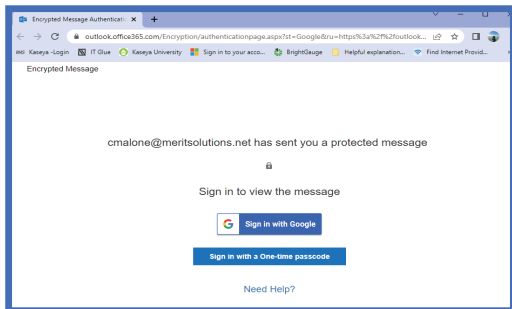
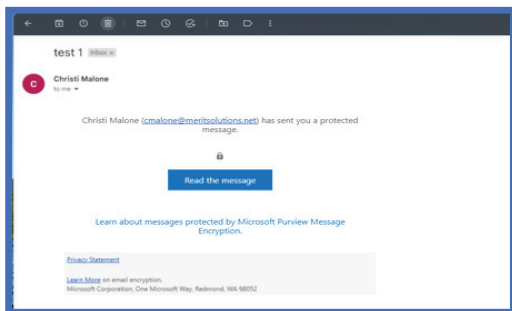


How to Have Gmail Users (Non M365 Users) Open Your M365 Encrypted Email

The MERIT Quick Guides are a series of step-by-step instructions to help you harness the power of technology.

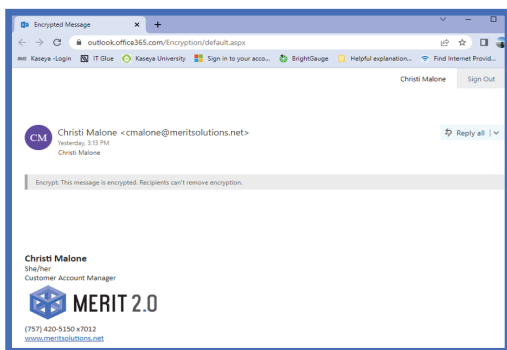


1 Your encrypted email will not arrive directly in their inbox. Instead, the recipient will receive a notification, informing them you have sent an encrypted email.



2 To see the email, the recipient needs to click **READ THE MESSAGE**.

3 They will need to sign in to their email (e.g. Gmail) again to verify identity, or request a one-time passcode.



4 If using a one-time passcode, they will receive the passcode in their inbox.

5 After signing in, the email will display in an Outlook window in the browser, with the ability to reply.

About MERIT 2.0

MERIT was founded in 1983 and was re-branded in 2020 as MERIT 2.0. Our Mission Statement is *To educate every worker at every client and provide them the technology to improve.*

Quick Guides copyright by MERIT 2.0 and may not be copied or redistributed without permission.

How to Contact MERIT 2.0

SERVICE/REPAIRS/HELPDESK:
service@meritsolutions.net
or call 757-420-5150

www.meritsolutions.net

MARKETING:
marketing@meritsolutions.net
or call 757-420-5150 x7007