

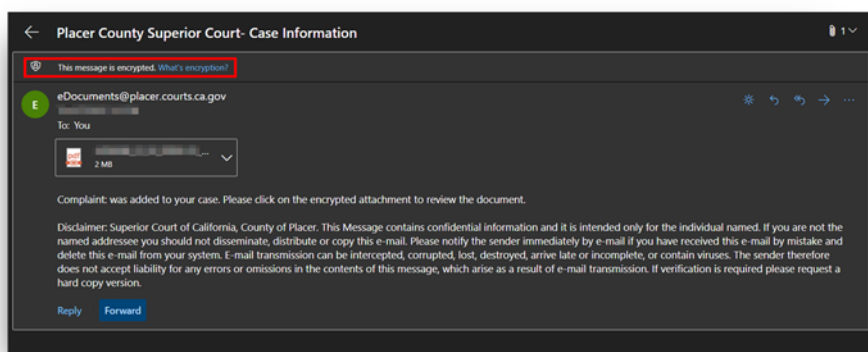


Electronic Document (eService)

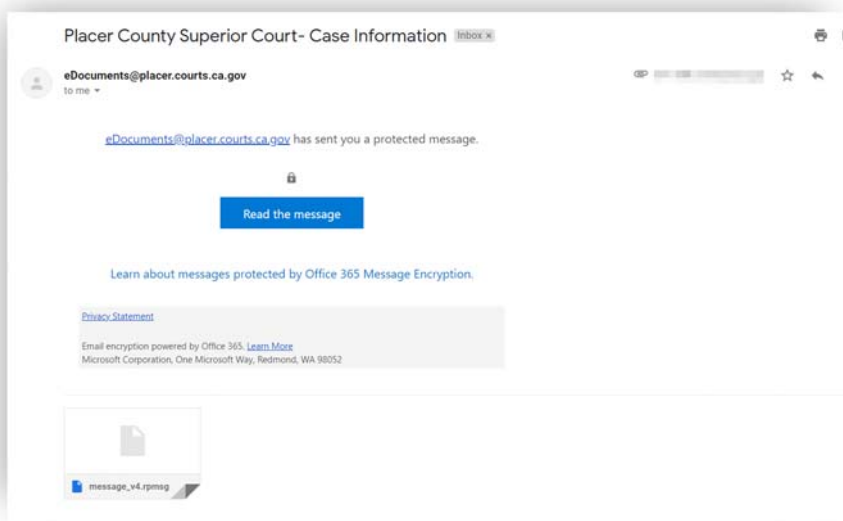
If the court sends you a document electronically, it will be sent encrypted via our Microsoft Office 365 Email Encryption Service. There are a few things to note when receiving documents this way from Placer Superior Court:

- Documents sent to you from the Court will be sent using the address edocuments@placer.courts.ca.gov
- They are sent out encrypted through Microsoft Office 365 Email Encryption Service
- They do not require an account to view. Depending on your email provider, it gets delivered directly to your inbox without any further action (Only works with Microsoft emails like Office 365, Hotmail, MSN and live). If you are not on a Microsoft email account like Gmail or Yahoo, a one-time passcode is sent to verify your email
- They look like one of the following:

If using a Microsoft email service, you will see an encrypted message banner at the top and no further action is needed



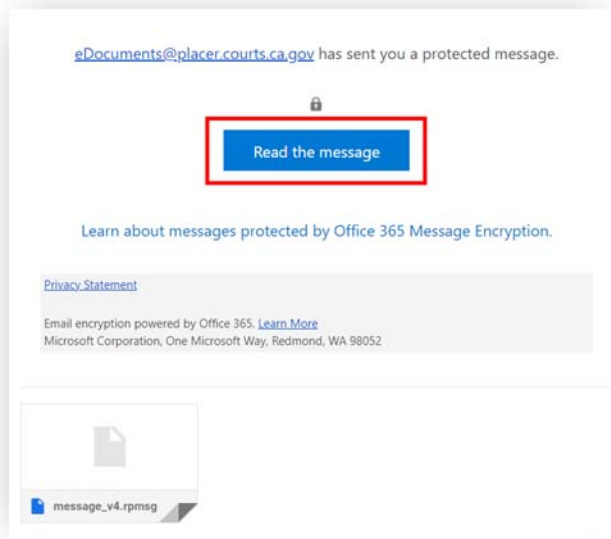
If using a non-Microsoft email service like Gmail, Yahoo, AOL, iCloud, etc, you will receive this email. Proceed with steps outlined below to view the email.



