HR Service Center
5700 Cass Avenue, Suite 3638
Detroit, MI 48202
Phone: 313-577-3000
Fax: 313-577-0637
Email: askhr@wayne.edu

How to Open a #SECURE E-mail in Outlook

If you've received an e-mail with #SECURE in the subject line or that was sent encrypted, this means the sender wanted to safely send you an E-mail. You will have to take a few steps to open the message from the sender. If using the desktop version of Outlook, the e-mail will look something like this (see below) when you open it.

If you are using the web version of Outlook (connect.wayne.edu or through Academica), scroll to the end of this tutorial to see how the .html attachment will appear.
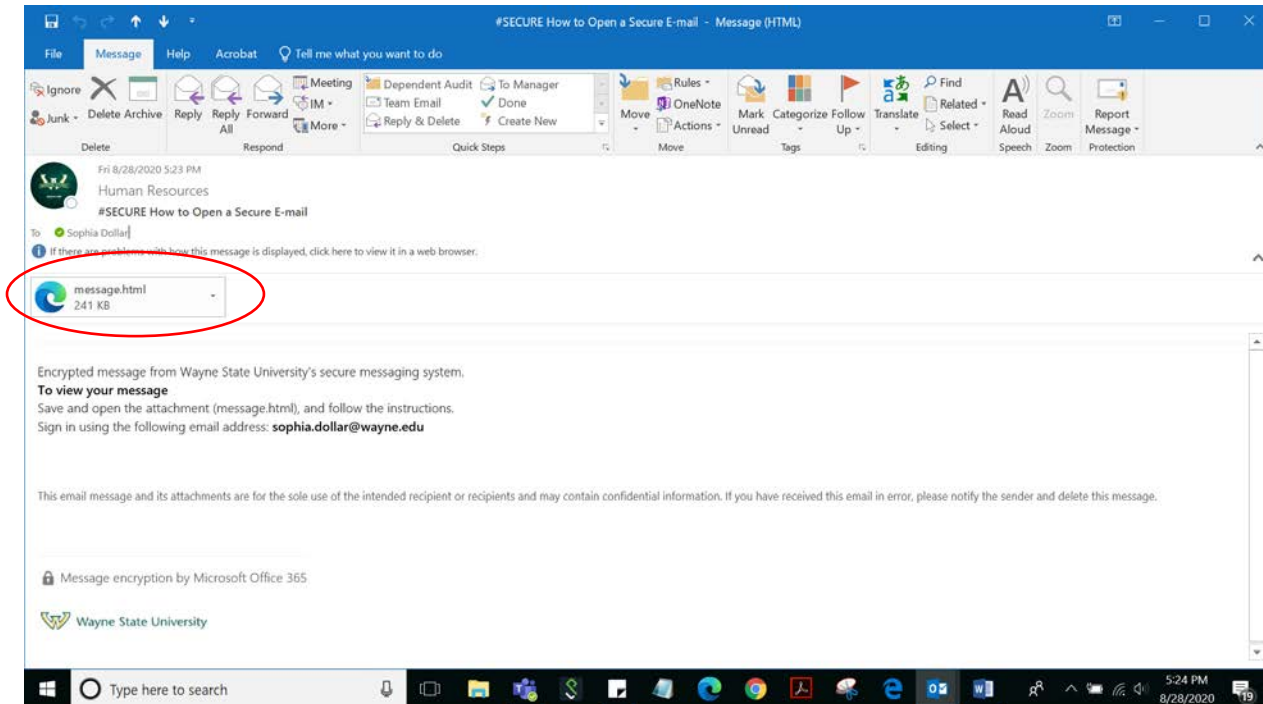
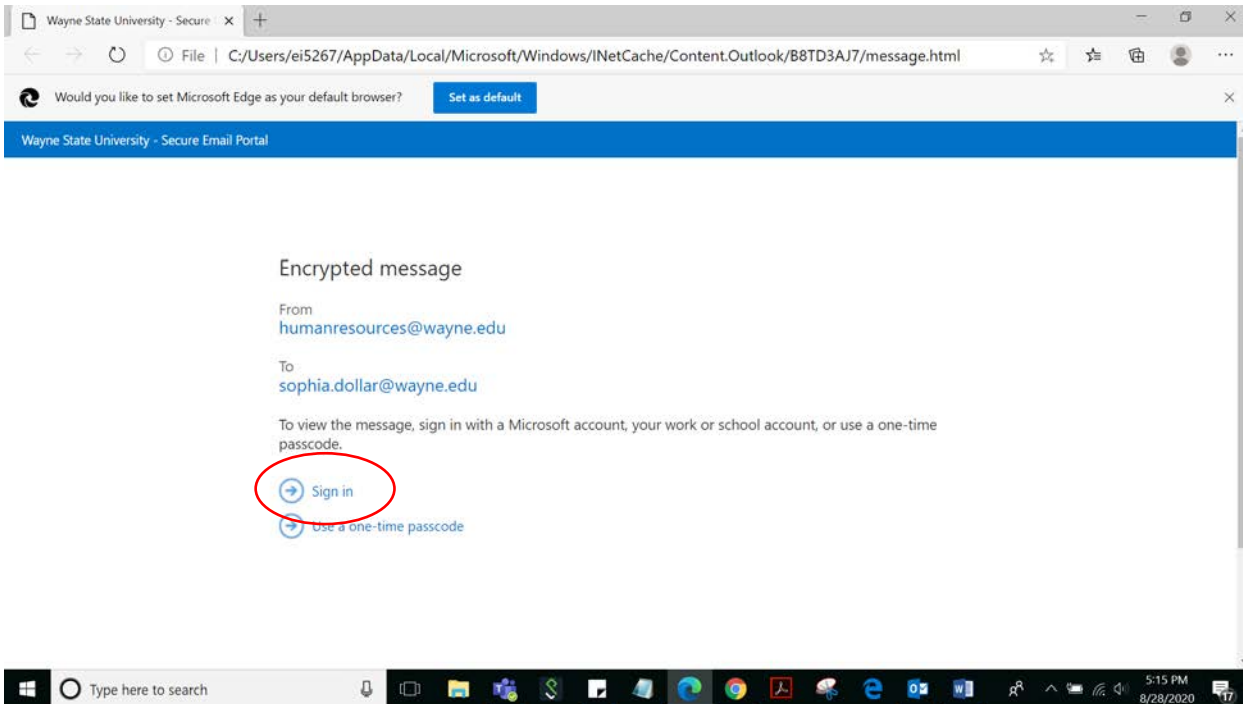Click on the little down arrow connected to the attachment. Click "Open".
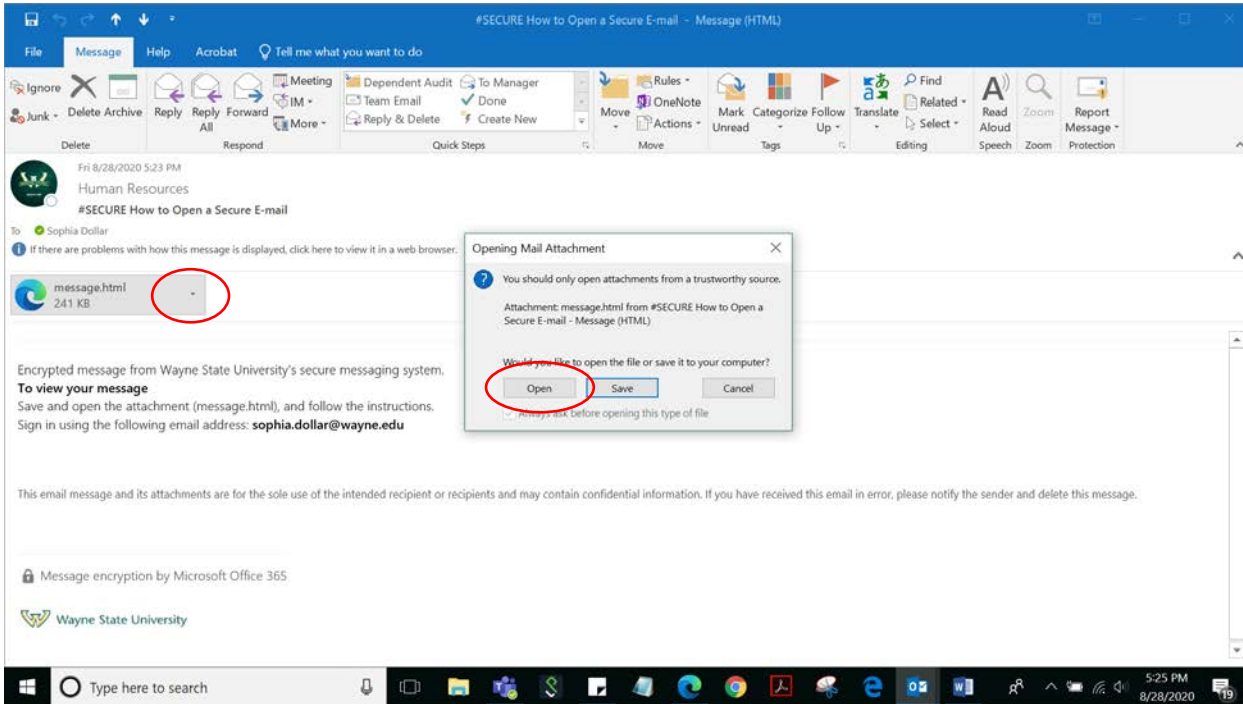
Click "Sign In"

