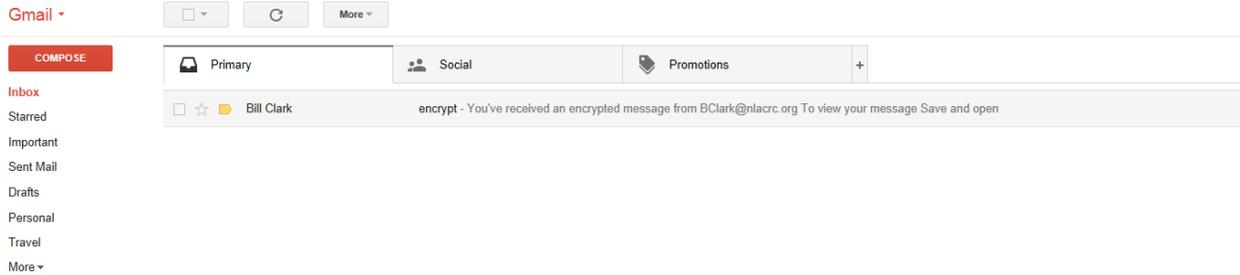
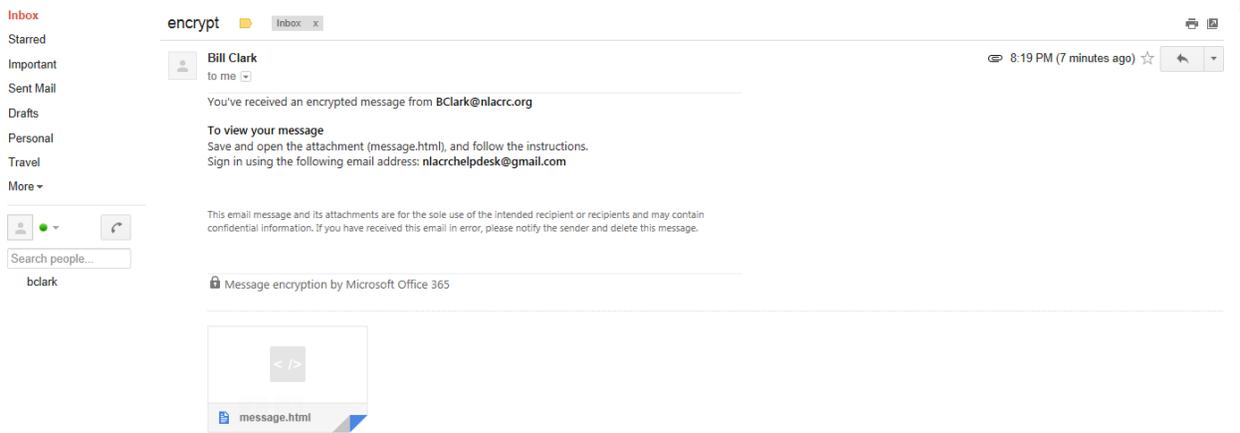


## External users: How to create an account.

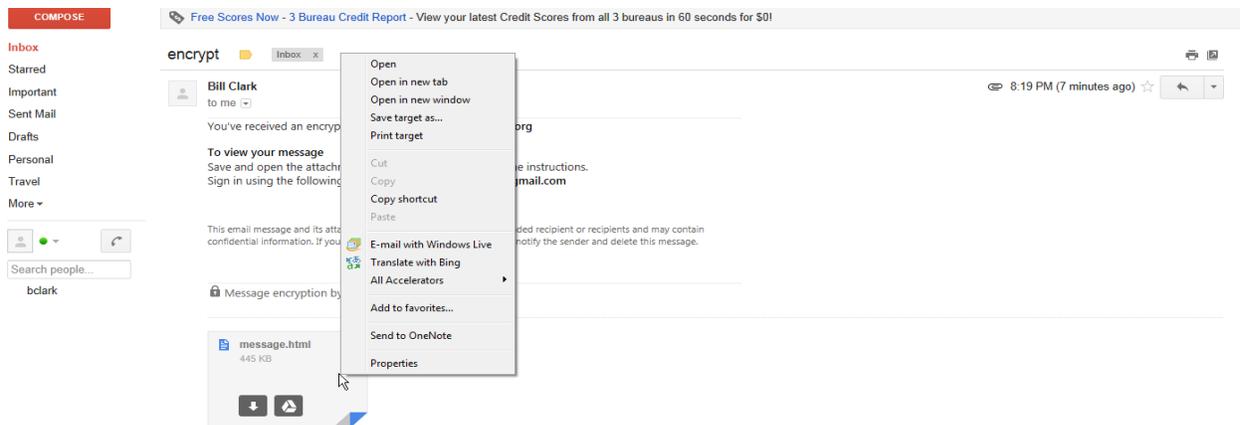
1. Once you receive an encrypted email from NLACRC it should look similar to the new message shown in the screenshot below. Open the message.



