

HOW TO SEND AN ENCRYPTED EMAIL

Scope

The purpose of this document is to provide instructions on how to send an encrypted email.

Procedure

Office 365 Email Encryption (Office Message Encryption)

What is it:

Email Encryption is the process by which information is encoded so that only an authorized recipient can decode and consume the information.

What does it do?

- Encrypts messages sent to internal or external recipients.
- Allows users to send encrypted messages to any email address, including Outlook.com, Yahoo! Mail, and Gmail.
- No special client side software is needed as long as the encrypted message (sent as an HTML attachment) can be opened in a browser.

How does it work:

1. Compose a new email
2. Type the word “encrypt” anywhere in the subject line
3. Click Send
4. Recipient will receive the email with an HTML attachment and will need to be opened with a browser
5. Encrypted emails received from Racine County will represent the Racine County Logo to help Recipients identify the email is coming from a trusted source.

Recipients inside or outside your organization who receive an Office 365 encrypted messages can view them in one of two ways:

- By signing in with a Microsoft account or a work or school account associated with Office 365.
- By using a one-time passcode. Note: (one-time password expires 15 minutes after it is requested)