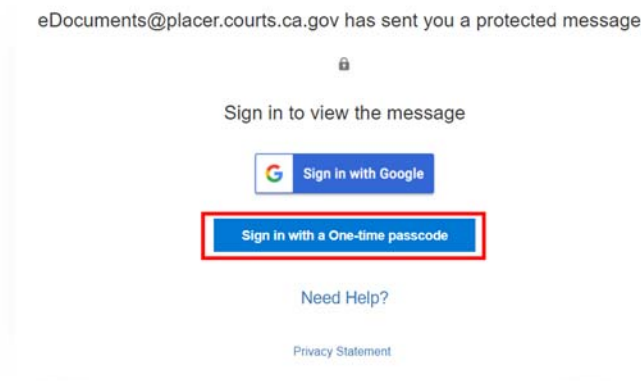


If you do not use a Microsoft email service, follow the steps below to view and download the email and any attachments.

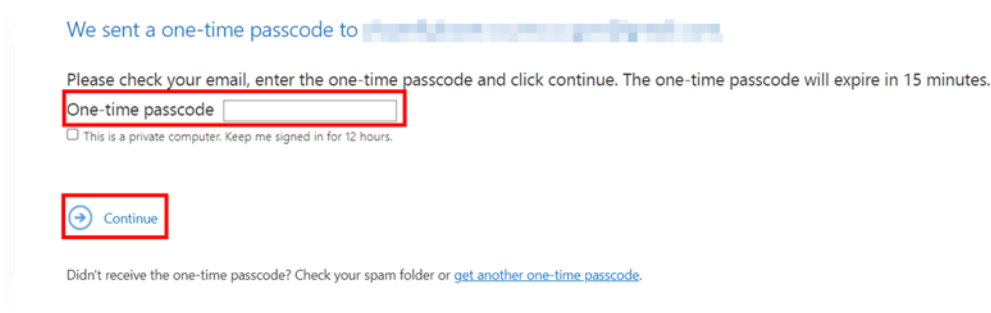
1. Click on the “Read the message” link on the email which will direct you to the Office 365 website with sign in options.



2. You can sign in with Google or Microsoft account, or “**Sign in with a One-Time passcode**” which will email you a security code you can use to verify your email address.

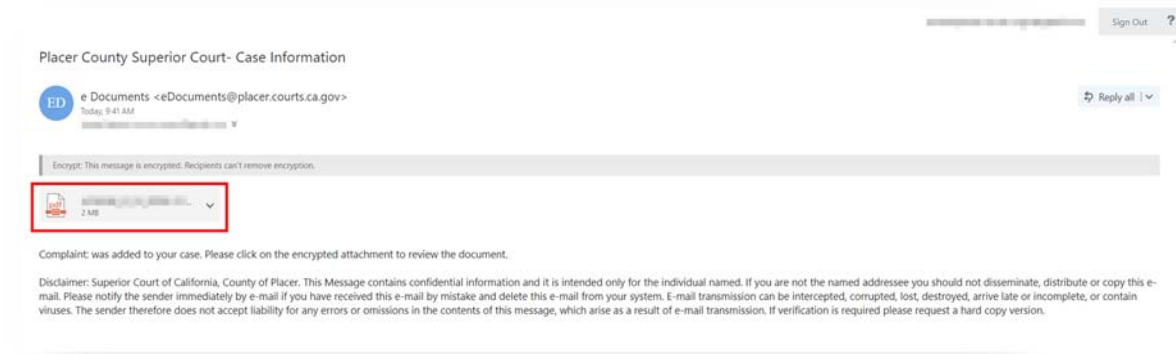


3. By clicking one-time passcode, enter in the passcode emailed to you and click continue.





- 4. You can read the contents of the email message and click on any attachments to view and download (in red)



- 5. You can view and download any attached documents. Either click on the PDF to view it and there will be a download button in the header or click the drop down arrow and choose Download.

