How to send encrypted email in Office 365 and the Outlook desktop client on Windows and Mac

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This document shows how to send an encrypted email with your Lesley email account. Recipients can be inside or outside Lesley University.

<u>Sending encrypted emails - Office 365</u> <u>Sending encrypted emails - Outlook desktop on your Windows computer</u> <u>Sending encrypted emails - Outlook desktop on your Mac</u> <u>Receiving encrypted emails</u>

Sending encrypted email through Office 365

- 1. Log into web mail at http://www.lesley.edu/office365 (http://www.lesley.edu/office365).
- 2. Click the Mail app to access your email.

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Apps					
02	Mail 🔶	4	OneDrive	w	Word
5	SharePoint	18	Teams	N	Class Notebook
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3. Click New or New message (depending on the version of Office 365 you're viewing) to start a new email.

	Outlook	✓ Search	
	+ New message	🛆 Mark all as read 🏾 🏷 Undo	
\sim	Favorites	Secure Other	Filter \vee

4. On the new email, click Protect (old version of Office 365) or Encrypt (new version of Office 365) to add encrypt

Current Office 365:

1/19/22, 9:25 PM

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New Office 365:

⊳ Send	🛿 🕼 Attach 🗸 🕲 Encrypt 🛍 Discard \cdots	ď
۲	Encrypt: This message is encrypted. Recipients can't remove encryption. Change permissions Remove encryption	
То		
Cc		
Add a s	subject	

5. Fill in the To, Subject, and message body fields as normal and click **Send**.

<u>Sending encrypted email through the Outlook desktop client on a Windows</u> <u>computer</u>

In order to use the encryption feature, you must have the current Office 365 version of Outlook installed.

1. Choose New Email.



2. Click on Options.

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Send	To					

3. Click on the Encrypt button.

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4. Fill in the To, Subject, and message body fields as normal and click Send.

Sending encrypted email through the Outlook desktop client on a Mac computer

In order to use the encryption feature, you must have the current Office 365 version of Outlook installed.

1. Press the **New Email** button.



2. Press the **Options** button.

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Message	Options ┥							
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Cc:								
Subject:								

3. Press the **Encrypt** button, then press the Message button to get back to the window that allows you to send the email.

	$\Box \leftrightarrow c$	JUntitled •	@lesley.edu
Message	Options		
HTML Format Text	BCC Zoo	m Encrypt	abc Spelling & Language Grammar
То:			
Cc:			
Subject:			

4. Fill in the To, Subject, and message body fields as normal and click Send.

Receiving Encrypted Email

All Unread Mentions

Here's what the recipient will receive depending on which type of email client they use.

• On-campus Lesley people using Outlook on MAC or PC will see a red stop sign symbol in front of the email to indicate it is encrypted. When they click on the email link, they will see a message that they must authenticate their credentials. They will enter their email address and password.

• People accessing their Lesley email using a web browser, on or off campus, will see a lock symbol next to the email.

Inbox	Filter 🗸
Next: Create encryption option	in 41 min 💾 Agenda
Testing encrypted email Testing	6 3:43 PM

• Non-Lesley email addresses will receive a message prompting them to click a **Read the message** button within the email. This will bring them to a web page where they will log in with a one-time passcode which will also be sent to their email address.

Testing encrypted email
To: you Details ~ message_v3.rpmsg (20 KB)
G Office 365
has sent you a protected message.
Read the message This link will expire on February 07, 2018
Learn about messages protected by Office 365

• After entering the passcode and clicking **Continue**, they'll be presented with the contents of the email. They can also download any attachments that were on the email.

Please check your email, enter the one-time passcode and click continue.

The one-time passcode will expire in 15 minutes.

One-time passcode

This is a private computer. Keep me signed in for 12 hours.

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If they click the Reply button, their reply message back to the original Lesley sender will be encrypted.

Preview