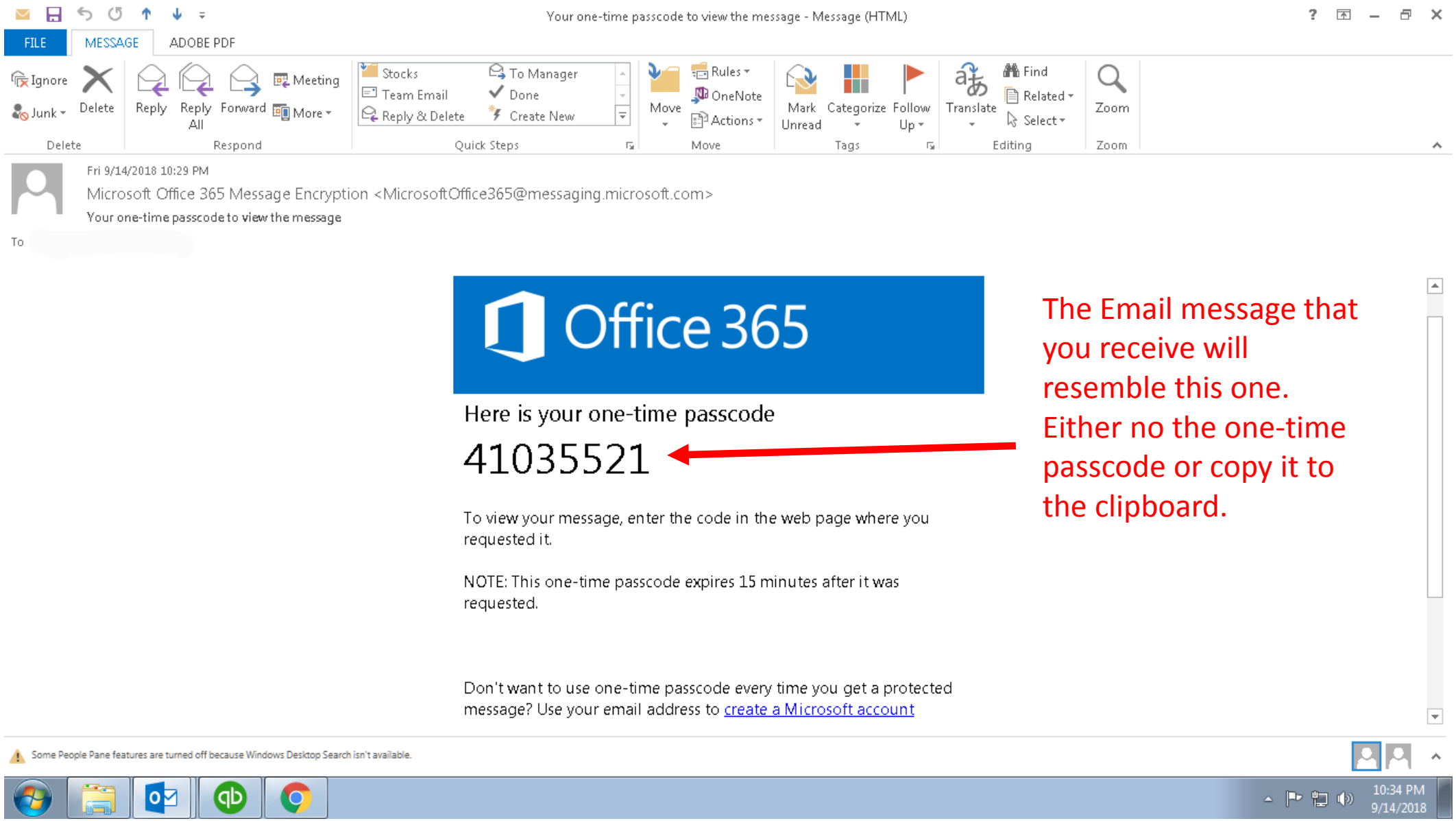



Office 365
bbarnes@hnmcpas.com has sent you a protected message
Sign in to view the message
Sign in with Microsoft
Or, sign in with a one-time passcode
Need Help?
Terms of Use
Privacy & Cookies
The Microsoft website will look like this. DO NOT "Sign in with Microsoft.
Instead, "sign in with a one-time passcode".

Once you click “sign in with a one-time passcode, you will receive a message like below. In this case, a one time code was sent to webmaster@boroughs.org. You wait on that one time code. Please note that it can take 5 – 10 minutes to get the code via Email. DO NOT click anything again or start the process over. Wait on the Email.

