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.

Gmail •	□ [↓] C More [↓]			
COMPOSE	Primary	🚨 Social	Promotions	+
Inbox Starred	Bill Clark	encrypt - You've received an encrypted	message from BClark@nlacrc.org To view yo	ur message Save and open
Important				
Sent Mail				
Drafts				
Personal				
Travel				
More -				

2. After you open the message.

Inbox	encrypt ■ Intex ★ Bill Clark to me You've received an encrypted message from BClark@nlacrc.org To view your message Save and open the attachment (message.html), and follow the instructions. Sion in using the following enall address placeholdek@mmail.com						
Important Sent Mail Drafts Personal Travel							
More - Search people bclark	This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.						
	< /> message.html						

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.

COMPOSE	Service Scores Now - 3 Bureau	Credit Report - View your latest	Credit Scores from all 3 bureaus in 60 second	s for \$0!
Inbox Starred	encrypt Inbox x	Open Open in new tab	I	⊕ 8/49.0M (7 minutes see) \
Important	to me 💌	Open in new window		C 0.13 FW (7 minutes ago)
Sent Mail	You've received an encryp	Save target as	prg	
Drafts		Print target		
Personal	Save and open the attach	Cut	e instructions.	
Travel	Sign in using the following	Сору	jmail.com	
More 🕶		Copy shortcut Paste		
.≗ • - C	confidential information. If you	0 📴 E-mail with Windows Live	notify the sender and delete this message.	
Search people bclark	Message encryption by	「茶 Translate with Bing All Accelerators	,	
		Add to favorites		
	🖹 message.html	Send to OneNote		
	445 KB	Properties		
	• &	L.	_	

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.



 \mathbb{Q}

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

Microsoft

Create an account

You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahool 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	L	ast		
After you sign up, we'll se user name.	nd you a me	ssage with a	link to verif	y this
User name				
nlacrchelpdesk@gmail.	com			
Or get a new email address				
Create password				
8-character minimum; case se	ensitive			
Reenter password				
Country/region				
United States				~
ZIP code				
Birthdate				
Month 🗸	Day	~	Year	~
Gender				
Select 🗸				

Help us protect your info

Help us protect your info

Sur phone number helps us keep your account secure.

Country code	
United States (+1)	~
Phone number	
We want to make sure that a real person is creating an account.	
Enter the characters you see New Audio	
GKYQCD/	

☑ 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.

Microsoft
Create an account
You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahool 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

Help

Desk

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

user name.		,			,
User name					
nlacrchelpdesk@g	mail.con	n			
Or get a new email add	lress				
Create password					
•••••					
8-character minimum; o	case sensi	itive			
Reenter password					
•••••					
Country/region					
United States					~
ZIP code					
91406					
Birthdate					
June	~	23	~	2003	~
Gender					
Not specified	~				

Help us protect your info

Your phone number helps us keep your account secure.

Country code
United States (+1)

Phone number

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

Enter the characters you see New | Audio



gkyqcpxv

✓ 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.

Google			∽ Q		nlacrchelpdesk@gmail.com +
Gmail -	G More -				1-2 of 2 < > 🗘 -
COMPOSE	Primary	≗ Social	Promotions	+	
Inbox Starred	□ ☆ □ Microsoft account team	Verify your email address - Microsoft acc	count Verify your email address To finish se	ting up this Microsoft account, we just need	8:54 pm
Important Sent Mail	🗌 📩 📄 Bill Clark	encrypt - You've received an encrypted r	message from BClark@nlacrc.org To view y	our message Save and open	@ 8:19 pm

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.



Ready to go!

Thanks for verifying nlacrchelpdesk@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.

Bill Clark © 8.19 PM (7 minutes ago) ☆ Important Important Important Important Sent Mail Important Drafts To view your message Personal Saye and open the attachment (message.html), and follow the instructions. Travel Saye and open the attachment (message.html), and follow the instructions. More This email message and its attachments are for the sole use of the intended recipient or recipients and may contain	101 100
Drafts Vou've received an encrypted message from BClark@nlacrc.org Personal To view your message Save and open the attachment (message.html), and follow the instructions. Travel Sign in using the following email address: nlacrchelpdesk@gmail.com More - This email message and its attachments are for the sole use of the intended recipient or recipients and may contain	
Personal rowar your massage Save and open the attachment (message.html), and follow the instructions. Travel Sign in using the following email address: mlacrchelpdesk@gmail.com More * This email message and its attachments are for the sole use of the intended recipient or recipients and may contain	
More This email message and its attachments are for the sole use of the intended recipient or recipients and may contain	
This email message and its attachments are for the sole use of the intended recipients and may contain	
confidential Information. If you have received this email in error, please notify the sender and delete this message.	
bdark Message encryption by Microsoft Office 365	

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.

COMPOSE	Service Scores Now - 3 Bureau	Credi	t Report - View your latest C	redit Scores from all 3 bureaus in 60 seconds for \$0!
Inbox Starred Important	encrypt inbox x Bill Clark to me 🔍		Open Open in new tab Open in new window	ラ 回 ② 8:19 PM (7 minutes ago) 会 (本) ・
Sent Mail Drafts	You've received an encryp		Save target as Print target	org
Personal Travel	To view your message Save and open the attach Sign in using the following		Cut Copy	e instructions. mail.com
More ▼	This email message and its atta confidential information. If you	0 ×5	Copy shortcut Paste E-mail with Windows Live	ded recipient or recipients and may contain notify the sender and delete this message.
Search people bclark	Message encryption by	2%	All Accelerators	
	message.html 445 KB		Send to OneNote Properties	
	+ 🕹	4		

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

Encrypted Message	
	encrypted message from BClark@nlacrc.org
	To view your message, sign in using the following email address: nlacrchelpdesk@gmail.com
	R 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.

		$\Box_{\mathcal{S}}$					
encrypted message from BClark@nlacrc.org							
To view your message, sign in using the following email address: nlacrchelpdesk@gmail.com							
VIEW YOUR ENCRYPTED MESSAGE							
	Message from webpage						
	You are submitting information to an external page. Are you sure?						
Message encryption by M	OK Cancel						

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.

horypted Message	Help Desk	Sign Out
encrypt	Y 🕊 REPLY ALL	, → FORW
Bill Clark <bclark@nlacrc.org> Tue 5/27/2014 Bill PM</bclark@nlacrc.org>		
To: nlscrchelpdesk@gmail.com;		
() 1 attachment		
Reference and the second secon		
Bill Clark IT Supervisor BClark@nlacr.org Phone: 1-818-756-6326 Fax: Information Technology North Los Angeles County Regional Center 15400 Sherman Way Suite#170, Van Nuys, CA, 91406		
This email and any accompanying documents contain confidential information, belonging to the sender that is legally privileged. The information is intended only for the use of the addressee. If you are not the inten notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this e-mail information is strictly prohibited. If you are not the intended recipient, please reply to this e-mail is intended recipient. Please destroy this communication and all attachments.	ded recipient, yo nd indicate that	ou are here you are no

8. You are done.