

Email Message Encryption Outlook and Office365

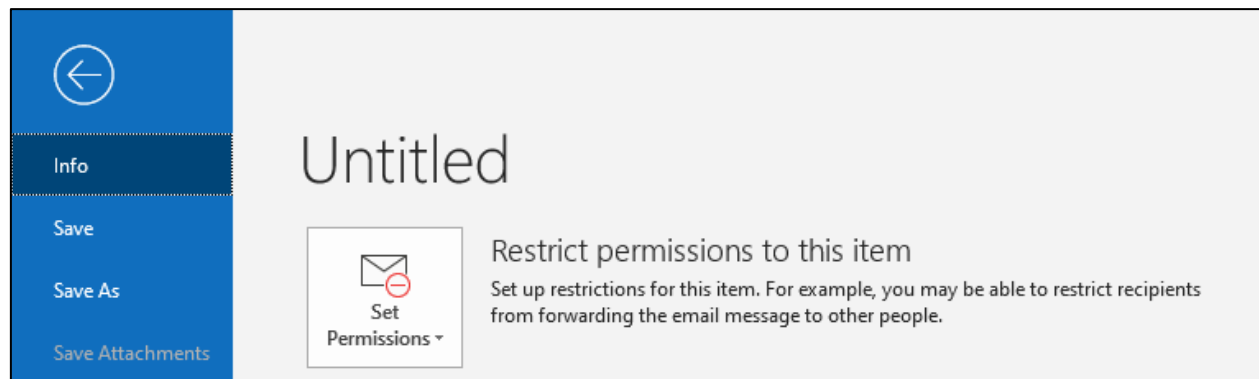


Email Message Encryption

You can send an encrypted email through both Outlook and Office365.

Outlook

When sending an encrypted message in Outlook, you'll need to set permissions for the email. After composing the message you would like to encrypt, select the "File" tab, and find "Set Permissions."



Once you select "Set Permissions," a drop-down menu will open. Select "Encrypt Only." Now, when you return to your composed email, you will see a notification at the top stating that the email is restricted.

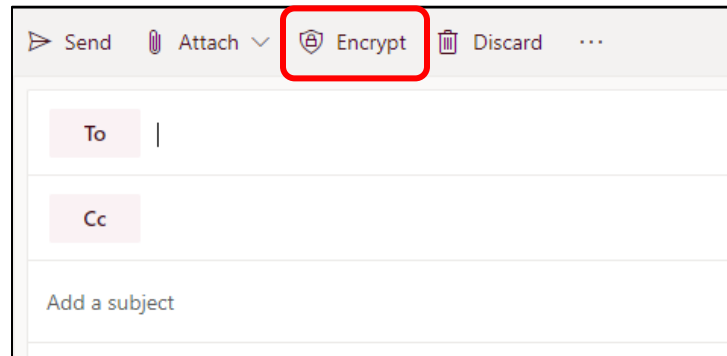
Office 365

There are two ways to send an encrypted message in Office 365. Start a new email and type the word "Encrypt" or "Encrypted" (without quotation marks) in the subject line of the email. Complete your email and click send.

A screenshot of the Office 365 email composition form. It shows fields for 'From', 'To', 'Cc', and 'Subject'. The 'Subject' field contains the word 'Encrypted' and is highlighted with a red rectangle. There is a 'Send' button on the left.

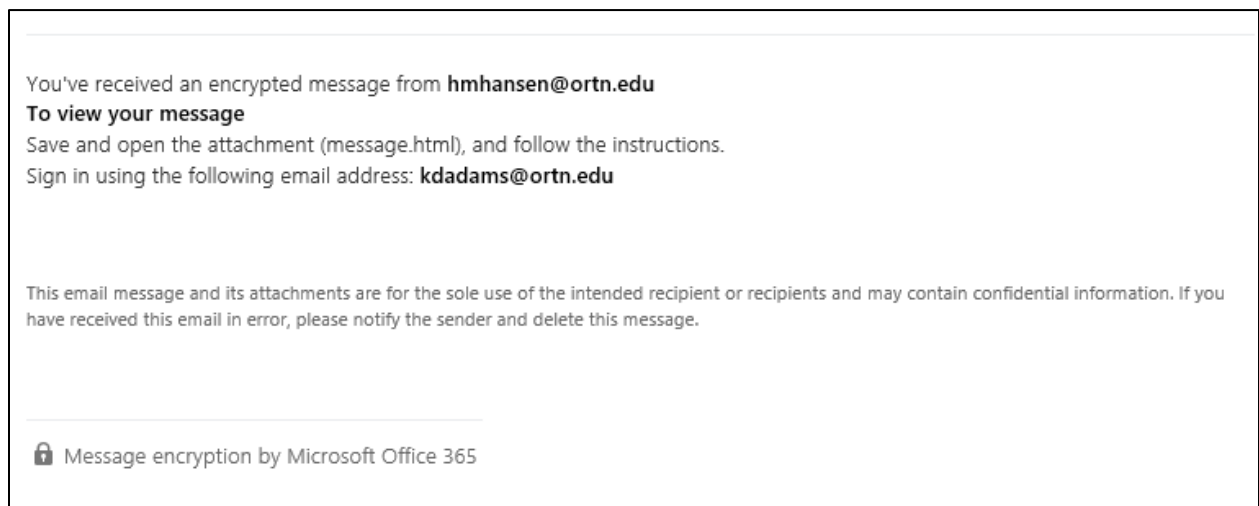
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In Office365, you can also use the Encrypt button at the top of a new message.



