

View and reply to an encrypted message for Office 365 recipients using Outlook for PC

If you're in an Office 365 organization, you can read messages encrypted with the encrypt-only or do-not-forward policies, or custom [protection](#) templates in Outlook 2013 and Outlook 2016 for PC, Outlook 2016 for Mac, Outlook on the web, Outlook for iOS, and Outlook for Android. Outlook on the web, and in Outlook for iOS and Android, and Outlook for PC in the Monthly Targeted Channel. Office 365 users on Semi Annual Channel will be taken to Outlook on the web to read the message. Users with other email accounts will be prompted to obtain a one-time passcode and read the message in a browser window.

To reply to an encrypted message

1. Choose **Reply** or **Reply All**.
2. On the page that appears, type a reply and choose **Send**. An encrypted copy of your reply message is sent to you.

View and reply to an encrypted message without Office 365 using Outlook for PC

If you're not using Outlook with Office 365, your encrypted message will contain a link in the message body.

1. Select Read the message.
2. Select how you'd like to sign in to read the message. If your email provider is Google, Yahoo, or Microsoft, you can select Sign in with Google, Yahoo, or Microsoft respectively. Otherwise, select sign in with a one-time passcode.
3. Once you receive the passcode in an email message, make a note of the passcode, then return to the web page where you requested the passcode and enter the passcode, and select CONTINUE.

Tip: Each passcode expires after 15 minutes. If that happens, or if you can't open the message for any reason, start over by opening the attachment again and following the steps