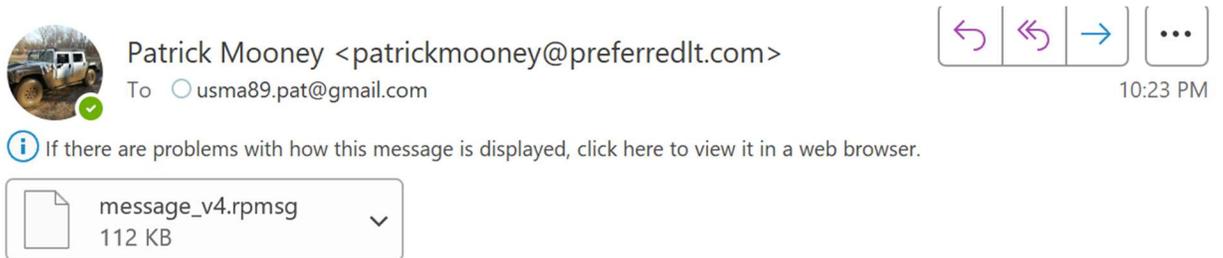


PLT Secure Email Guide

Please follow the instructions below to use Preferred Land Title secure email.

1. You will receive an email from PLT that looks like the one below.



Patrick Mooney (patrickmooney@preferredlt.com) has sent you a protected message.



[Read the message](#)

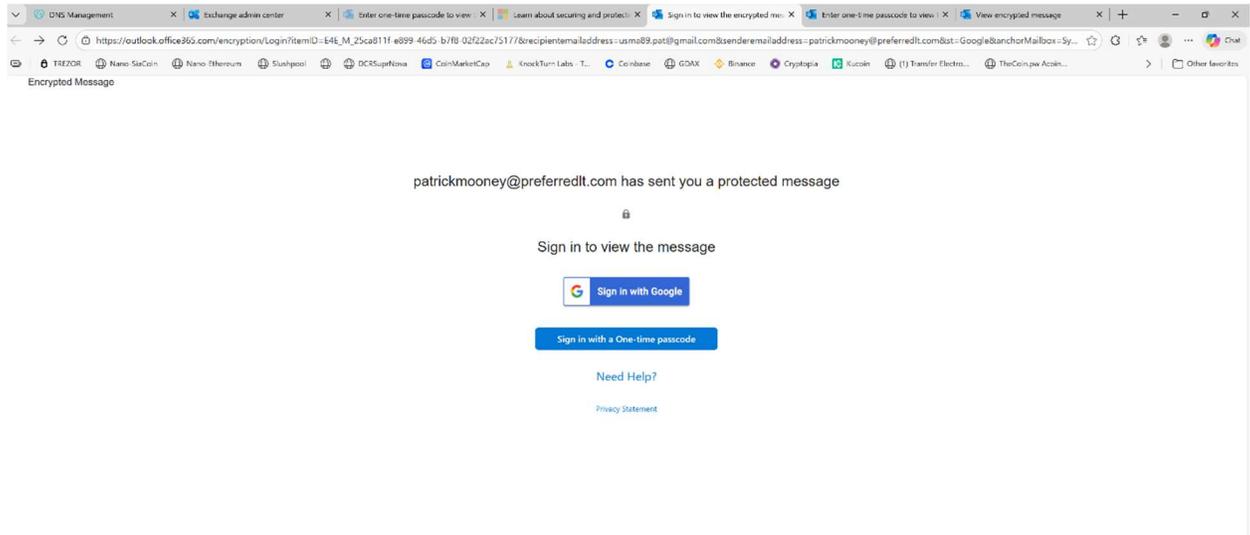
[Learn about messages protected by Microsoft Purview Message Encryption.](#)

[Privacy Statement](#)

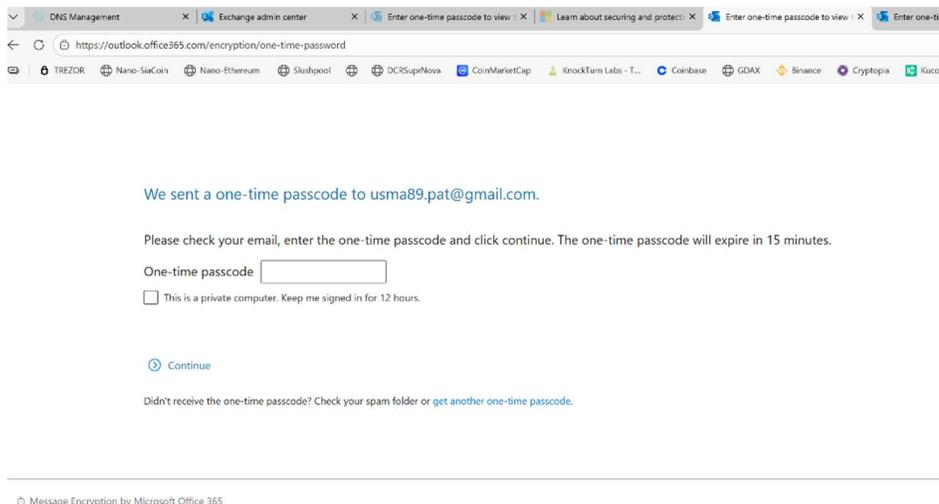
[Learn More](#) on email encryption.

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

2. Click where it says, “Read the message”. It will launch your default web browser (IE Edge, Chrome, Firefox, etc.) You will then see a page that looks like this:



3. You may see more than one option for signing in to view the email. If your email is a google email address you will see an option to sign in using your google account. If your email address is Yahoo you will see an option to sign in with your yahoo account. This applies to several of the major email providers. If your email address is not from one of the major providers you will only see the option to “Sign in with a one-time passcode”
4. The “Sign in with one-time passcode” option is always available to be used to view your email. Click whichever option you prefer.
5. Once you click on “Sign in with one-time passcode” you will see this screen:



6. Microsoft will email you the passcode to the same email address you received the secure PLT from.

7. If you do not receive the email with the code look for an email from MicrosoftOffice365@messaging.microsoft.com in your spam or junk folder.
8. Every email system is different, but almost all of them have a way mark an email sender address permanently as not junk. Changing this setting is optional and an end user responsibility that PLT cannot assist with changing (There are thousands of email systems out there and we can not be experts on all of them). Normally a simple google search such as “Gmail mark sender as not spam” will give you step by step instructions on how to change the setting. Simply substitute your email provider instead of Gmail.
9. Enter the passcode into the box and if you are not on a shared computer (IE more than one person uses your PC) click the checkbox and you will not have to enter in passcode for any secure emails you receive from PLT for the next 12 hours.
10. Click the “Continue” text to view the mail.
11. Once the email appears on your screen, review the email. If you wish to reply look in the upper right-hand corner of the screen, below where it says sign out, and you will see a drop down that will let you reply, reply all, forward or print as you see in the picture below:

