

Accessing Secure Email Messages from Versant Health

Step by Step Guide

- When you receive a secure message from someone at Versant Health, you will see a message coming from the sender containing a button with the text "*Read Secure Message*". You will have <u>30 days</u> to access the message before it is automatically removed.
- 2. View the email and click the link "Read Secure Message"

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|---|
| Andrea Dominguez (Andrea.Dominguez@versantlab.com) has sent you an encrypted message. |
| â |
| Read Secure Message |
| Access to the message will expire on Tuesday, December 9, 2025 4:18 PM (UTC) |
| This email contains sensitive information and is protected for security purposes. Please handle its contents with care and in accordance with your organization's data protection policies. |
| Versant Health. All Rights Reserved. <u>Privacy Statement</u> |
| Learn More on email encryption. Microsoft Corporation, One Microsoft Way, Redmond, WA 98052 |
| |
| Reply \rightarrow Forward |

- 3. After clicking "Read Secure Message", you will be prompted to "*Sign in to view the message*".
- 4. Click "Sign-In with One-time passcode"



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| has sent you a protected message | ŕ |
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| Sign in to view the message | |
| Sign in with a One-time passcode | |
| Need Help? | |
| Privacy Statement | |

5. A one-time passcode will be sent from *microsoftoffice365@messaging.microsoft.com* with the subject line "*Your one-time passcode to view the message*" to the mailbox that originally received the secure message.



6. Retrieve the one-time passcode and type it in the box requesting the passcode.



7. Click continue to view the secure message.



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| Secure Message Demo | | | |
| AD | | | |
| 6/3/2025 2:34:42 PM To: | | | |
| 🖾 Reply All | | | |
| | | | |
| Encrypt: This message is encrypted. Recipients can't remove encryption. | | | |
| HI 🕹 | | | |
| If you can read this, you successfully completed the new secure message workflow from the recipient's perspective. | | | |
| Thank you, | | | |
| | | | |
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