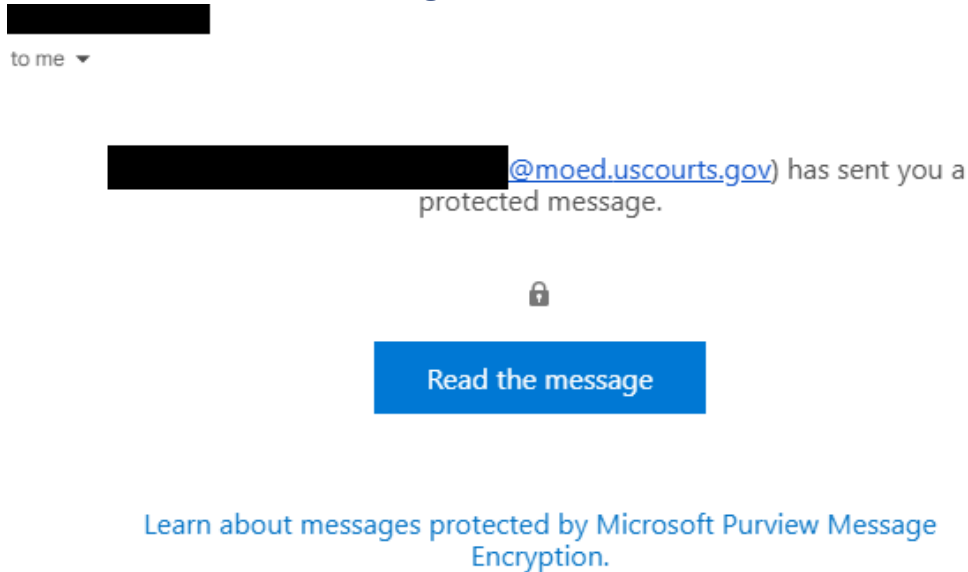


Step 1 - Encrypted emails received from the Court will look like the below picture; note that any email from the U.S. Court Eastern District of Missouri will end in “@moed.uscourts.gov”. Click the “Read the message” button.




[Privacy Statement](#)

[Learn More](#) on email encryption.

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Note: If you do not see the “Read the message” button and the email appears to have a msg attachment, you should see the button if you open the attachment.

Step 2 - The message will open in outlook.office.365.us in an internet browser (Firefox, Chrome, etc.); click on “Sign in with a One-time passcode”:

@moed.uscourts.gov has sent you a protected message



Sign in to view the message

Sign in with a One-time passcode

[Need Help?](#)

[Privacy Statement](#)

Step 3 - The following message will appear and an email with the password will be sent to your email box:

We sent a one-time passcode to [REDACTED]@gmail.com.

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

One-time passcode

☐ This is a private computer. Keep me signed in for 12 hours.

[Continue](#)

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

Step 4 - Open the email that was sent to you, copy the passcode and go back to the message that is opened in the browser:

Your one-time passcode to view the message [Inbox x](#)

Microsoft Office 365 Message Encryption <MicrosoftOffice365@messaging.microsoft.com>
to me ▾

Here is your one-time passcode

53774383

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

This message is automatically generated. Please don't reply to it.

Step 5 - Paste the code in the “One-time passcode” box and check the box next to “This is a private computer. Keep me signed in for 12 hours” (if you will plan have multiple emails to open from the Court); click Continue.

We sent a one-time passcode to [REDACTED]@gmail.com.

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

One-time passcode

☒ This is a private computer. Keep me signed in for 12 hours.


[Continue](#)

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

Step 6 - The pdf is now accessible and can be opened in Adobe by double-clicking on the attachment:

Encrypted email from the Court



 Encrypt: This message is encrypted. Recipients can't remove encryption.



If the “This is a private computer. Keep me signed in for 12 hours.” box was checked in Step 6, you will only need to go through all the above steps the first time you receive an encrypted email each day. For any subsequent encrypted emails received the same day, you will go through Steps 1 and 2 and the message will appear with the pdf attached as seen in Step 6.