

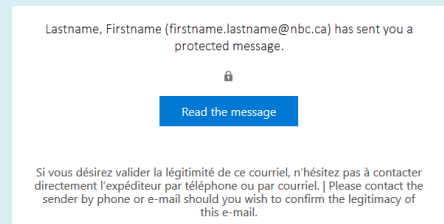
## Receiving a secure email

# How to open email protected with a sensitivity label



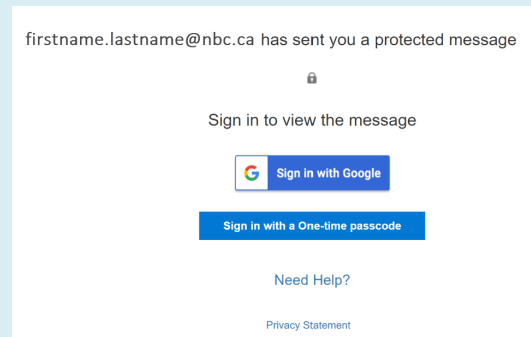
### 1. You receive a secure email from a sender with an @nbc.ca or @bnc.ca address

- › Open the email and click **Read the message**. Be sure to check for this email in your spam folder.



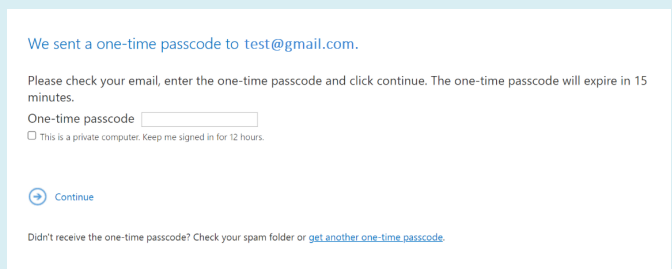
### 2. You then have to sign in

- › Click **Sign in with a One-time passcode**.
- › If you have a Gmail, Hotmail or Yahoo account, you can sign in to your account or use the one-time passcode.
- › For all other email accounts (Bell, Sympatico, Vidéotron, etc.), you can sign in using just the secret code.



### 3. You'll receive a secret code in an email from Microsoft Office 365 Message Encryption

- › Enter the code and click the arrow to open your email.



Congratulations!  
You have opened your secure email!

