

Santa Barbara County Education Office

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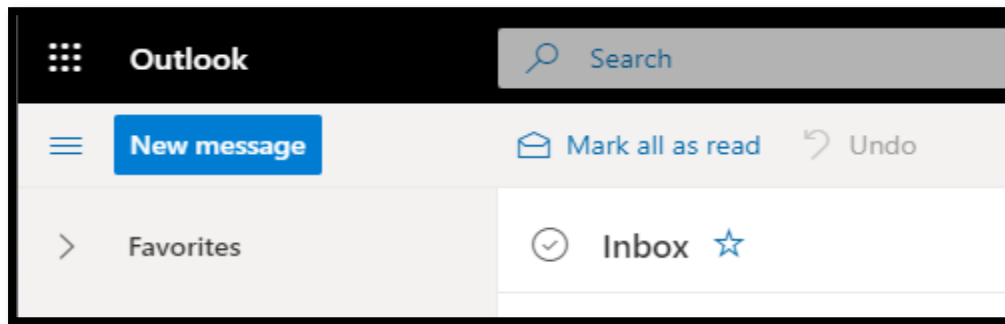
Susan C. Salcido, Superintendent of Schools

ITS - 0249

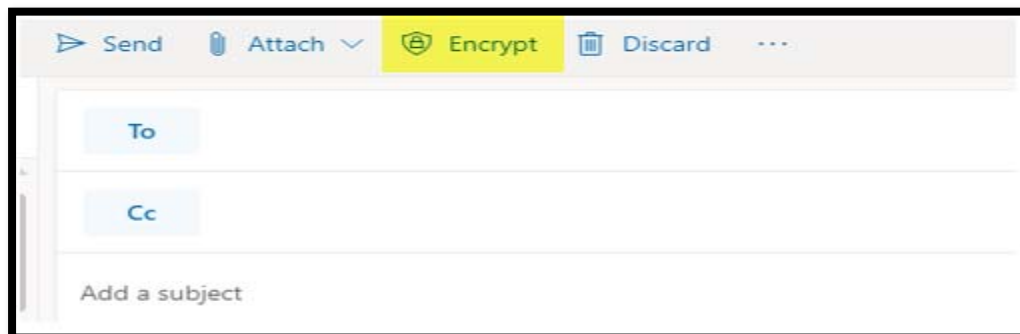
Email Encryption with Office 365

Outlook.com Encryption Steps

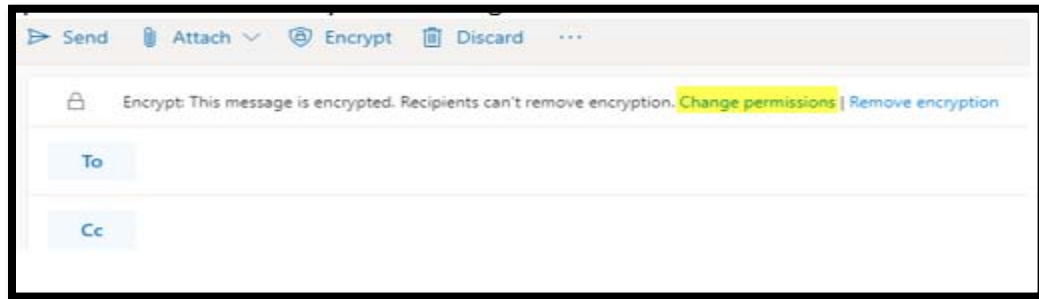
- 1) Open a browser (e.g. Chrome or Safari) and go to <https://Outlook.com>
- 2) Type in your email address and password to login.
- 3) Once logged in, click on **New Message** button.



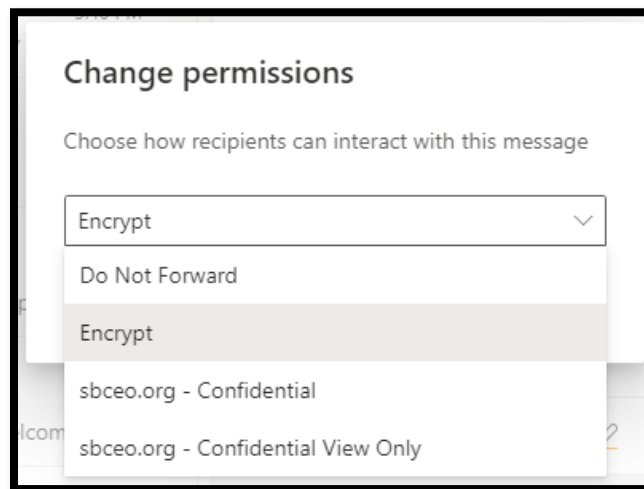
- 4) Click the **Encrypt** button.



- 5) The top of the Email will now say the following, giving you choices to change permissions or remove.



- 6) Your email will be encrypted, however, O365 offers you three other options to lock the email down further. If you want to do this, click on **Change Permissions** to change what the recipients have permission to do with the Email. See below for a definition of the options.

