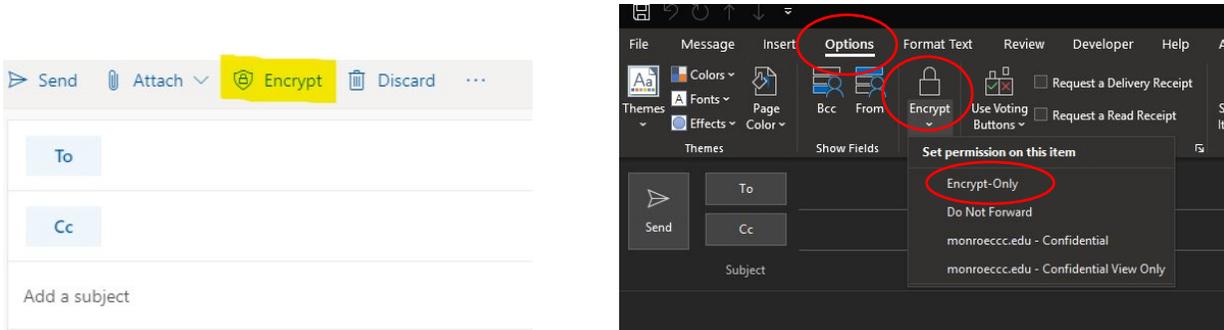


## Email Encryption

When sending sensitive information to both co-workers and other organizations in a safe and efficient manner, you may send encrypted emails from Outlook 365. This ability will differ slightly depending on who you are sending the information to. There are 3 main use cases that will happen when you click on "Encrypt", if you do not see it click on the OPTIONS button, then choose Encrypt Only: See examples below.



For example:

1. If you are sending an encrypted email to someone else who is using O365, Microsoft will handle the encrypting/decrypting for you. All you need to do is hit the "Encrypt" button and when they receive the email, they will be able to read it and it will inform them it was encrypted.
2. If you are sending an email to certain domains such as Gmail or Yahoo, the receiver will have to login to their Google or Yahoo account through the email and will then be able to read the message.
3. Sending an email to all other domains will require the receiver to use a one-time password. Once they click the link in the encrypted email an auto-generated email will be sent to them with the one-time password. The receiver can then enter this password and read the email.