Encryption in O365

Encryption is a way to secure an email and its contents so that it is protected from being read by anyone other than the intended recipient.

This document contains information about how to send and read encrypted email in O365.

Sending encrypted email

Outlook on the Web

- 1. Sign into OWA, Outlook on the Web
- 2. Select 'New Message' or 'New' depending on the version of OWA you are using
- 3. Select 'Protect' or 'Encrypt' at the top of your New Message window depending on the version of OWA you are using and the browser. If you do not see the

A message (similar to the one below) will appear at the top of the email,

6.Click the down arrow under Sensitivity7.Select Confidential8.Send the email

Reading encrypted email

Outlook on the Web

Email from a Marist Outlook address

 $1.\ensuremath{\mathsf{An}}\xspace$ encrypted message will have a Lock icon next to it in the Inbox

2. The top of the message will contain:

Encrypt: This message is encrypted. Recipients can't remove encryption.The body of the message is easily read. You do not have to take any action to decrypt it.

Email from a Sender on a different system

xEach external email system will give you steps to read the email. In general, this

Email from a Sender on a different system

xEach external email system will give you steps to read the email. In general, this usually involved clicking a button to Read the Email. The content then displays in a web window.

Outlook Mobile Applications:

Android