

# How to send encrypted email in Office 365

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## ISSUE

How to send, view and reply to encrypted email in Office 365

## ENVIRONMENT

Outlook

Outlook on the Web

## RESOLUTION - Outlook

Office 365 provides encryption features that are easy to use. To send an email using encryption, compose the email to an **external recipient** and include one of the following options in the subject line:

- Encrypt
- Secure Message
- Secure

The recipient will receive notification that an encrypted email message is available and can either sign into their Microsoft Account or use a one-time passcode to view the message. Using a one time passcode will be the easiest option if they do not have a Microsoft / Office 365 account.

## RESOLUTION - Outlook on the Web

Login to Outlook on the web at <http://mail.cscs.edu>

Compose a new email message

On the top ribbon, click the button that says 'Protect'

Click 'Change Permissions' and change the drop down menu to 'Encrypt'

## CAUSE

N/A

## METADATA

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