



# Managing Encrypted Email from Barnardo's using Gmail or Yahoo Mail – User Guide

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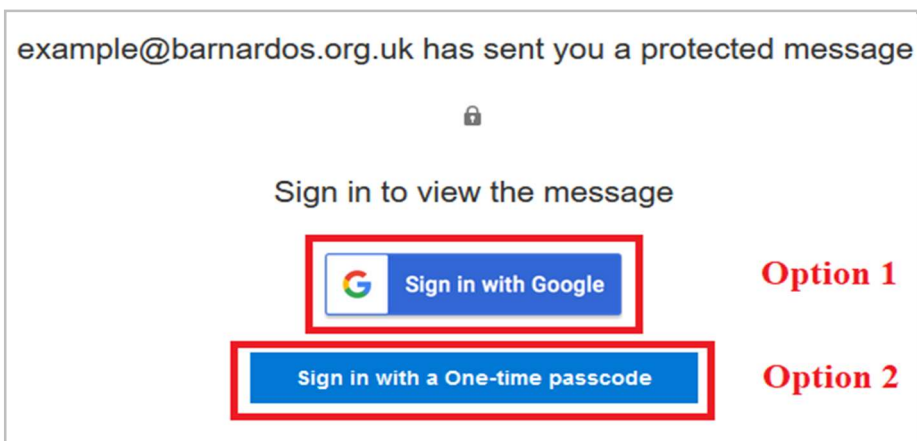
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## Gmail (Google Mail)

**Step 1:** Select “Read the message”.



**Step 2:** As below, two sign-in options are available to verify your email account before the encrypted email is shown. You only need to choose one of these options.

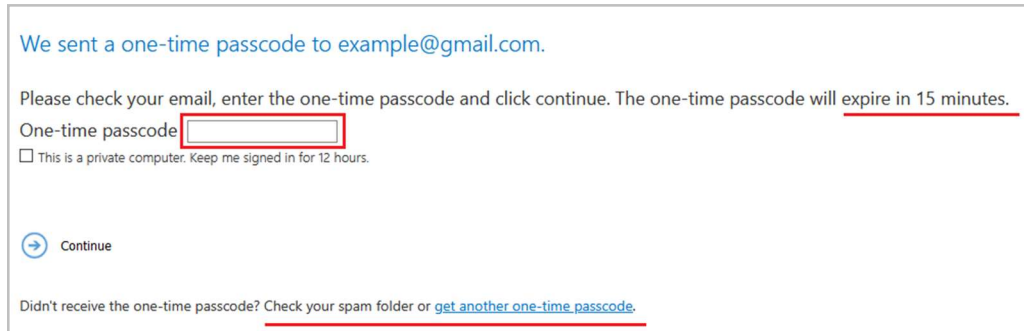


**Option 1:** “Sign in with Google”

Click onto this and you’ll be directed to the Gmail sign-in page if you are not already signed in. Following a successful sign-in, you will be directed to **Step 3** (see page 4).

## Option 2: "Sign in with a One-time passcode"

2.1 You'll be directed to a page where you can sign in and receive a single-use passcode.



We sent a one-time passcode to [example@gmail.com](mailto:example@gmail.com).

