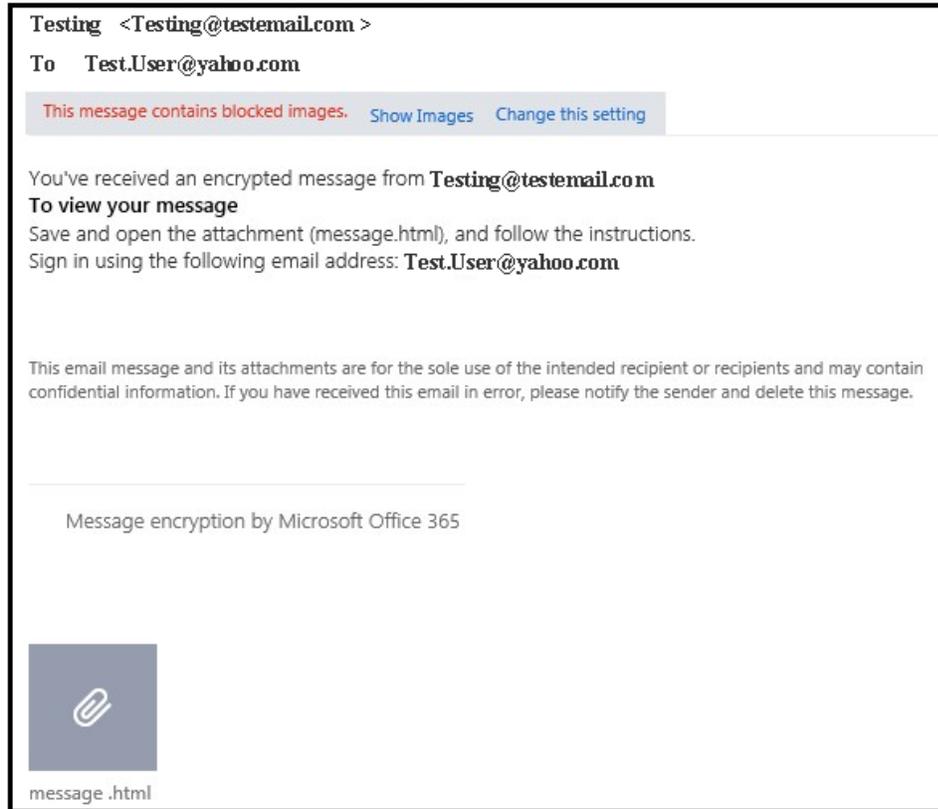




How To Open A Secure Email

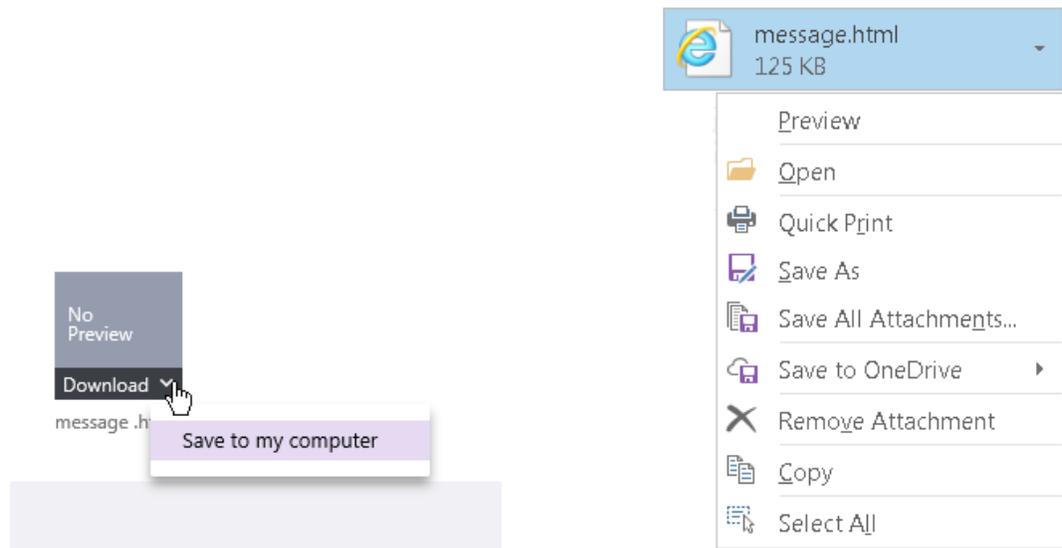
The below steps will assist you with opening a secure email:

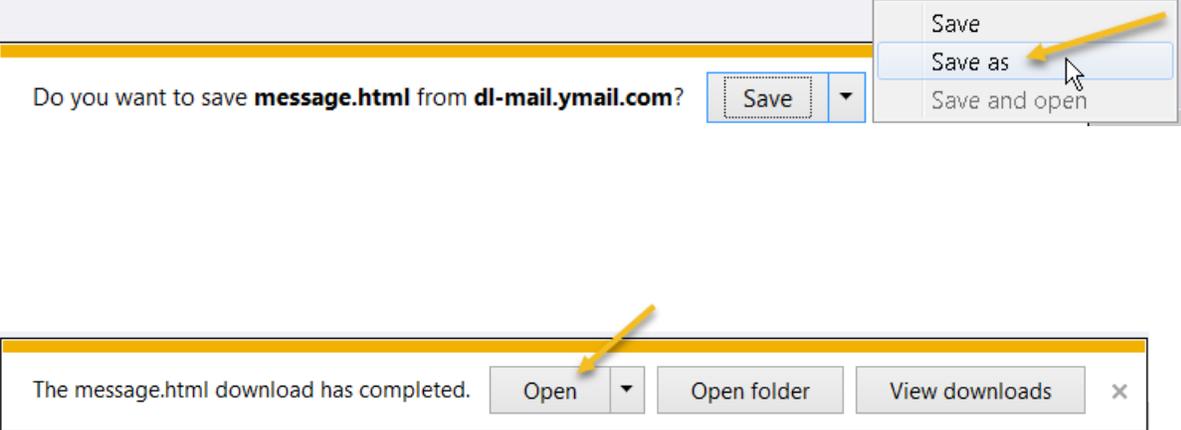
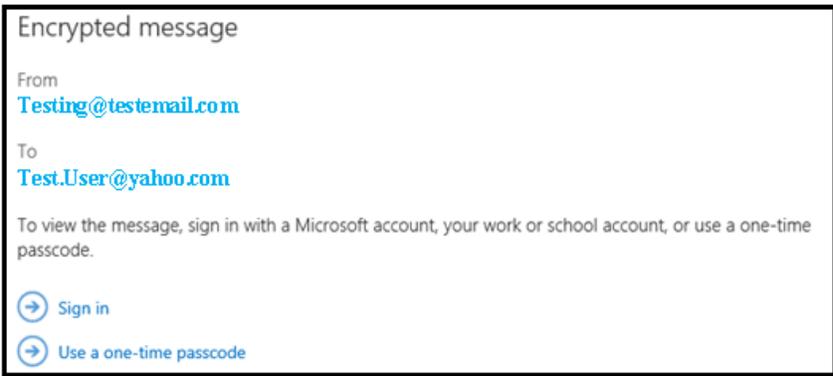
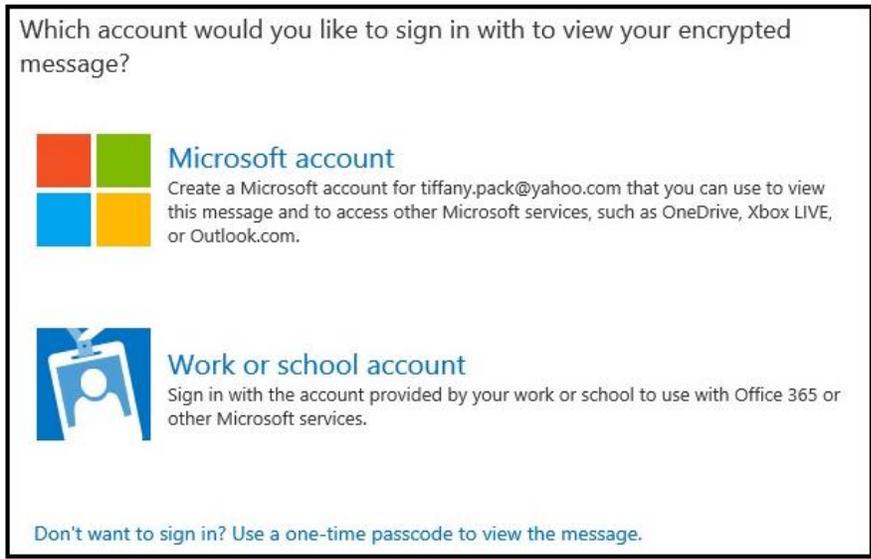
You will receive an email notification that you have been sent a secure email message from United Bank.