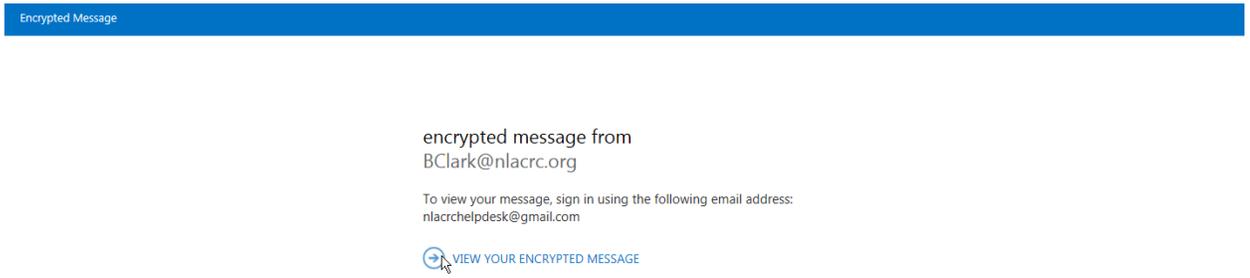
2. After you open the message.



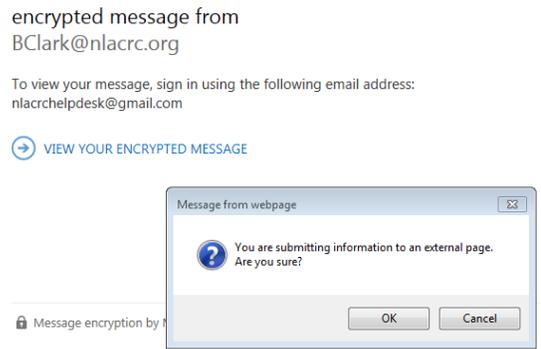
3. Once you open the message right click on the message.html and select the option to open it. Once you select the option a new Internet Explorer, Safari or Chrome page will open.



- Once the page successfully opens it will ask you to view the encrypted message. Click on View your encrypted message.



- After you click on the View your encrypted message option a popup window will open asking if you are sure. Click on ok.



- After you click on ok a new screen will appear. If you haven't created an account before it will ask you to create one. Click on the Create a Microsoft account option.



**7. Fill out the form. Note: Ensure that you enter an adult birthdate otherwise the subsequent screens will ask you to prove your age.**

Note: Password should contain the following criteria:

Contain at least eight characters and two of the following

Uppercase letters

Lowercase letters

Numbers and symbols



## Create an account

You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to [sign in](#).

Name  
First  Last

After you sign up, we'll send you a message with a link to verify this user name.

User name  
  
[Or get a new email address](#)

Create password  
  
8-character minimum; case sensitive

Reenter password

Country/region

ZIP code

Birthdate  
Month  Day  Year

Gender

Help us protect your info

### Help us protect your info

Your phone number helps us keep your account secure.

Country code

Phone number

We want to make sure that a real person is creating an account.

Enter the characters you see  
[New](#) | [Audio](#)



Send me promotional offers from Microsoft. You can unsubscribe at any time.

Click **Create account** to agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

[Create account](#)

8. Completed application. **Note:** If you do not want any promotion offers from Microsoft uncheck the box at the bottom of the form.



# Create an account

You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to [sign in](#).

Name

After you sign up, we'll send you a message with a link to verify this user name.

