

# How to view Chicago Title encrypted email message

If you've received an encrypted message from an organization that uses Microsoft Office 365 Message Encryption, you can sign in with a Microsoft account or with the work or school account you use with Office 365 to view your message. If you don't have a Microsoft account, you can follow this procedure to create one.

## Before you begin

Because Chicago Title uses Microsoft Office 365 Message Encryption, you will have to sign in with a Microsoft account in order to view the message.

### **What's a Microsoft account?**

A Microsoft account is the email address and password that you use to sign in to Microsoft services, such as Outlook.com, OneDrive, Windows Phone, or Xbox Live. [What is a Microsoft account?](#) is a short video that's helpful for understanding what a Microsoft account is and how it's used.

### **I already have a Microsoft account. Do I need to create a new one to view an encrypted message?**

No. You can refer to [Send, view, and reply to encrypted messages](#) to learn how to sign in with your existing account and view an encrypted message.

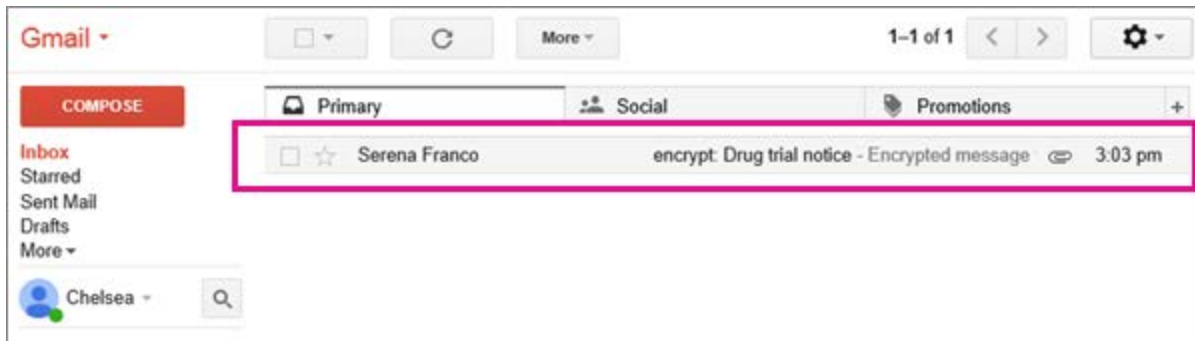
## Create a Microsoft account for viewing encrypted messages

This procedure takes you through the process of creating a Microsoft account.

To create a Microsoft account to view encrypted messages:

1. Open the message in your Inbox. The subject line may indicate that the message is encrypted. The following screenshot shows a Gmail Inbox that contains an encrypted message.

**NOTE** You can use any email service, such as Hotmail, Yahoo, or Gmail, to view encrypted messages.



After you open the message, you'll see **Message encryption by Microsoft Office 365** and an attachment called *message.html*. Open the attachment.

2. Select **SIGN IN AND VIEW YOUR ENCRYPTED MESSAGE**.
3. Select the option to create a Microsoft account.

We didn't find a Microsoft account for  
[chelseastark2014@gmail.com](mailto:chelseastark2014@gmail.com)

To view your encrypted message, you first need to create a Microsoft account by clicking the link below. After the account has been created, follow the instructions in the original message.

[→ CREATE A MICROSOFT ACCOUNT FOR  
chelseastark2014@gmail.com](#)

[→ DON'T WANT TO CREATE A MICROSOFT ACCOUNT? GET A  
ONE-TIME PASSCODE TO VIEW THE MESSAGE](#)

4. Fill out the **Create an account** form. You'll see your email address in the **User name** box.

Microsoft

# 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  
Chelsea Stark

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

User name  
chelseastark2014@gmail.com  
[Or get a new email address](#)

Create password  
8-character minimum; case sensitive

Reenter password

Country/region  
United States

ZIP code  
92562

5. Review the summary page and select **Verify your email address**. You will receive a verification email.

## Microsoft account

### Account

- Basic info
- Security & password
- Recent activity
- Aliases
- Related accounts

### Billing

- Overview
- Transactions

### View basic information about your account

Your email address has not been verified. [Verify your email address](#)

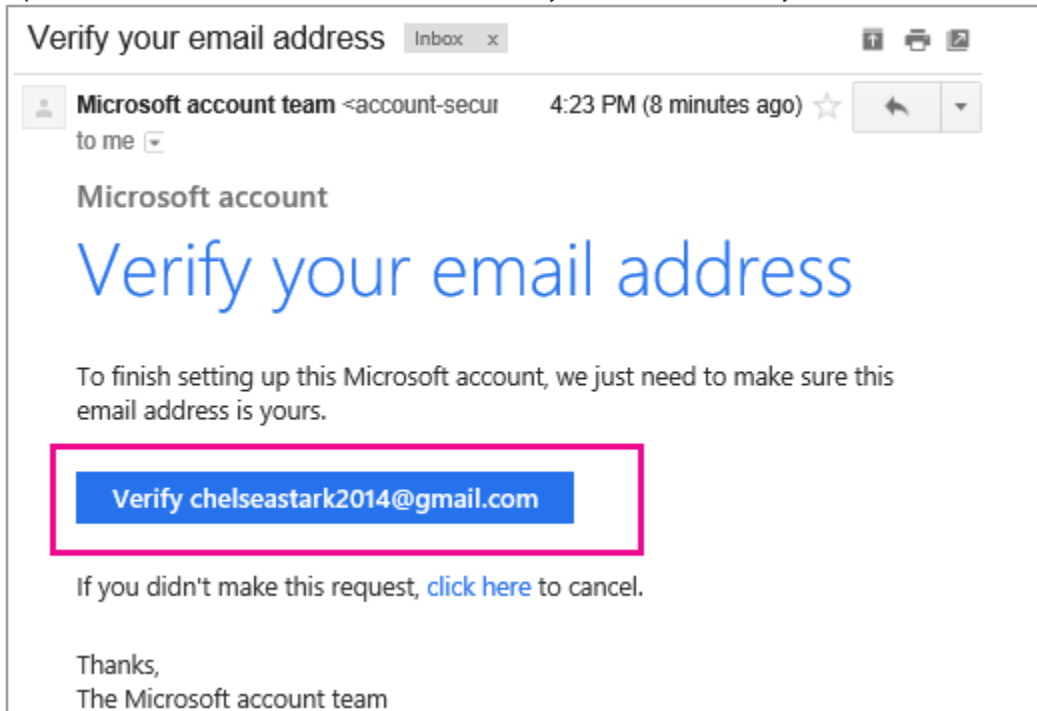
#### Display name

Chelsea Stark  
[Edit](#)

#### Personal details

Birthdate	November 01, 1974
Gender	Female
Country/region	United States
Time zone	Pacific Time (PST)

6. Open the verification email and select the Verify button to confirm your email address.



7. Once you've verified your email address, go back and open the *message.html* file that you started with. You can now use your Microsoft account to sign in and view the encrypted message.

