**Opening Encrypted Emails from DoDEA**

When a message from DoDEA contains sensitive information such as a Social Security Number, Tax Identification Number or Passport Number, the message may be encrypted using Microsoft encryption. Encryption helps to protect the sensitive information.

If you do not have a DoDEA email address, you can still open encrypted emails sent from DoDEA email addresses. Use the following steps to open encrypted emails.

1. Open the email. Then, click **Read the message**.

2. Click **Sign in with a One-time passcode**.

3. Find the **passcode** sent to you in a separate email.

4. Return to the original email to enter your passcode. Then, click **Continue**.

Once you’ve verified the passcode, you will be able to read the message.

**Note for .mil:** If you have received an email that does not allow you to click the “Read the message” option, please notify the sender to manually encrypt the message using a Common Access Card (CAC).