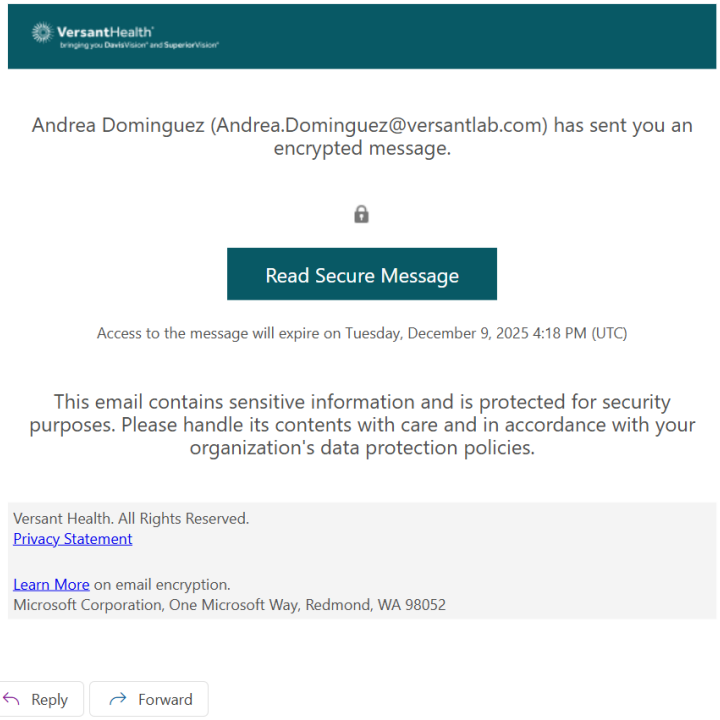
Accessing Secure Email Messages from Versant Health

Step by Step Guide

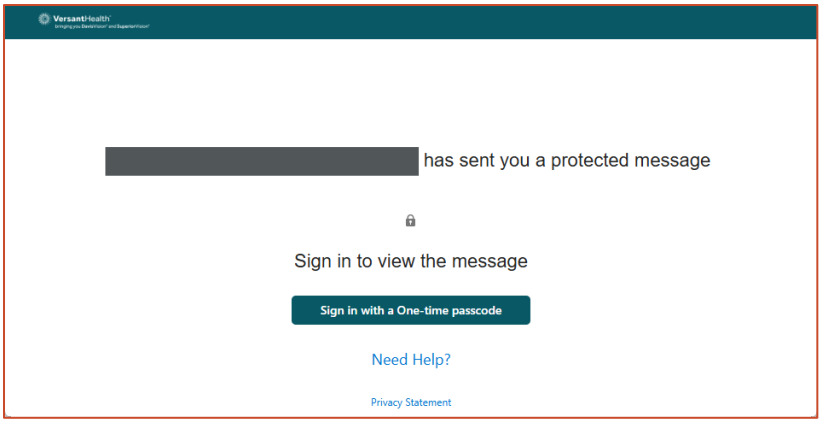
1. When you receive a secure message from someone at Versant Health, you will see a message coming from the sender containing a button with the text "*Read Secure Message*". ***You will have <u>30 days</u> to access the message before it is automatically removed.***

