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.

![Email Encryption Options](image)

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.

![Change Permissions Options](image)

**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**

![Read the Message](image)

has sent you a protected message.

Read the message

Learn about messages protected by Office 365 Message Encryption.

Privacy Statement

Email encryption powered by Office 365. Learn More
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

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**.

![Sign in with a One-time passcode](image)

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.

![Enter one-time passcode](image)

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