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

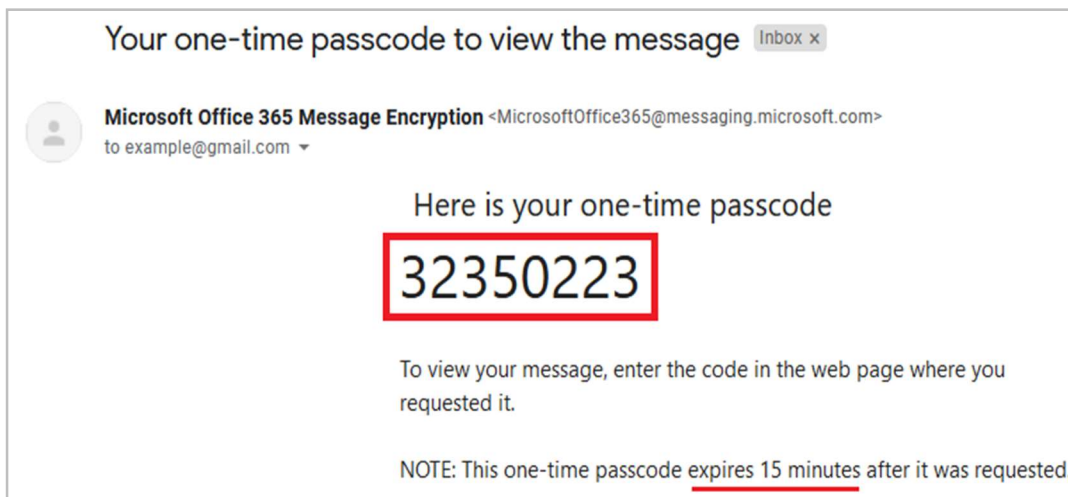
One-time passcode

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


[Continue](#)

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

2.2: Check your email for the single-use passcode and copy it. The one-time passcode will expire in 15 minutes. If you did not receive the one-time passcode, check your spam folder or get another one-time passcode by following the link in the browser.



Your one-time passcode to view the message Inbox x

 **Microsoft Office 365 Message Encryption** <MicrosoftOffice365@messaging.microsoft.com>  
to [example@gmail.com](mailto:example@gmail.com)

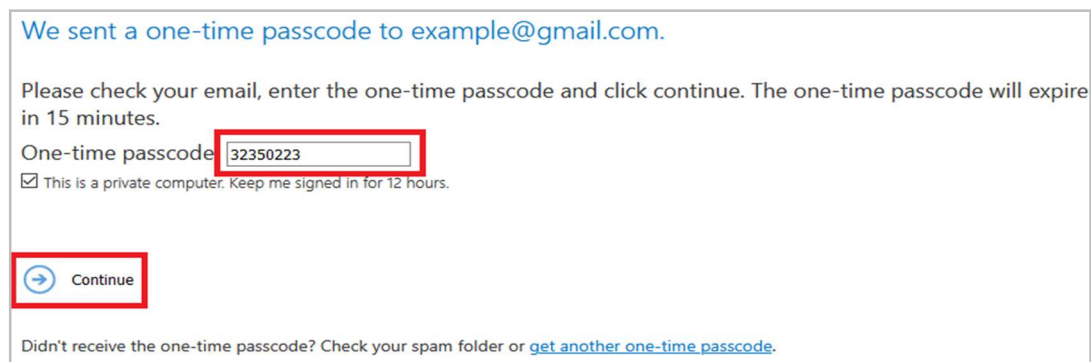
Here is your one-time passcode

**32350223**

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

NOTE: This one-time passcode expires 15 minutes after it was requested.

2.3: Paste or type the code in your browser, then select 'Continue' to read your message.



We sent a one-time passcode to [example@gmail.com](mailto:example@gmail.com).

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

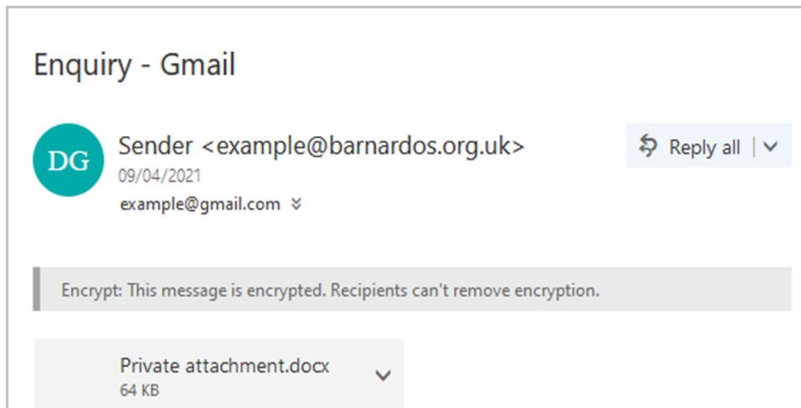
One-time passcode

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

[Continue](#)

