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

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

6. 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
8. Completed application. **Note:** If you do not want any promotion offers from Microsoft uncheck the box at the bottom of the form.
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.
12. After you login it will notify you that the account has been successfully verified.

Microsoft account

Ready to go!

Thanks for verifying nlocteelpdesk@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.
4. Once the page successfully opens it will ask you to view the encrypted message. Click on View your encrypted message.

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

6. After you click on ok a login screen will appear. Enter your credentials then sign in.
7. After the credentials have been verified the system will log you into the mailbox. Reply or forward the message.

8. You are done.