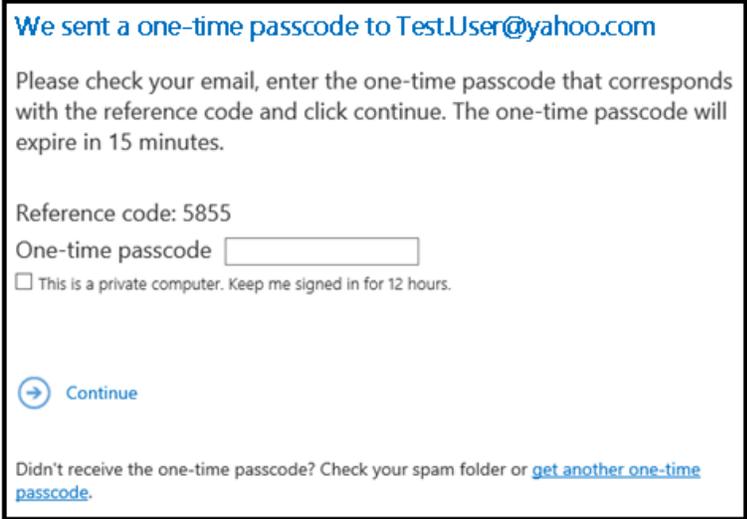


Your experience will vary depending on which email client you are using.

You may see options to Preview or Open a message. Or, you may have to click on the message.html link and select Download>Save to my computer



<p>If you receive the prompt to Save to your computer, Select Save As</p> <p>You can save the message to any file location</p> <p>When the message is finished downloading, select Open</p>	 <p>The top screenshot shows a dialog box asking 'Do you want to save message.html from dl-mail.ymail.com?' with a 'Save' button and a dropdown menu. The dropdown menu is open, showing 'Save', 'Save as', and 'Save and open'. A yellow arrow points to 'Save as'. The bottom screenshot shows a notification bar: 'The message.html download has completed.' with buttons for 'Open', 'Open folder', and 'View downloads'. A yellow arrow points to the 'Open' button.</p>
<p>After selecting Preview or Open (depending on your email client options), you will be redirected to a webpage.</p> <p>Select Sign in or Use a one-time passcode</p>	 <p>The screenshot shows an 'Encrypted message' page. It includes the sender 'Testing@testemail.com' and the recipient 'Test.User@yahoo.com'. Below the message details, it says 'To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.' There are two buttons: 'Sign in' and 'Use a one-time passcode'.</p>
<p>If you select Sign in- you will see these options:</p> <p>Select an acct to use.</p>	 <p>The screenshot shows a page titled 'Which account would you like to sign in with to view your encrypted message?'. There are two main options: 'Microsoft account' and 'Work or school account'. The 'Microsoft account' option includes a sub-link: 'Create a Microsoft account for tiffany.pack@yahoo.com that you can use to view this message and to access other Microsoft services, such as OneDrive, Xbox LIVE, or Outlook.com.' The 'Work or school account' option includes a sub-link: 'Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.' At the bottom, there is a link: 'Don't want to sign in? Use a one-time passcode to view the message.'</p>
<p>Please note- the Microsoft account must be the email address that the secure email was sent to. For example, you cannot receive the email at a yahoo account and then try to sign into a Microsoft account using a gmail.com account.</p> <p>If you attempt to sign into the Microsoft account with the incorrect email address, you will receive a notification that you must use the email address that the secure email was sent to.</p>	

<p>If you select Use a one-time passcode, you will see a notification that the passcode was sent to the email address on file.</p> <p>Please leave this webpage open while you wait for the passcode email.</p>	
<p>After the email is received containing the passcode, you must enter it within 15 minutes of receiving the email notification.</p> <p>After entering the passcode, select Continue</p>	
<p>After entering the passcode, the email will open and the message can be viewed as well as all attachments.</p>	