

MS 365 Email Encryption

Quick Reference Guide

Introduction

Microsoft 365 email encryption is a security feature that helps to safeguard sensitive information transmitted via email. It offers a variety of options that provide greater security and control over email communication. By utilizing these features, Microsoft 365 email encryption helps to protect against unauthorized access and disclosure of confidential information.

Platforms

Microsoft apps that currently support email encryption are:

- Outlook desktop/mobile app for Microsoft 365: Windows desktop or tablet, Mac, iOS and Android
- OWA (Outlook on the Web): available when accessed from Windows and Mac devices

Levels of Encryption

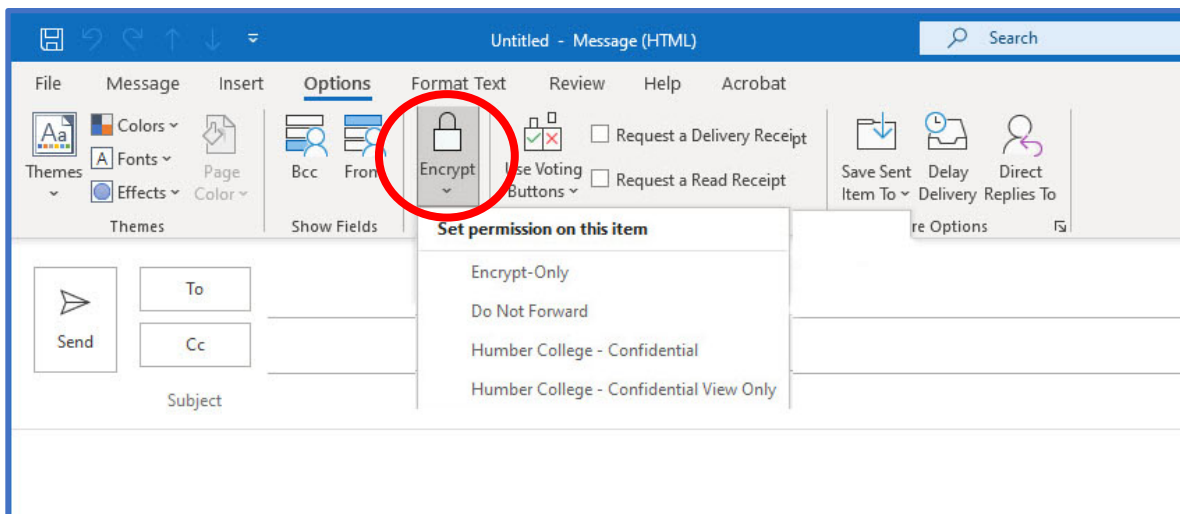
- Encrypt - Recipients can read or forward this message or print or copy content from this message but cannot remove protection. The conversation owner has full permission for their message and all replies.
- Do Not Forward - Recipients can read the message, but cannot forward, print, or copy content. The conversation owner has full permission for their message and all replies.
- Humber College Confidential - This content is proprietary information intended for internal users only. This content can be modified but cannot be copied and printed. Only for sending messages between Humber College's accounts.
- Humber College Confidential View Only - This content is proprietary information intended for internal users only. This content cannot be modified. Only for sending messages between Humber College's accounts.

Sending Encrypted Messages

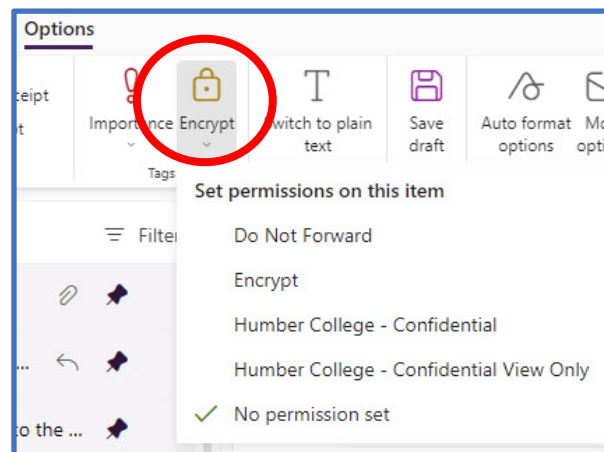
Steps for Outlook 365 on Windows Desktop

(Screenshots were taken on Windows, but they are similar on Mac).