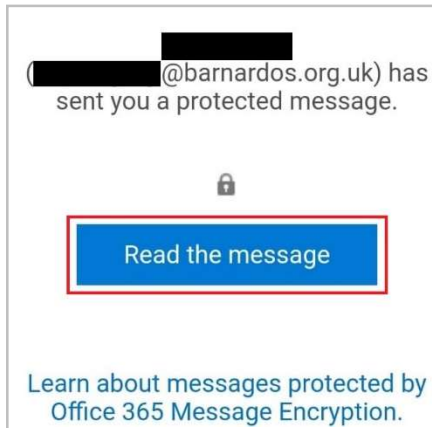
Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

**Step 3:** the content of the encrypted email is shown.

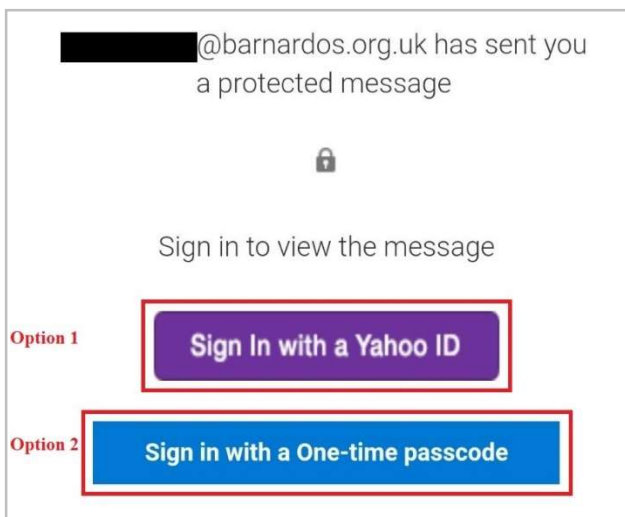


## Yahoo Mail

**Step 1:** Select “Read the message” in your email.



**Step 2:** As below, two sign-in options are available to verify your email account before the encrypted email is shown. You only need to choose one of these options.



**Option 1:** “Sign in with a Yahoo ID”

Click on this and you’ll be directed to the Yahoo sign-in page if you are not already signed in. Following a successful sign-in, you will be directed to **Step 3** (see page 7).

## Option 2: "Sign in with a One-time passcode"

2.1: You'll be directed to a page where you can sign in and receive a single-use passcode.



We sent a one-time passcode to [REDACTED]@yahoo.com.

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

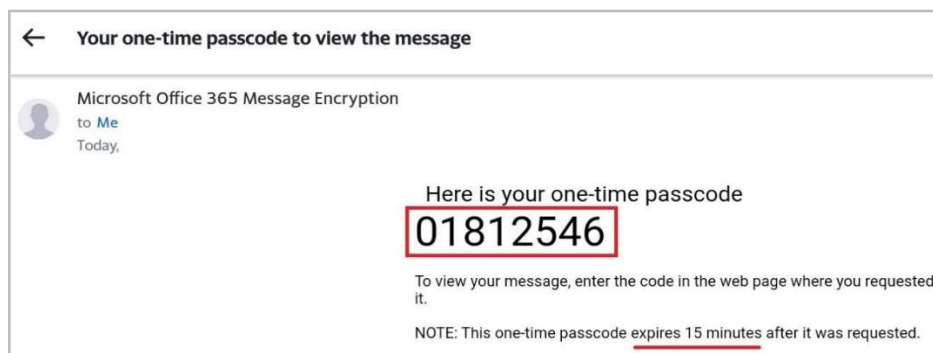
One-time passcode

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

[Continue](#)

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode.](#)

2.2: Check your email for the single-use passcode and copy it. The one-time passcode will expire in 15 minutes. If you did not receive the one-time passcode, check your spam folder or get another one-time passcode by following the link in the window.



← Your one-time passcode to view the message

Microsoft Office 365 Message Encryption  
to Me  
Today,

Here is your one-time passcode  
**01812546**

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

NOTE: This one-time passcode expires 15 minutes after it was requested.

2.3: Paste/Enter the code in your browser, then select 'Continue' to read your message.



We sent a one-time passcode to [REDACTED]@yahoo.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](#)

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode.](#)

**Step 3:** The content of the encrypted email is shown.