Click "Work or school account"
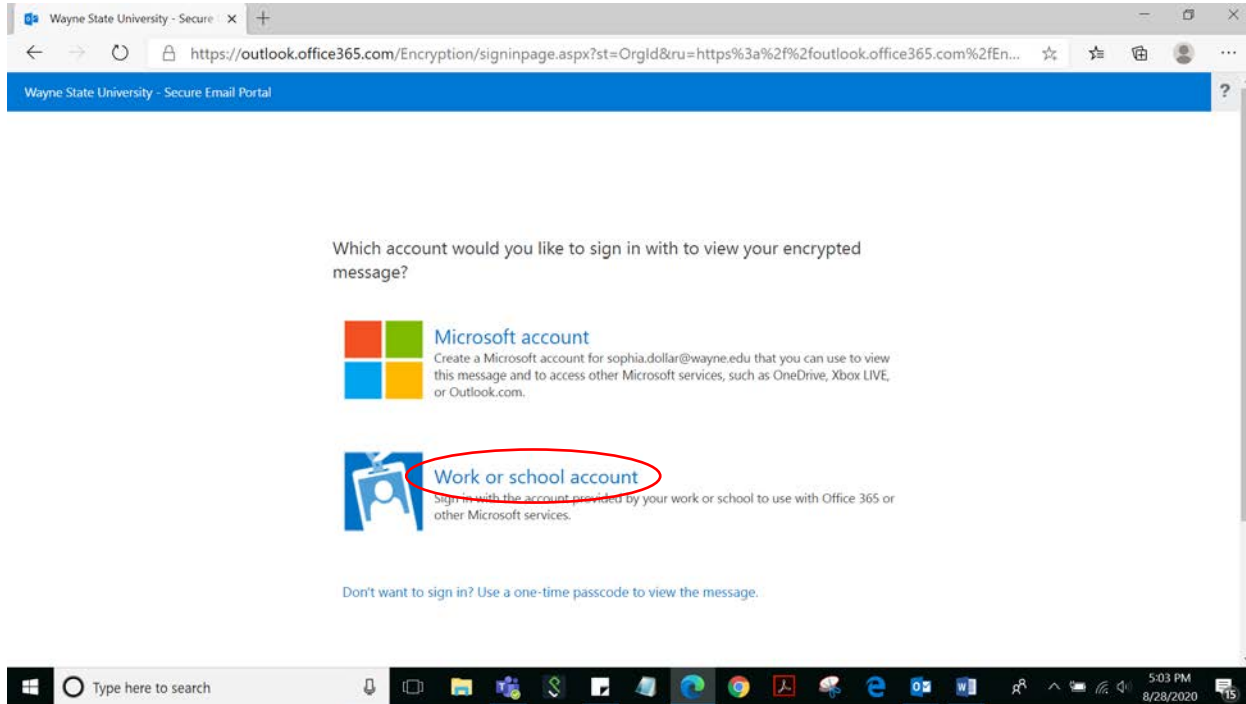
Sign in with your accessID@wayne.edu and password. This **MUST be your access ID** and not an alias like "john.smith@wayne.edu"
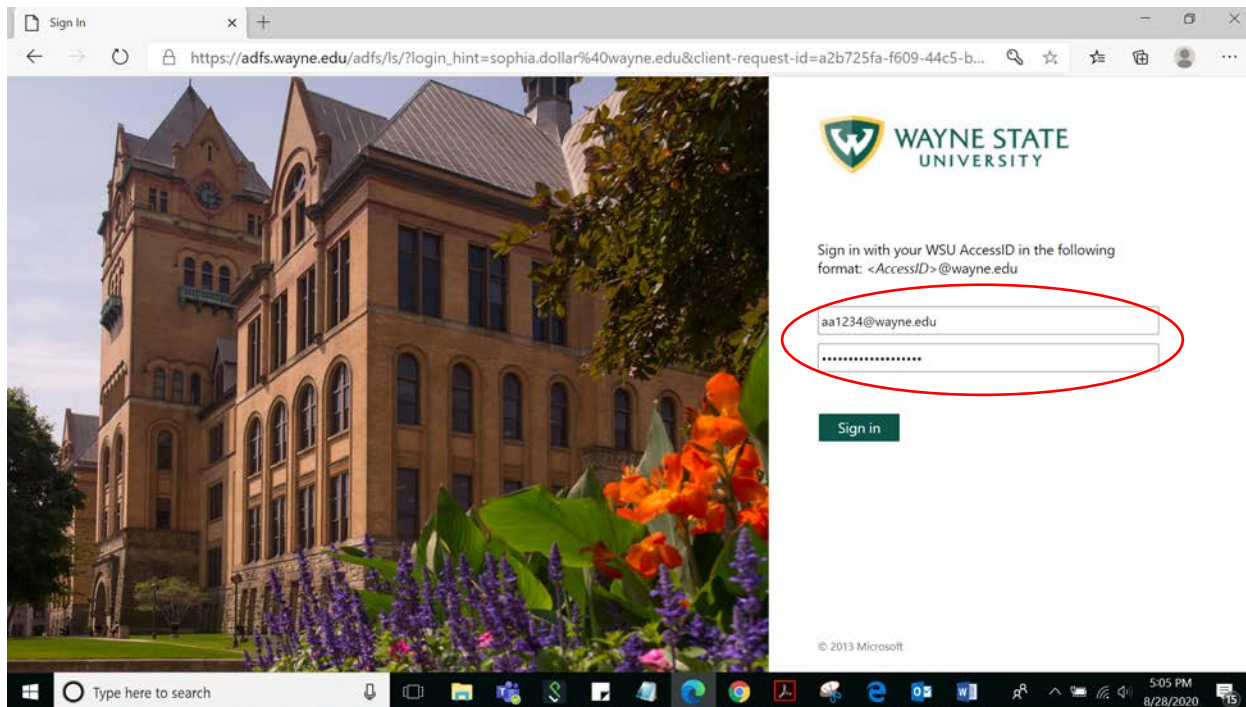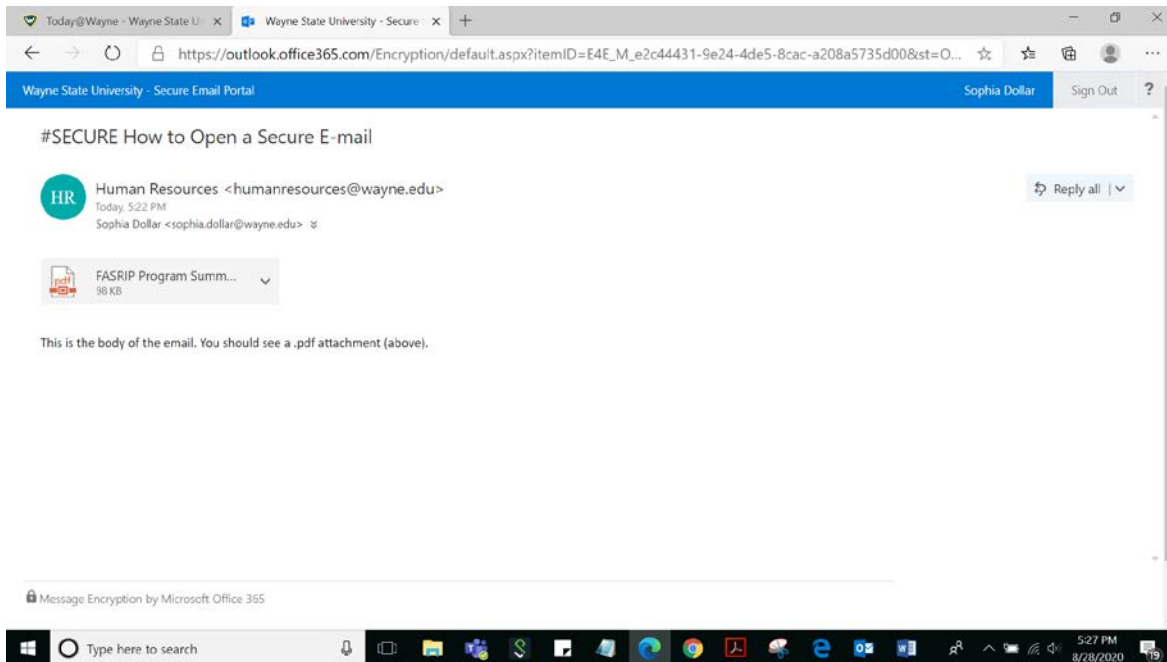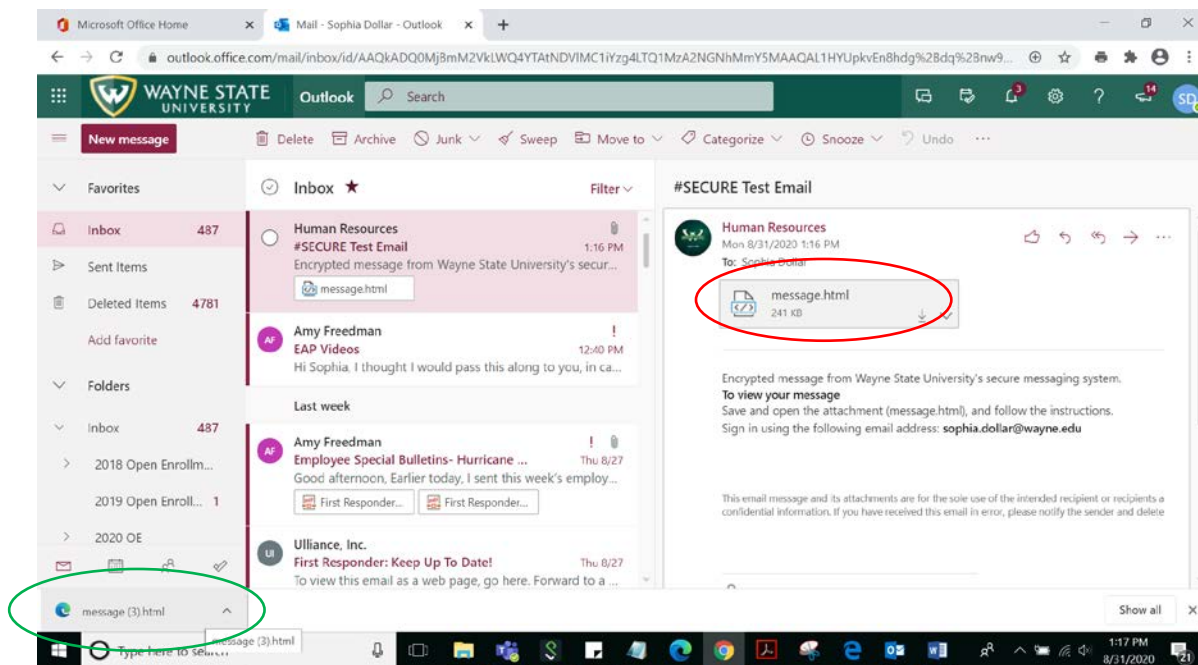

For help with E-mail, please contact the C&IT Help Desk: https://tech.wayne.edu/helpdesk
Phone: 313-577-4357   **E-mail:** helpdesk@wayne.edu

The email you were sent should now appear. You can now open your FASRIP Individual Summary.

If you're opening your email via Academica or connect.wayne.edu

Click the .html attachment to download (red circle below). It will appear in the bottom left corner of your screen (and also in your computer's Downloads folder). Click this box (green circle below). Follow the steps above to sign in with your accessID@wayne.edu to read your message.

For help with E-mail, please contact the C&IT Help Desk: https://tech.wayne.edu/helpdesk
Phone: 313-577-4357   **E-mail:** helpdesk@wayne.edu