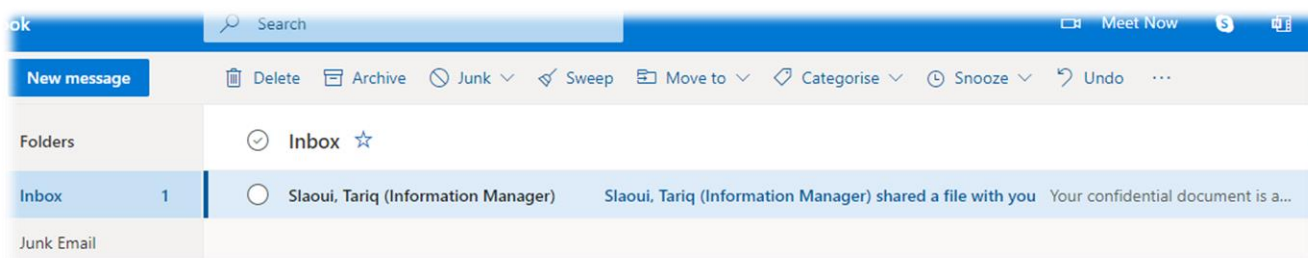




How to Open a Securely Shared File

This guidance document sets out the instructions for receiving a shared link to files/folders. For guidance on receiving an email message with **NO attachments** or shared link to a file, please refer to the '**Opening an encrypted email with NO attachments**' document.

1. This is how the email with the securely shared link will look in the recipient inbox



2. When you open the email from your inbox, you will see the following message, the link to access the documents will be highlighted in **BLUE**. Click on this link to access the document.



Slaoui, Tariq (Information Manager) <Tariq.Slaoui@newport.gov.uk>

Wed 16/06/2021 15:16

To: You

Your confidential document is attached

Here's a OneDrive link to [Confidential Document.docx](#).

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. E Ni fydd gohebu yn Gymraeg yn arwain at oedi.

The Council welcomes correspondence in English or Welsh or both, and will respond. Corresponding in Welsh will not lead to delay.



3. When you click on the link within the email, the following message will appear in a web browser. Click on the **'Send Code'** button.

Microsoft

Request Verification Code

You've received a secure link to:

Confidential Document.docx

To verify your identity, we'll send a code to you at **nccit.training@outlook.com**.

Send Code


By clicking Send Code you allow ONE WALES to use your email address in accordance with their privacy statement. ONE WALES has not provided links to their terms for you to review.

4. You will then see a verification box for a one-time passcode. An email will also be sent to you with an **8-digit passcode**. Go back to your email inbox to obtain the code (Check your Junk or Spam folder for the email with the **one-time passcode** if it doesn't appear in your inbox).

Microsoft

Enter Verification Code

You've received a secure link to:

 Confidential Document.docx

To open this link, enter the code we just emailed to **nccit.training@outlook.com**. [Send again](#)

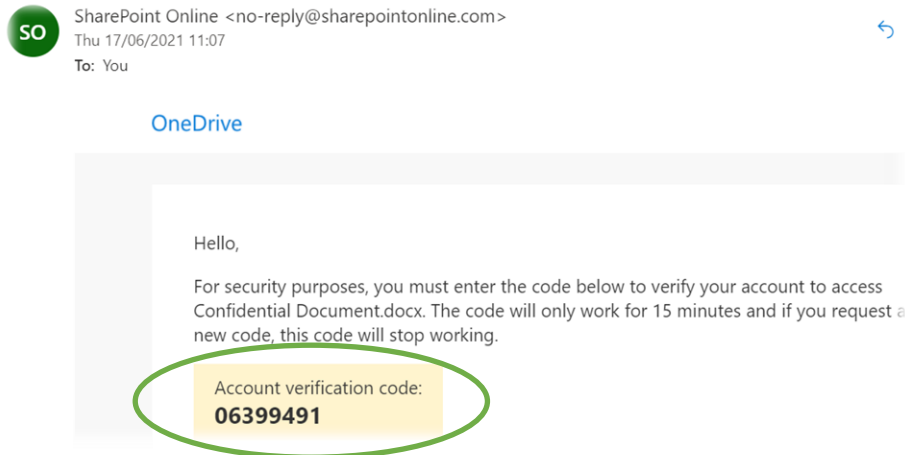
ⓘ

Verify

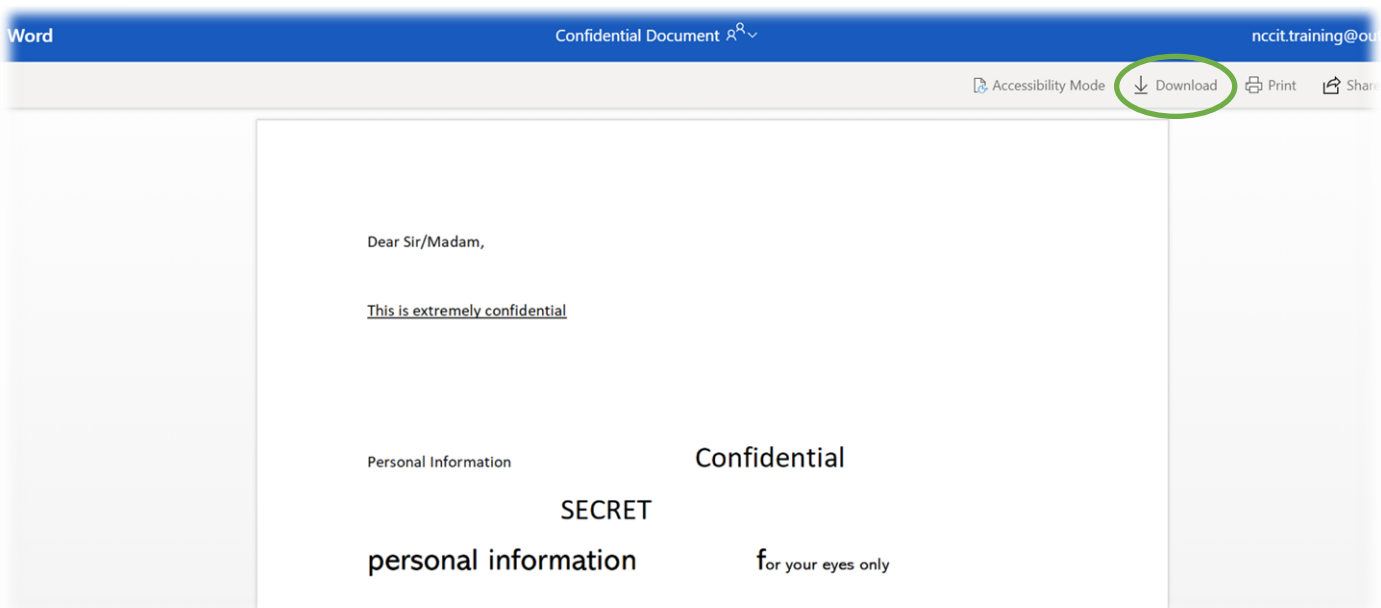
Keep me signed in



Here's how the code will look in the email sent to you. You will have 15 minutes to enter the code. Enter the **8-digit passcode** in the verification box then press **'Verify'**



4. You will now be able to read the attachment.





Please note that depending upon the privileges set by the sender, you may be able to download the document(s) to your local device and/or make amendments. These rights are set at the discretion of the sender and you will need to contact them to make any changes.