1. Start drafting a new email message and click on the **Options** tab in the menu; then select one of the following:



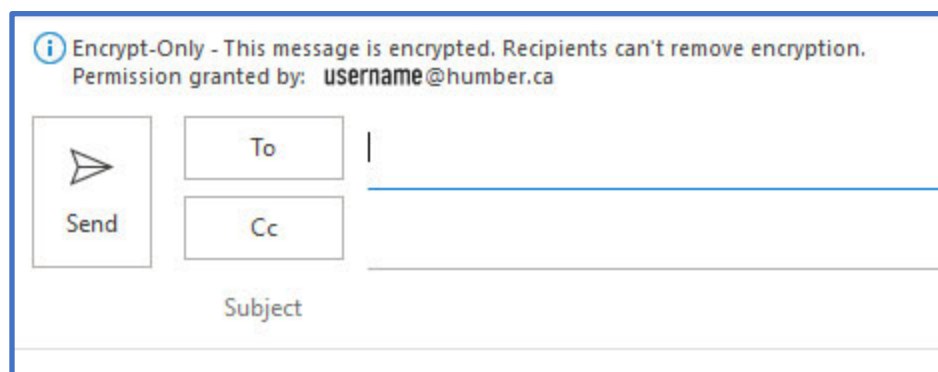
In Outlook 365 - Click **Encrypt** and select the permission/ encryption level you want for the message.



In Outlook 2016 and Outlook 2019 - Click **Permission** and select the permission/ encryption level you want for the message.

NOTE: If you have multiple accounts configured on Outlook, they will all be listed under Set permission on this item; select the account you are sending from before selecting the encryption level.

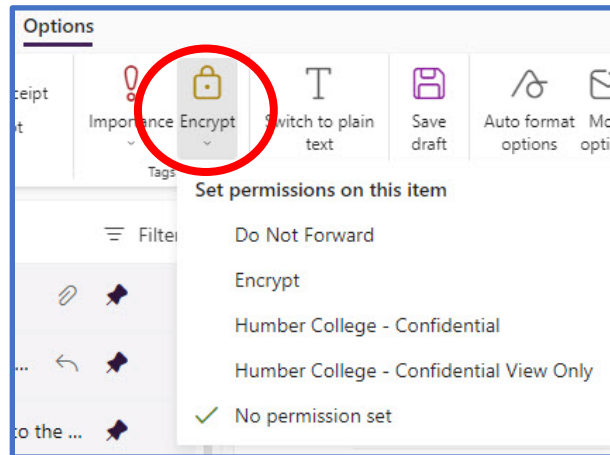
- Once the message is encrypted, you will see an indication, at the top, above the Sender field. The text of the indication varies, depending on the encryption level you specified.



- Proceed to draft your email and send it as usual.

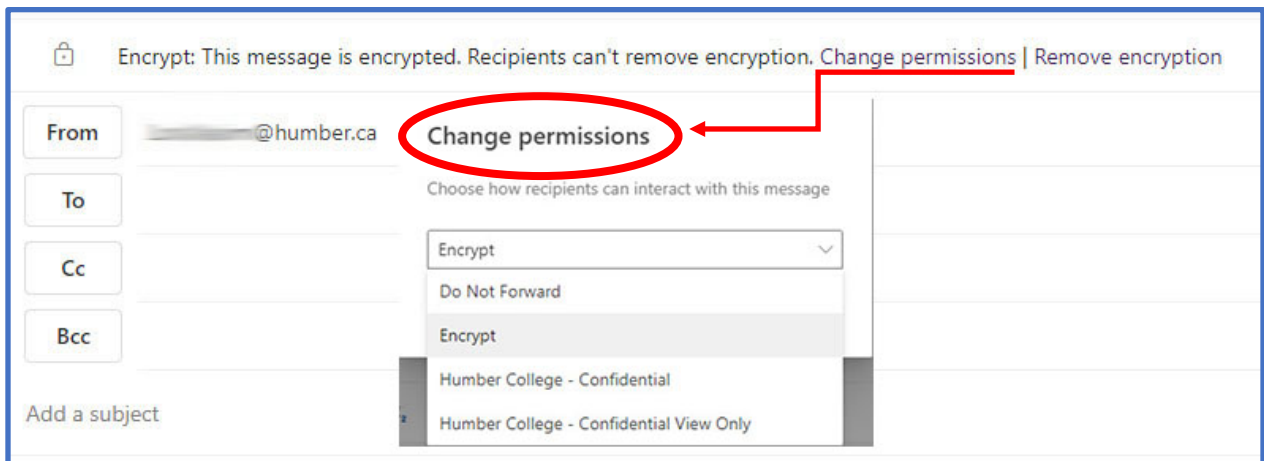
Steps for Outlook on the Web (OWA)

