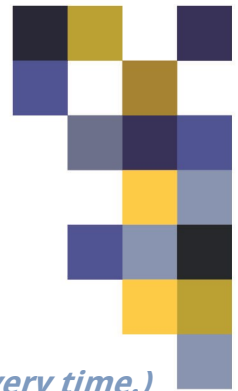




# Fidelity National Title®



## INSTRUCTIONS FOR ACCESSING ENCRYPTED EMAILS

*How to create an account OR obtain a one-time passcode*

### Steps to Create an Account to Access Encrypted Emails

*(Once an account is created, there is no longer a need to create a passcode every time.)*

1. An encrypted email will include an attachment name: message.html
2. Double click on the attachment to open it.
3. Select "Sign In" to view your encrypted message.
4. Select the option to create a Microsoft account.
  - a) Any email address may be used to create a Microsoft account but ONLY the email you receive encrypted emails at can be used to view the following messages.
5. Click on "Create a Microsoft Account for <EmailAddress>"
6. Fill out the fields. The User Name box should already be filled in with the email address at which you received the encrypted email.
7. Proceed to the review page and click on the link to verify your email address.
8. Open the verification email you receive and click on the blue box.
9. Go back to the message.html attachment instruction page.
10. Select Sign in and view your encrypted message.
11. Use your email and password to view your message.

*In the future, you may now sign in directly with these credentials on the initial page after opening the message.html attachment.*

### Use a One-Time Passcode to Access Your Encrypted Email

1. An encrypted email will include an attachment name: message.html
2. Double-click on the attachment to open it.
3. Select "View this message without signing in using a one-time passcode"
4. Select "Get a one-time passcode to view the message"
  - a) There have been reports of Google Chrome not working for this step. If possible please use Internet Explorer or Safari
5. An email will automatically be sent to the same email address you received the encrypted email.
6. Make sure the reference code in the one-time passcode email matches the one above the passcode entry box.

-Passcodes expire after 15 minutes. Please enter the passcode promptly.
7. Enter the passcode and click "Continue".
8. You can now view your message.

Please contact your Escrow Team with any questions any time. Please also be sure to ask us for more information about wire transfers and steps to ensure your information is always protected.