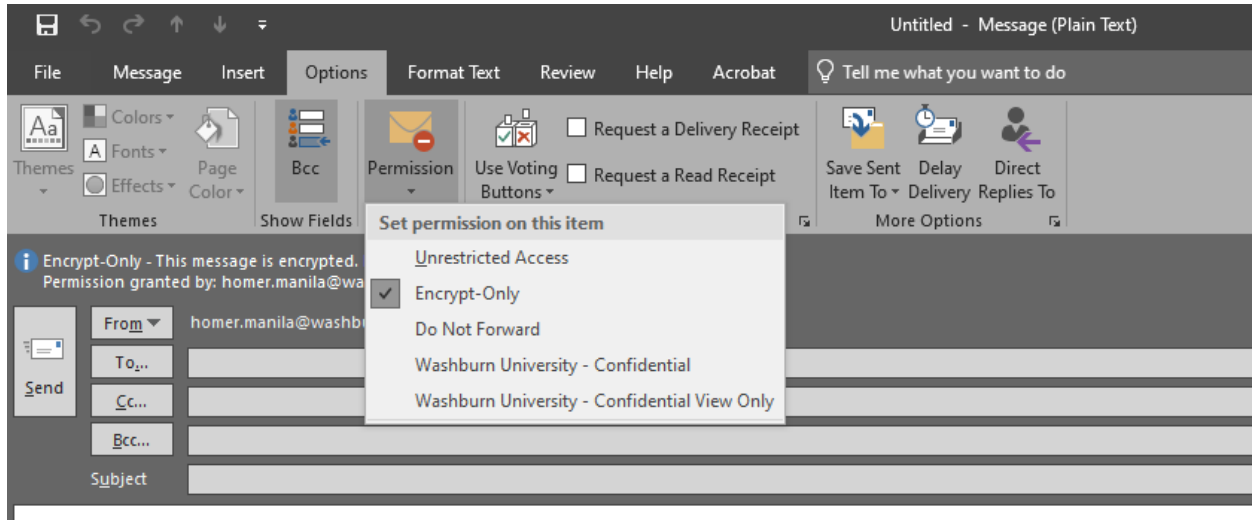


How to encrypt emails in Office 365

Encrypting Emails on Windows 10 or MacOS Outlook desktop clients:

When creating a new email, click on **Permissions** under the **Options** tab. (When clicking on **Permissions** the first time, you may have to download Templates first before gaining the listed options below)



Choose the appropriate level of permissions:

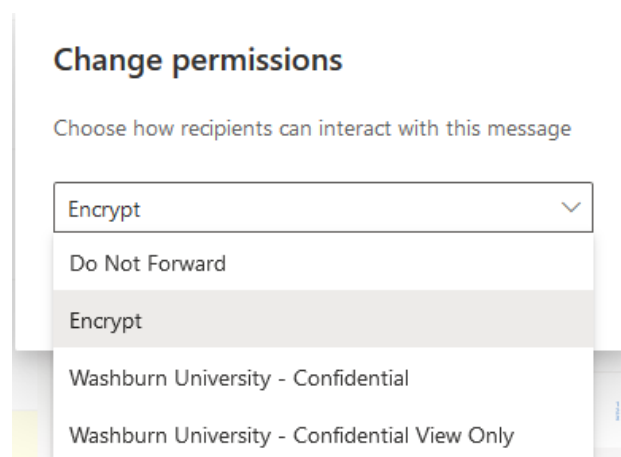
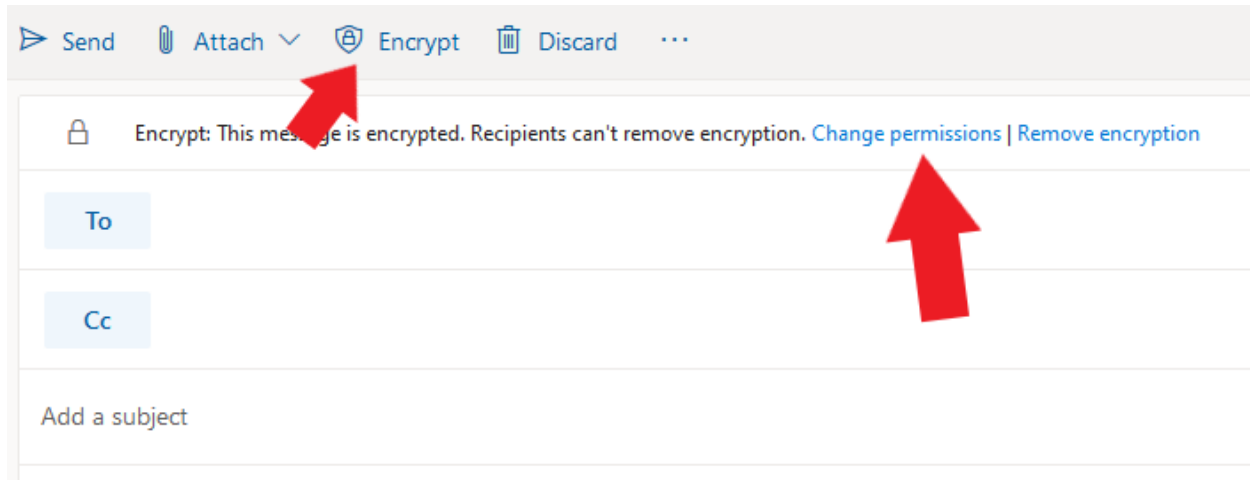
Encrypt-only – this option should be good for most cases. It encrypts the email before sending to anyone, and provides instructions to the recipient on how to decrypt and read.

Washburn University – Confidential – this option is for proprietary information intended for internal users (Washburn) only. This content can be modified but cannot be copied and printed.

Washburn University - Confidential View Only – this option is for proprietary information intended for internal users (Washburn) only. This content cannot be modified.

Encrypting Emails in OWA (Outlook Web Access):

When creating a new email, click on **Encrypt**, then **Change permissions**.



Choose the appropriate level of permissions:

Encrypt-only – this option should be good for most cases. It encrypts the email before sending to anyone, and provides instructions to the recipient on how to decrypt and read.

Washburn University – Confidential – this option is for proprietary information intended for internal users (Washburn) only. This content can be modified but cannot be copied and printed.

Washburn University - Confidential View Only – this option is for proprietary information intended for internal users (Washburn) only. This content cannot be modified.

Encrypting Emails on a Mobile Device (iOS or Android):

There is no way to initiate an encrypted email from a mobile device at this time.

Reading Encrypted Emails on Mobile Devices (iOS or Android):

The Outlook client/app for iOS or Android will automatically open a message encrypted with the methods listed above.

If reading an encrypted email via another app or service on a mobile device, follow the directions included in the email (as listed below).

Tap [Click here to read your message](#) > Sign in with a single-use code.

You'll be redirected to a page where you can sign in and receive a single-use code.

Check your email for the single-use code and copy it.

Enter the code in your browser, then select Continue to read your message.