1. Log in to humber.ca/microsoft365. Click on **New Message, Options**, then **Encrypt**.



2. An indication that the message is encrypted is displayed above the **To** field. The default level of encryption is "Encrypt".

Click on the words **Change permissions** if you want to select a different permission (encryption level).



How Someone Receives an Encrypted Message

Internal to Humber College

If you send an encrypted message to someone at Humber College, they will be able to read it seamlessly in any version of Outlook, including Outlook for Windows, Outlook for Mac, Outlook on the web, Outlook for iOS, and Outlook for Android.

A lock icon next to the message indicates that it is encrypted, and in the Reading pane, there is a text notification above the message.

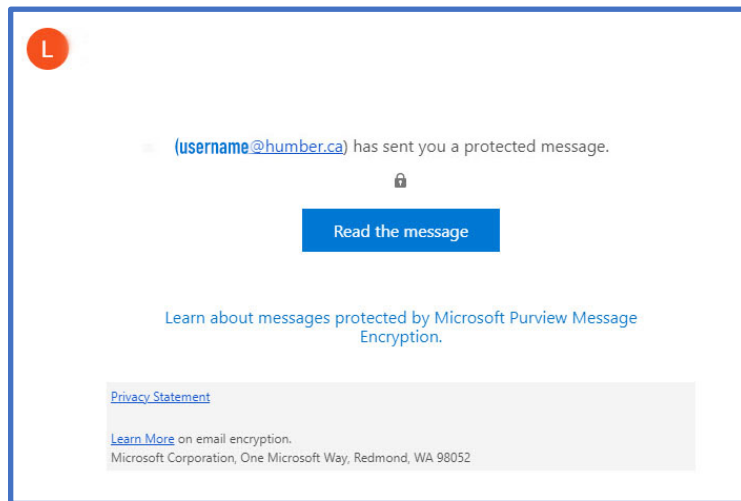
Outlook for desktop and on the Web (Windows & Mac):

 Encrypt-Only - This message is encrypted. Recipients can't remove encryption.
Permission granted by: **username@humber.ca**

  | 
Subject

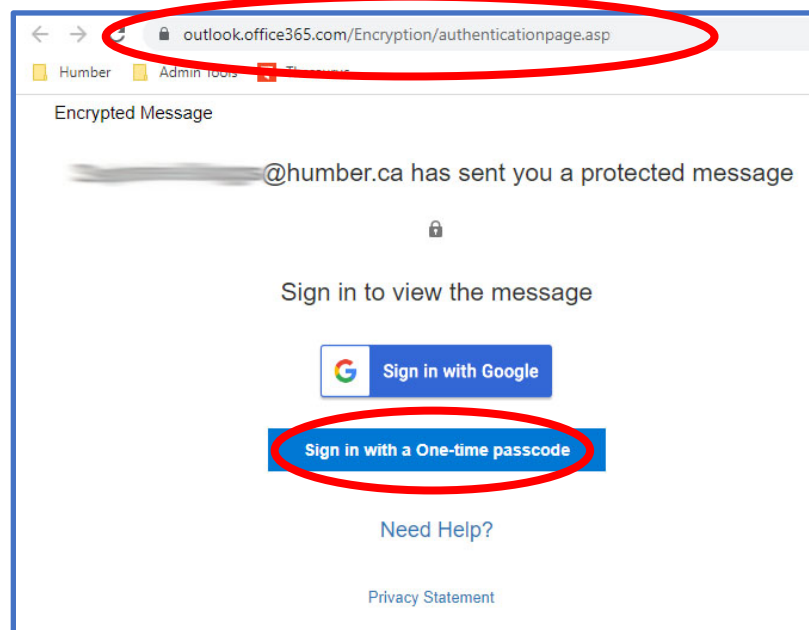
External to Humber College

1. The message will contain a button **Read the message**. The recipient should be expecting an encrypted message from a sender they know and trust before clicking the button.