Opening Encrypted Messages

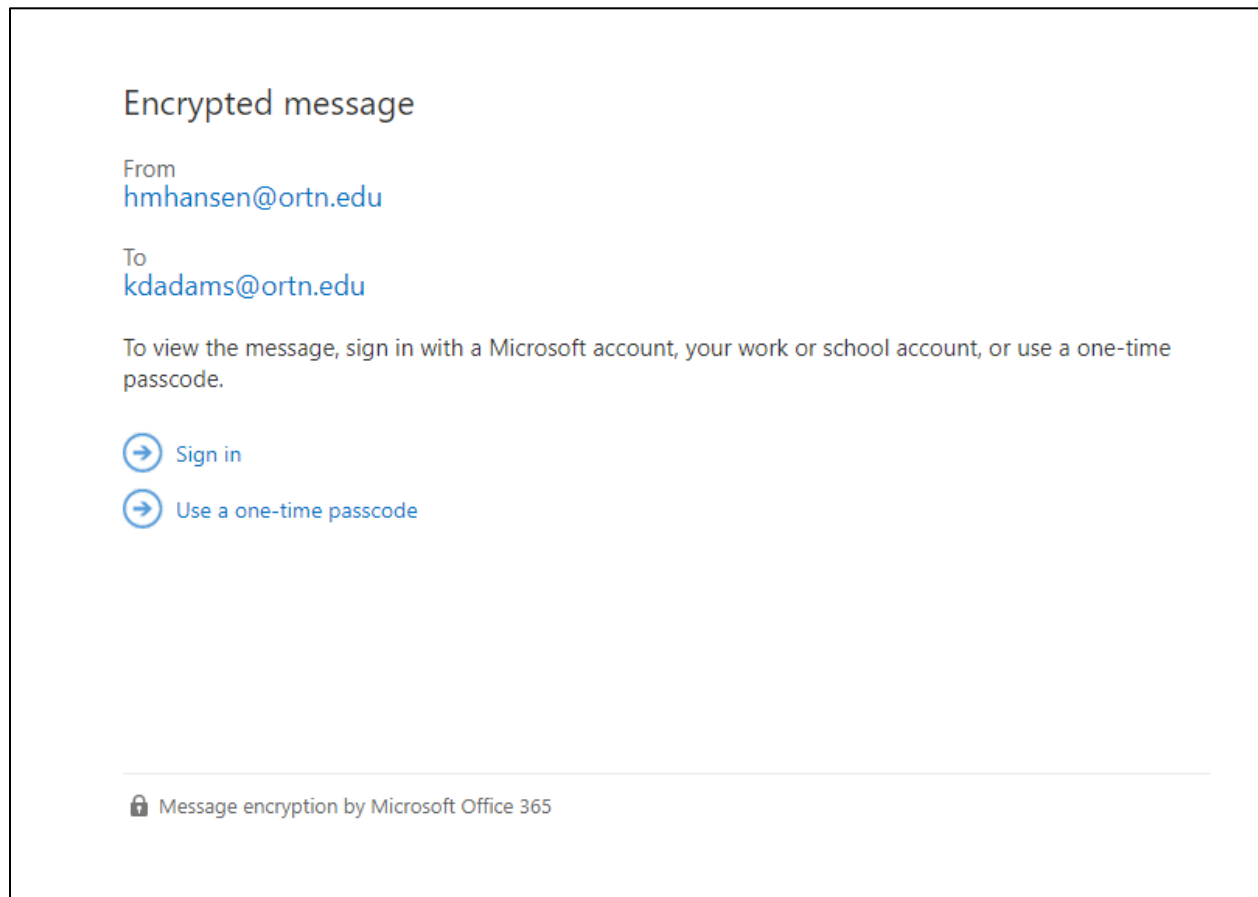
The recipient will receive an email like this one saying they have been sent an encrypted email.



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The recipient will have two options for viewing the email – Sign in or receive a one-time passcode:



Choosing the sign in option will take you straight to the email. If you select the passcode option, you will receive another email with a passcode to enter to view the decrypted email.

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Here is your one-time passcode

05191842

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

This message is automatically generated. Please don't reply to it.


Enter the passcode in the textbox:

We sent a one-time passcode to kdadams@ortn.edu.


Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

One-time passcode

☐ This is a private computer. Keep me signed in for 12 hours.

 Continue

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

 Message Encryption by Microsoft Office 365

Email Message Encryption

Outlook and Office365



Please see the information below for additional details:

Q: What is it? *Encryption* is the process by which information is encoded so that only an authorized recipient can decode and consume the information.

- Watch this video for an introduction to [Encryption in Office 365](#). *Note: S/MIME is not enabled at this time. We are looking into the best ways to leverage IRM.*

Q: How do I encrypt a message? To encrypt a message to a recipient include 'encrypt' or 'encrypted' in the subject line of the message.

Q: Is there anything that external recipients have to do in order to read and reply to email messages that are encrypted with Office 365 Message Encryption? Recipients outside your organization who receive Office 365 encrypted messages can view them in one of two ways:

- By signing in with a Microsoft account or a work or school account associated with Office 365. For details, see [Send, view, and reply to encrypted messages](#).
- By using a one-time passcode. To learn more, see [Use a one-time passcode to view an encrypted message](#).

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