



# Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307  
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

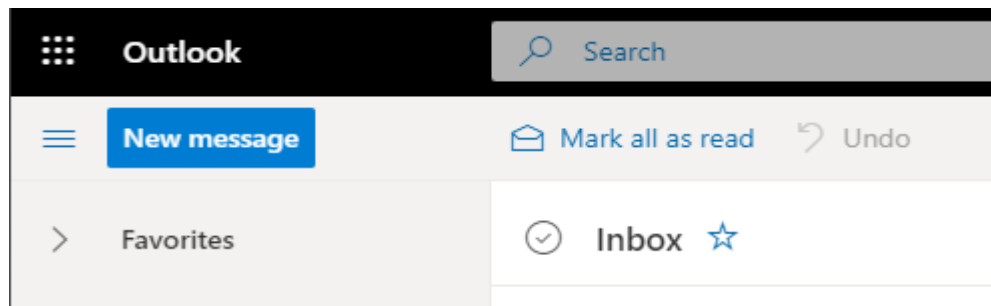
Susan C. Salcido, Superintendent of Schools

ITS - 0249

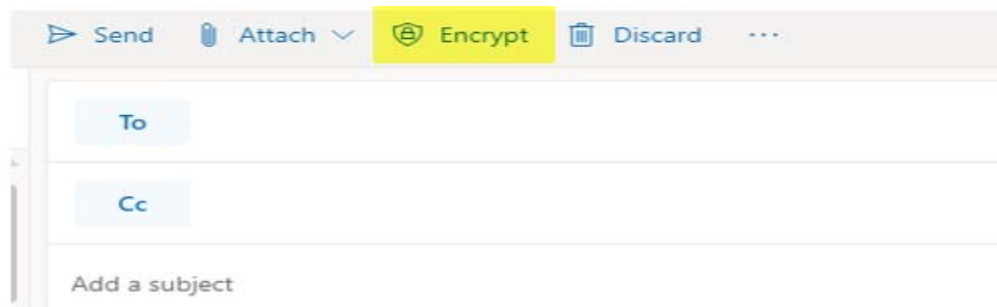
## Email Encryption with Office 365

### Outlook.com Encryption Steps

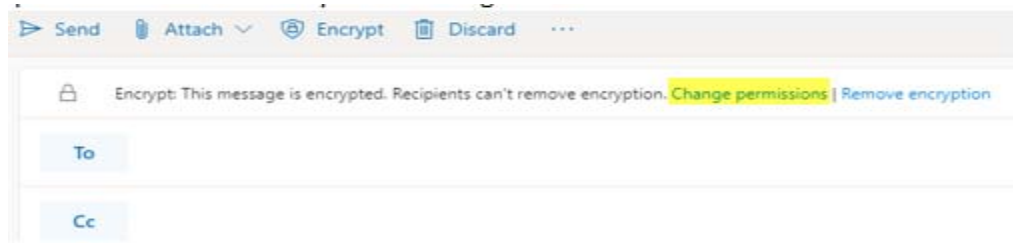
- 1) Open a browser (e.g. Chrome or Safari) and go to <https://Outlook.com>
- 2) Type in your email address and password to login.
- 3) Once logged in, click on **New Message** button.



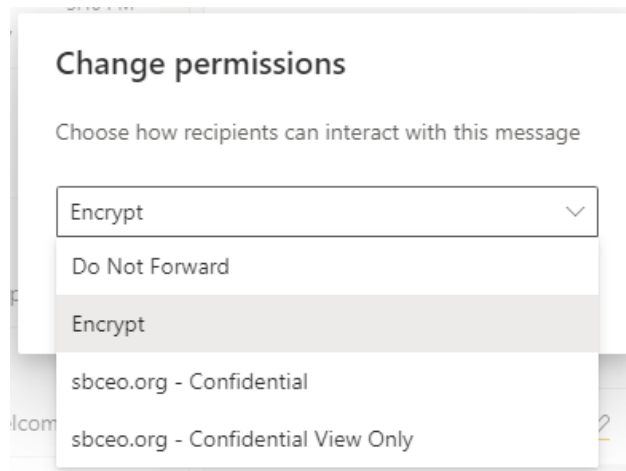
- 4) Click the **Encrypt** button.



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

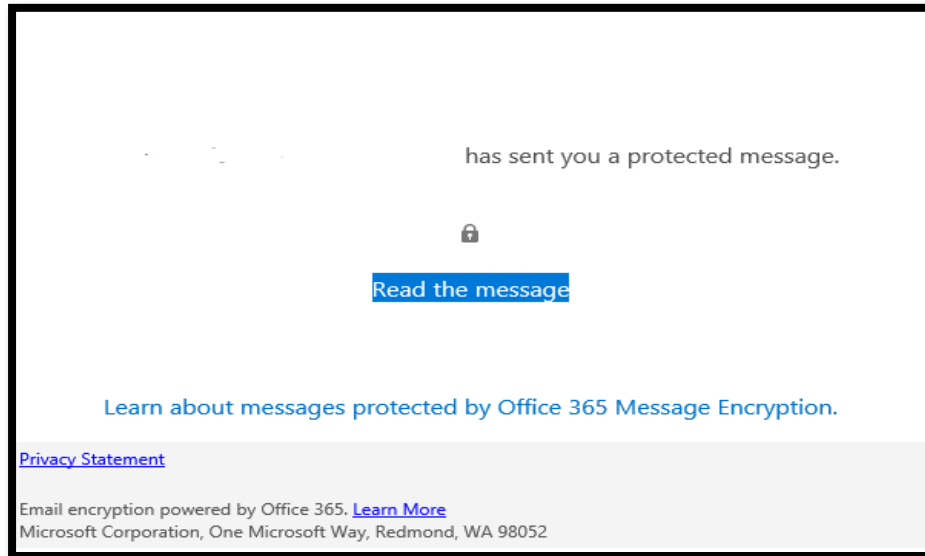


- 6) Your email will be encrypted, however, O365 offers you three other options to lock the email down further. If you want to do this, click on **Change Permissions** to change what the recipients have permission to do with the Email. See below for a definition of the options.



- 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) 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.
- 8) 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.
- 9) If the recipient is not an Office 365 customer, they will receive an email asking them to logon to Office 365 to view the email (see sample below).



- 10) 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.
- 11) If the recipient has any other email address, they will either need to sign up for a Microsoft account or use a One-Time Passcode.

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