User name

[Or get a new email address](#)

Create password

8-character minimum; case sensitive

Reenter password

Country/region

ZIP code

Birthdate

Gender

## Help us protect your info

Your phone number helps us keep your account secure.

Country code

Phone number

We want to make sure that a real person is creating an account.

Enter the characters you see

[New](#) | [Audio](#)

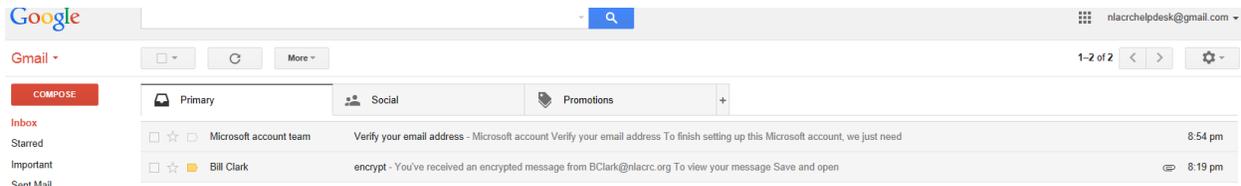


Send me promotional offers from Microsoft. You can unsubscribe at any time.

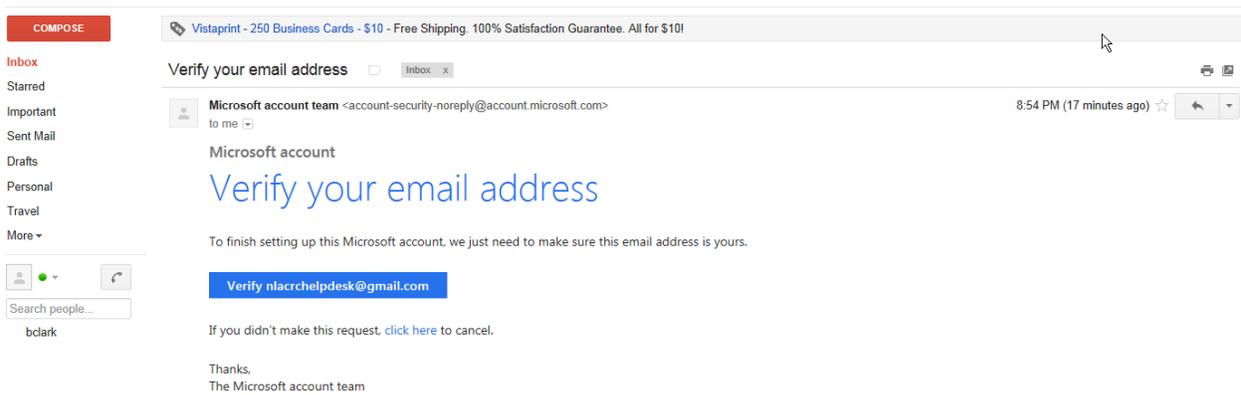
Click **Create account** to agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

[Create account](#)

9. After your account has been created you will need to verify your account. Open up your mailbox and verify the email that was sent to you when you filled out the form. Click on the verify your email address email.



10. After you open the email click on the blue verify email address box.

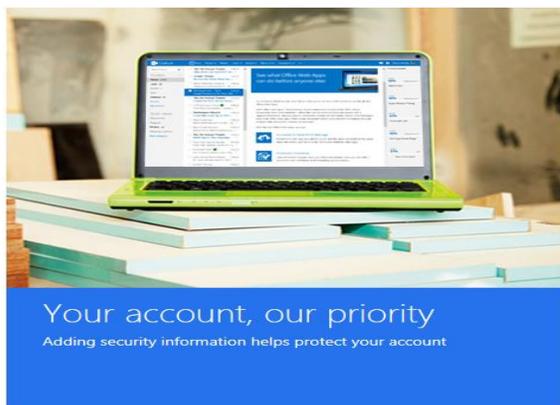


11. After you have verified the account the system will want you to log into the system for the first time. Login with your new password and verify the email account is correct

## Microsoft account

Ready to go!

Thanks for verifying nlacrhelpdesk@gmail.com. You can now get back to what you were doing.



## Sign in

Because you're accessing sensitive info, you need to verify your password.

nlacrhelpdesk@gmail.com

Password

Sign in

Can't access your account?

