



CLPT IT Email Encryption User Guide – Office Online

How to encrypt your emails via Outlook online via Office 365

Any email containing information including personal identifiable information (PII), confidential information and information relating to HR, Payroll, Safeguarding or SEND should be encrypted. Emails can be encrypted both within the Outlook desktop app which is rolled out to all machines connected to the CLPT schools' network and Office online via your Office 365 account. This guide covers how to encrypt emails via Office Online.

Option 1 – via Office Online

1. Access your Outlook online emails via Office 365 – <u>https://outlook.office.com</u>



2. Draft your desired email

▷ Send 🔋 Attach ~ 🕲 Encrypt 📋 Discard …	€✓□
To Jordan Young ×	Всс
Cc	
Confidential Student Data	
ні	
This is the confidential information you requested.	
Thanks	
Send V Discard 🕅 📾 😥 \ominus 🦩 🕀 … Dra	aft saved at 09:50

3. Click the three dots in the menu bar at the bottom of your email and click 'Encrypt'

➢ Send		⊕, ∽ ⊏"
To Jordan Young ×		Всс
Cc		
Confidential Student Data		
ні	Editor >	
This is the confidential information you requested.	Save draft	
Thanks	Insert signature	
	Show From	
	Set importance >	
	Switch to plain text	
	Check for accessibility issues	
I	Encrypt Show message options	
Send 🗸 Discard 🕴 🔤 😰 😫 🔀		Draft saved at 09:51

4. You will receive conformation encryption has been applied to your email via the bar at the top of your drafted email. You can now send your email knowing it has been encrypted

➢ Send	🔰 Attach 🗸 🙆 Encrypt 🛗 Discard …	€ ~	ď			
🗈 Encrypt: This message is encrypted. Recipients can't remove encryption. Change permissions Remove encryption						
То	Jordan Young ×					
Cc						
Confiden	tial Student Data					
Hi						
This is th	e confidential information you requested.					
Thanks						
I Calib	$ \stackrel{\scriptstyle I}{\underset{\scriptstyle}{\overset{\scriptstyle}{\overset{\scriptstyle}}}} \sim 12 \lor \mathbf{B} I \underline{\cup} \underline{\mathscr{L}} \sim \underline{A} \sim \mathfrak{D} \mathfrak{D} \exists i \equiv \ \bullet \equiv \ \bullet \equiv \ \mathfrak{m} \equiv \ \cdots $					
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