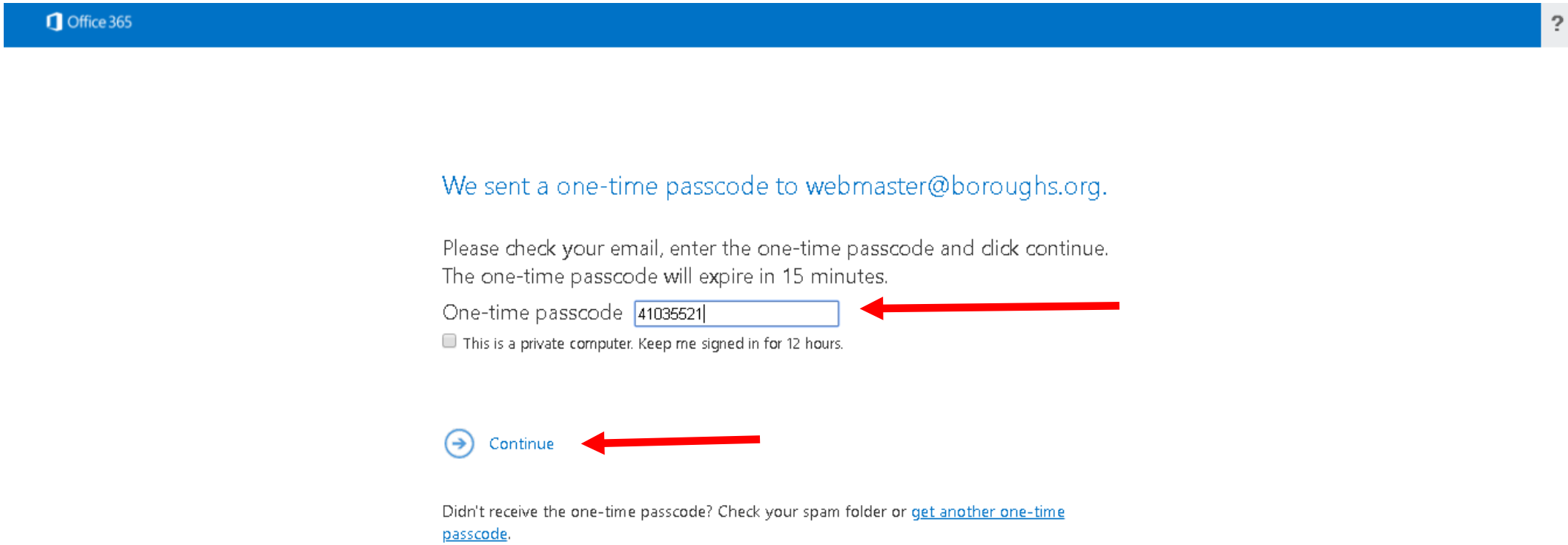


Leave your browser tab open to this page. If you close the browser tab you will need to start the process again.

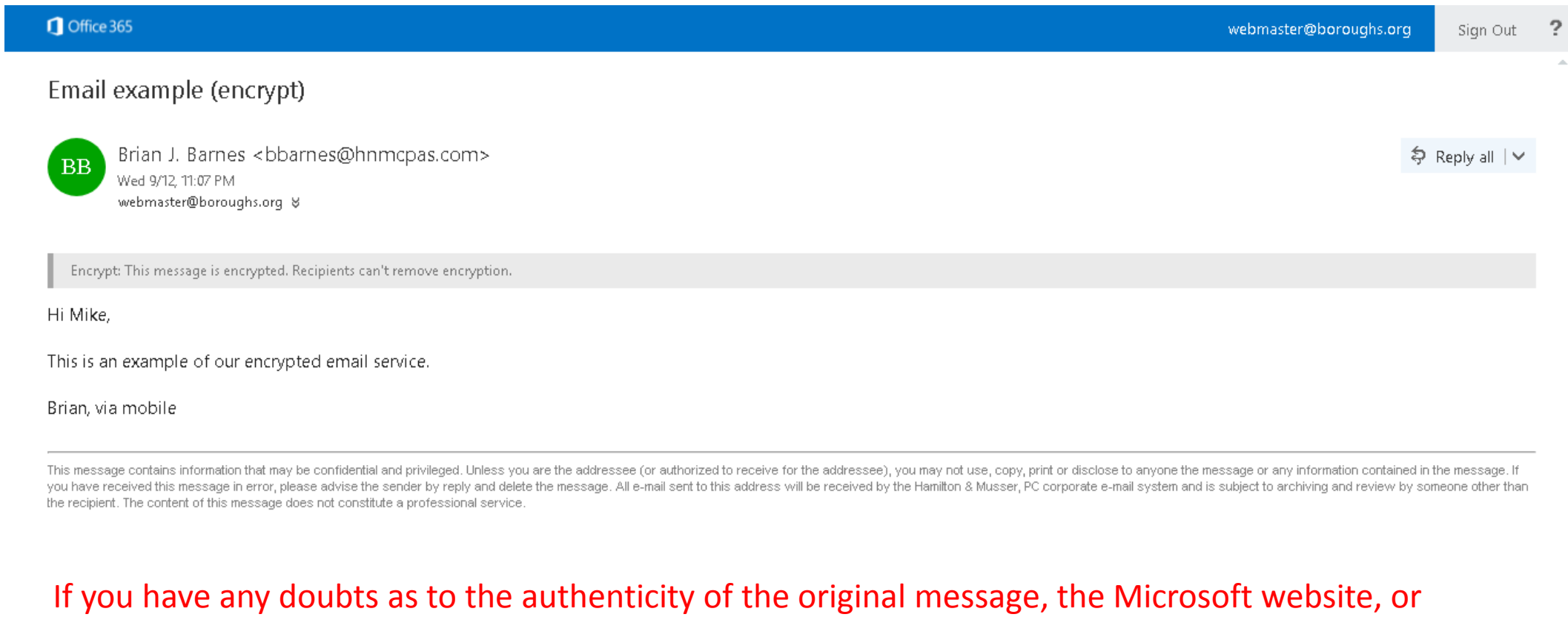


The Email message that you receive will resemble this one. Either no the one-time passcode or copy it to the clipboard.

Once you receive and note the one-time passcode, return to the browser tab that you left open. Enter the one-time passcode in the appropriate box and then click the Continue link/arrow.



Once you have entered the code and clicked on the continue link/arrow, The secure message will open in your browser window. If you need to keep a copy of the message and/or attachment(s), make sure you do so before closing the browser tab. Also, remember that the message was sent securely for a reason. If you save a copy of the message or attachement(s), make sure you save to an encrypted drive or container.



If you have any doubts as to the authenticity of the original message, the Microsoft website, or how/where to save secure information, please ask IT. DO NOT GUESS.