Sign in with a different Microsoft account

12. After you login it will notify you that the account has been successfully verified.

Microsoft account

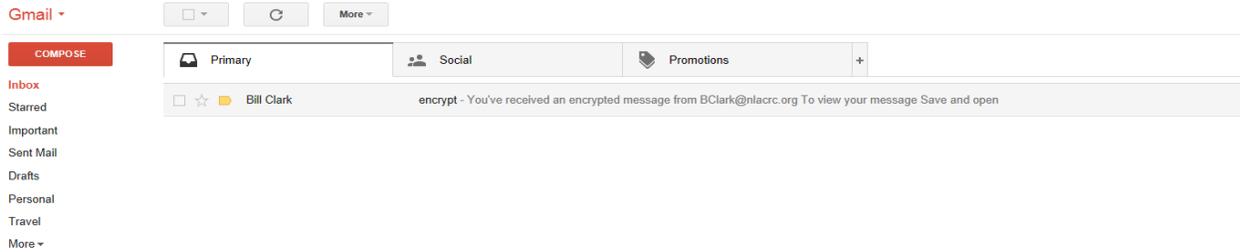
Help Desk 

Ready to go!

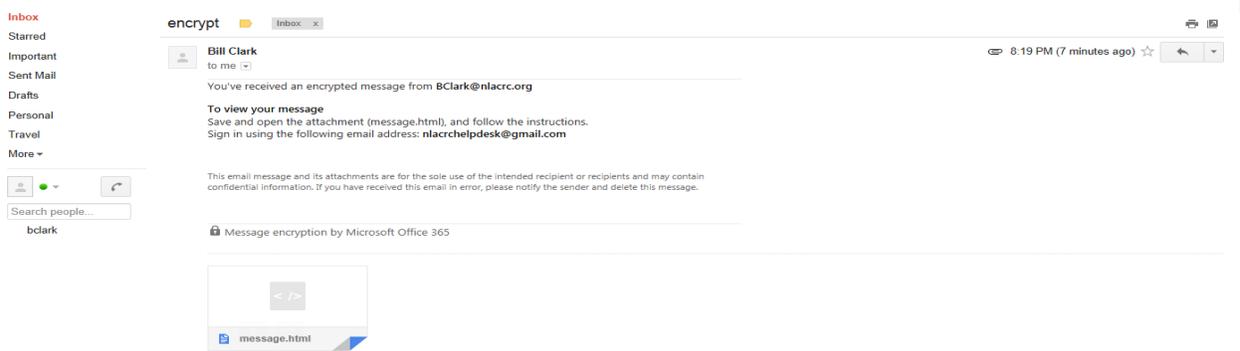
Thanks for verifying nlacrhelpdesk@gmail.com. You can now get back to what you were doing.

# How to open encrypted email

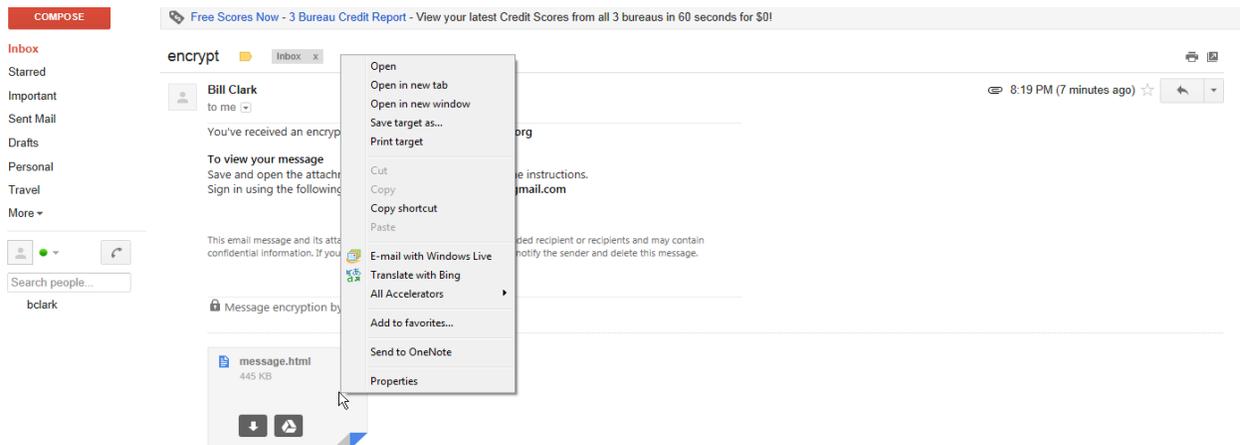
1. Open up the encrypted email in your mailbox.