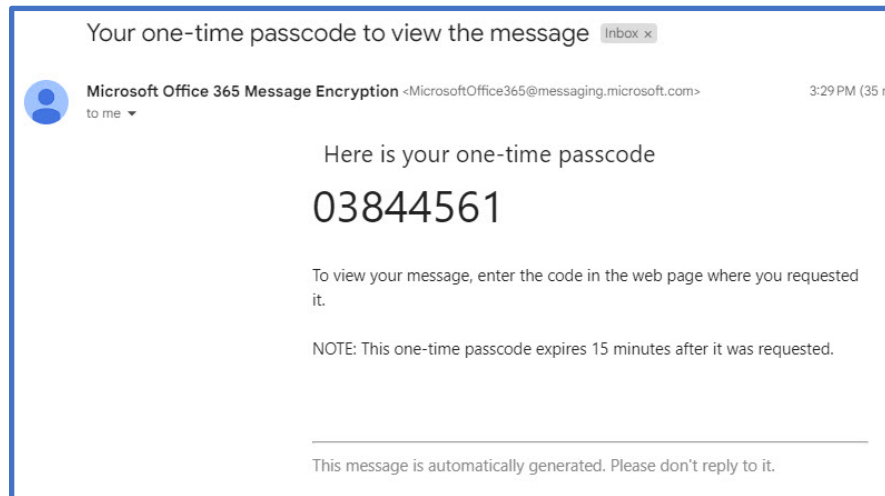


2. A web page will open in the default browser. To be sure it is not a fraud, make sure the URL starts with "**outlook.office365.com/encryption/authenticationpage.asp**".

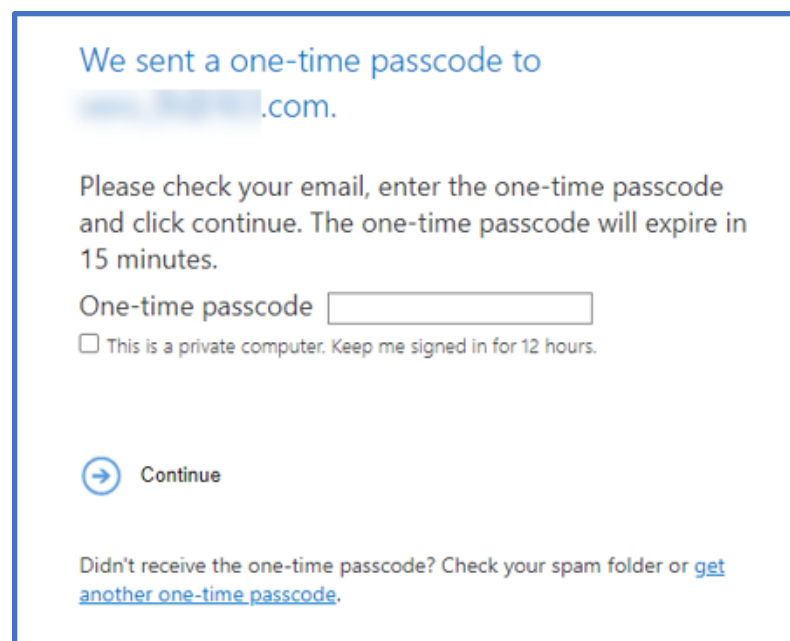
Click **Sign in with a One-time passcode**



3. The recipient will receive an email with a one-time passcode that they can enter in the web page.



4. Enter the code in the web page.



5. After entering the code, the encrypted message will be displayed in the browser.

Help & Support

Please contact the I.T. Support Centre if you experience any issues.

Phone: 1 (416) 675-6622 ext. 8888

Web Chat: <https://humber.ca/techtalk>

Campus Location: I.T Support Centre - A212 (Lakeshore) or Tech Zone – H109 (North)