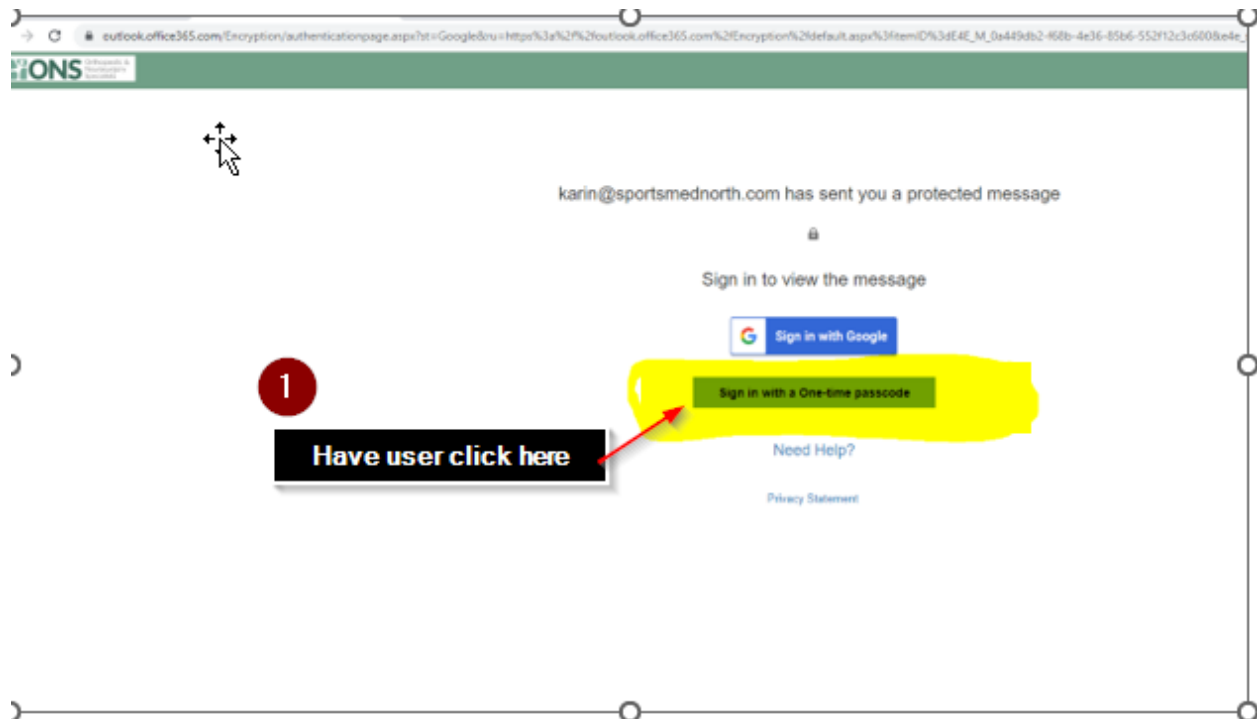
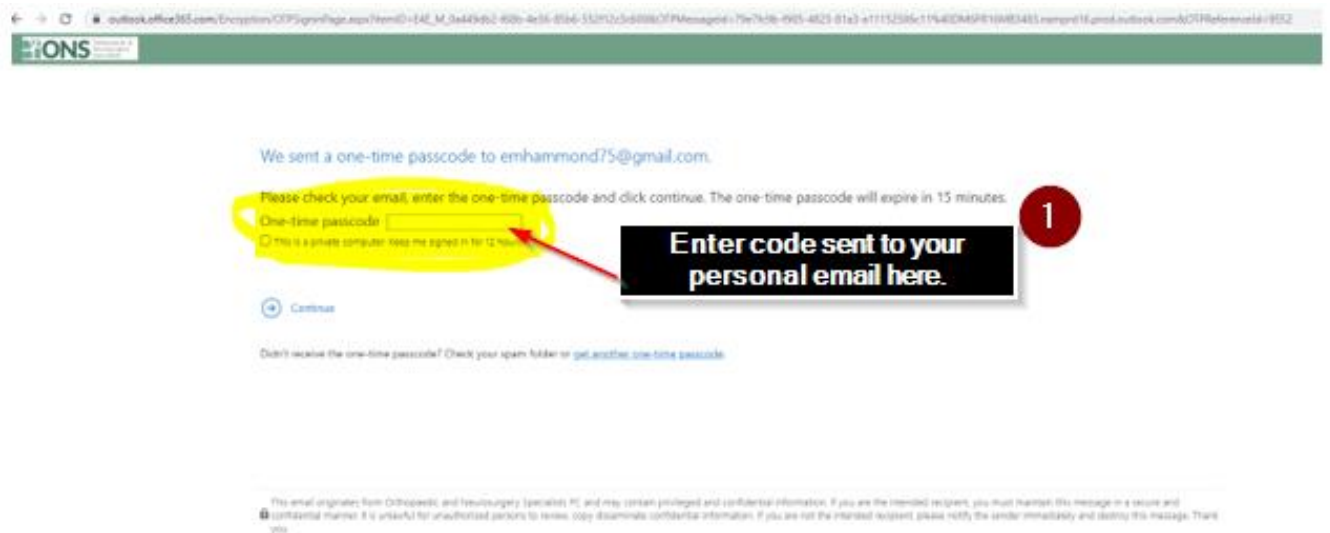


- 1.) In order to open a received Sports Medicine North encrypted email, please click on: **Read the Message**.
- 2.) A window will open. Click on the green box that says, "**Sign in with a One Time Passcode**".



- 3.) Have user go back to their personal email & get the **One Time Code**.
- 4.) Enter the code in the field box below.



5.) Click **Continue**.

6.) Email will open. If users need to save letters or documents. Have them click on the **Download** button and save to pc.