2. View the email and click the link "*Read Secure Message*"

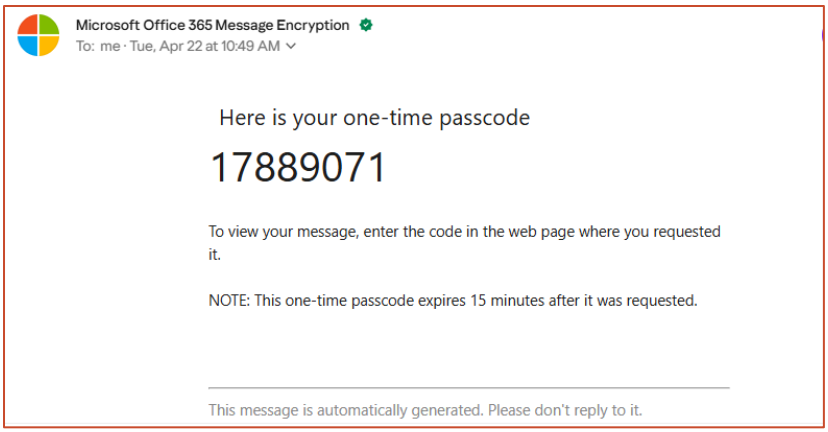


3. After clicking "Read Secure Message", you will be prompted to "*Sign in to view the message*".

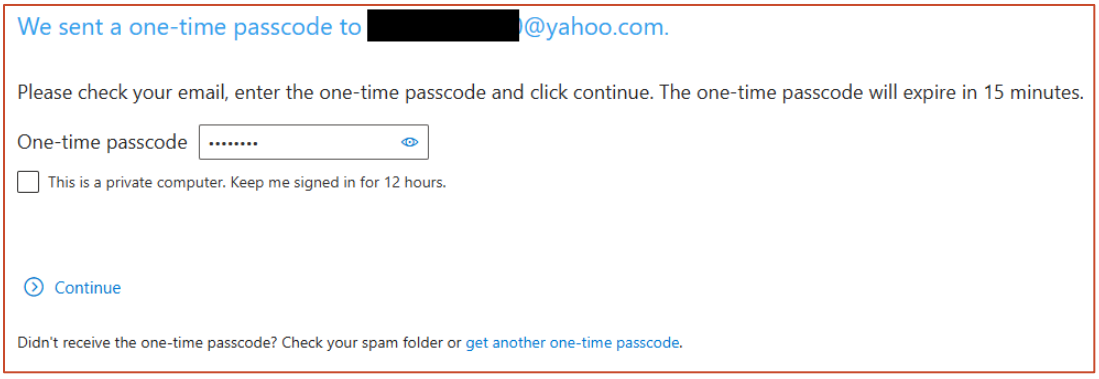
4. Click "*Sign-In with One-time passcode*"

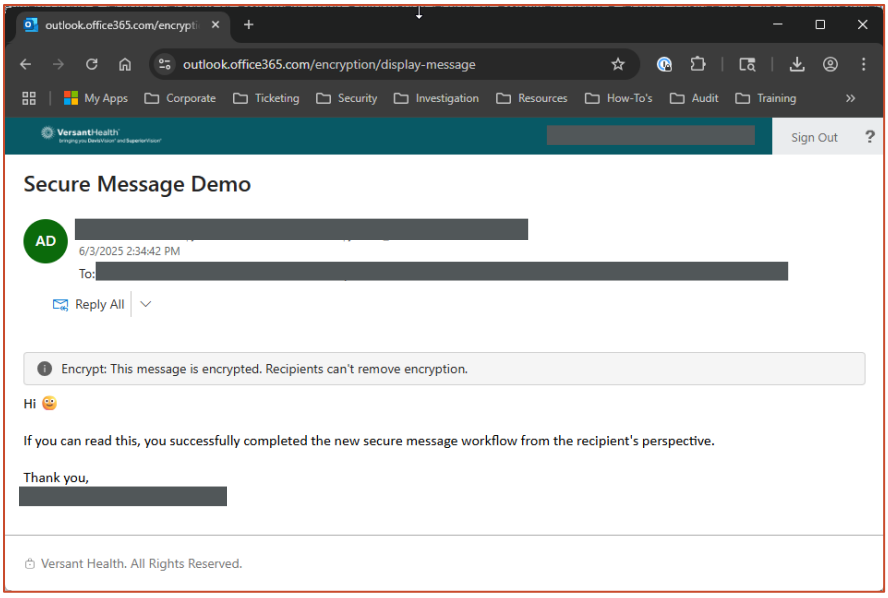


5. A one-time passcode will be sent from *microsoftoffice365@messaging.microsoft.com* with the subject line "*Your one-time passcode to view the message*" to the mailbox that originally received the secure message.



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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