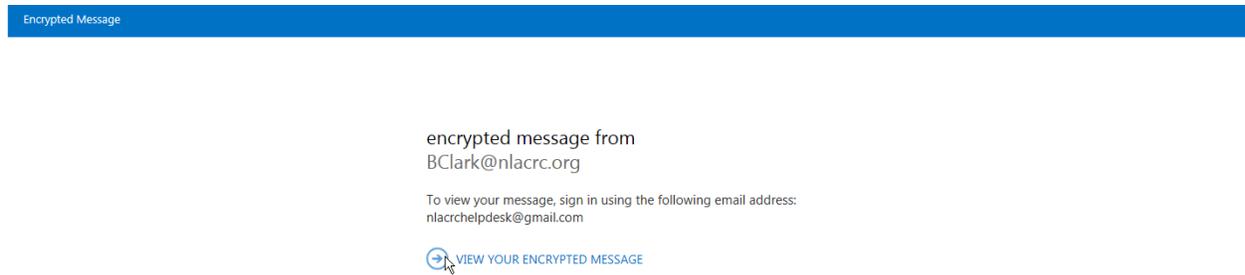
2. After you opened the email.



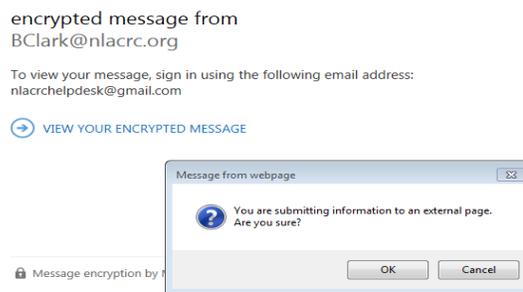
3. Once you open the message right click on the message.html and select the option to open it. Once you select the option a new Internet Explorer, Safari or Chrome page will open.



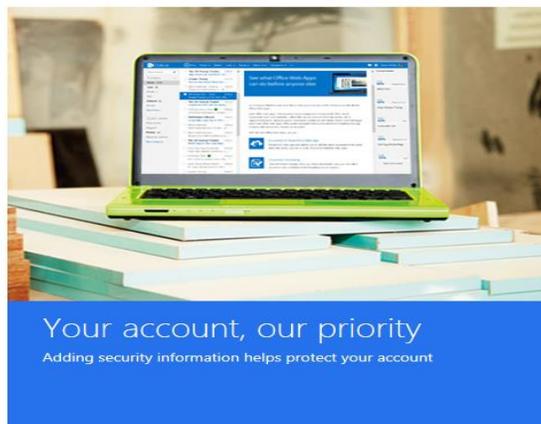
- Once the page successfully opens it will ask you to view the encrypted message. Click on View your encrypted message.



- After you click on the View your encrypted message option a popup window will open asking if you are sure. Click on ok.



- After you click on ok a login screen will appear. Enter your credentials then sign in.



## Sign in

Microsoft account [What's this?](#)

Keep me signed in

[Sign in](#)

[Can't access your account?](#)  
[Sign in with a single-use code](#)

Don't have a Microsoft account? [Sign up now](#)

7. After the credentials have been verified the system will log you into the mailbox. Reply or forward the message.

Encrypted Message Help Desk Sign Out

encrypt ← REPLY   ←← REPLY ALL   → FORWARD

 **Bill Clark** <BClark@nlarc.org>  
Tue 5/27/2014 8:19 PM

To: nlarchelpdesk@gmail.com;

📎 1 attachment



Bill Clark  
IT Supervisor  
BClark@nlarc.org  
Phone: 1-818-756-6326  
Fax:  
Information Technology | North Los Angeles County Regional Center  
15400 Sherman Way Suite#170, Van Nuys, CA, 91406

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8. You are done.