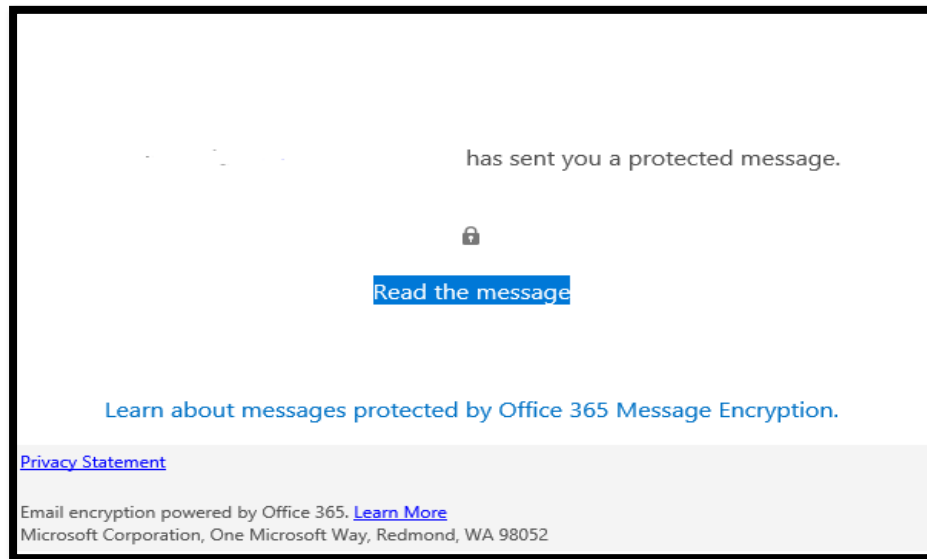


- a. **Encrypt (default):** Allows you to send encrypted messages to any recipient, whether they are inside the organization or not. The email can be replied to, forwarded, printed, or copied.
- b. **Do Not Forward:** Allows you to send encrypted messages to any recipient, whether they are inside the organization or not, but restricts the content and email from being forwarded, printed, or copied.
- c. **Sbceo.org – Confidential:** (only for recipients using SBCEO Office 365). Grants read and modify permissions for the protected content.

- d. **Sbceo.org – Confidential View Only:** (only for recipients using SBCEO Office 365).
Grants read-only permission for the protected content (cannot reply, forward, save, export).

- 7) Once you select the encryption **Change permissions** option, click the **SEND** button.
8) When the recipient opens the email, they will see the following and should click on

Read the Message

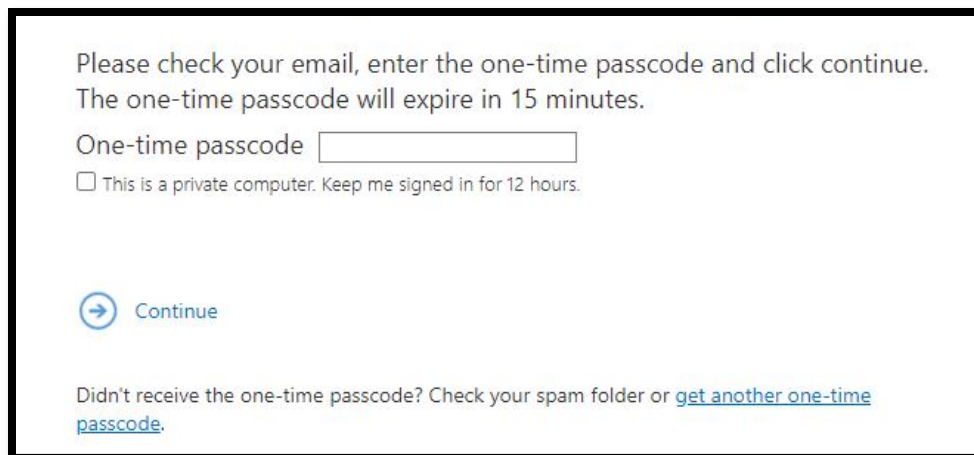


- a. If the recipient is an **sbceo.org** user, then they will receive the email as usual, they do not have to do anything additional to read an encrypted email message.
- b. If the recipient is at another organization who also uses Office 365 and Outlook, they will also be able to open the encrypted email without any additional steps.
- c. If the recipient has an **@gmail.com** or **@yahoo.com** email address, then they can access the encrypted email by logging into their email account.

- d. If the recipient has any other email address, they will need to click on the option to sign in with a **One-Time Passcode**.



- e. Upon clicking on **Sign in with a One-Time Passcode**, a code will be emailed to them that they will need to enter into the area requested, after which the contents of the email will be available to them.

A screenshot of a sign-in screen. At the top, it says "Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes." Below this is a text input field labeled "One-time passcode". Underneath the input field is a checkbox with the text "This is a private computer. Keep me signed in for 12 hours." At the bottom left, there is a blue circular button with a right-pointing arrow and the word "Continue". At the bottom, there is a link that says "Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode.](#)"

If you need assistance, please contact IT Services at 805-964-4710 ext. 5250.