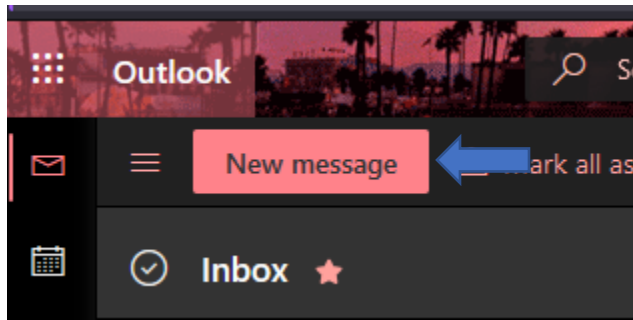


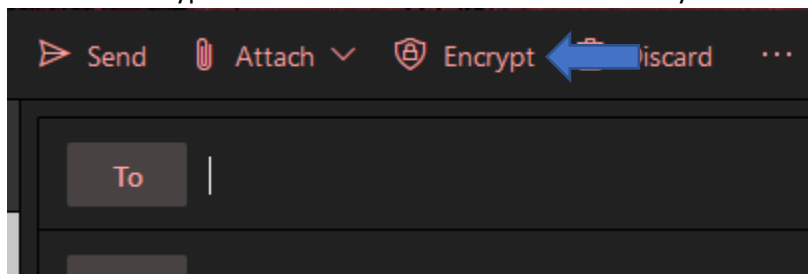
Sending an Encrypted Email Using Office 365

Encrypting an email is a more secure way to send emails containing confidential information. Emails that contain sensitive information, such as Personally Identifiable, health or financial information, should always be encrypted before being sent. In order to encrypt your emails that are sent from the Outlook web portal, you can follow the steps below.

1. Log into outlook.office365.com
2. Click the 'New Message' button at the top, right corner of the screen.



3. Click the 'Encrypt' button located above the 'To:' line of your new email.



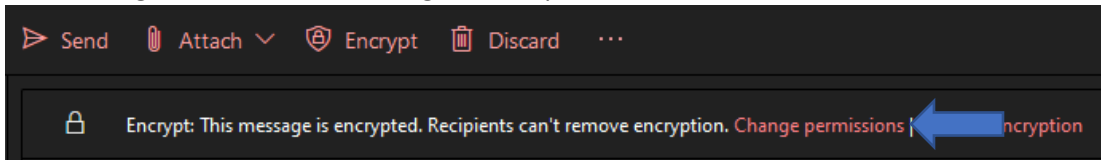
4. Your message will now be encrypted. You can finish composing your email and click send.

In addition to encrypting an email, you can prevent an email, and any included attachments, from being forwarded by your intended recipient(s) by selecting the 'Do Not Forward' option. By selecting Do Not Forward, your message will be encrypted, and the recipient(s) will be prevented from forwarding the email message to others; they will be able to reply to your email, just not forward it on to others.

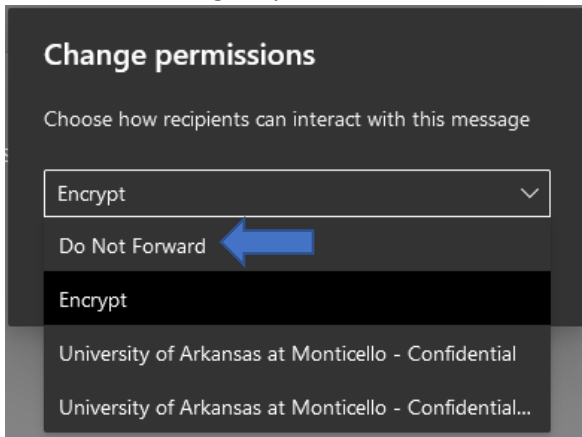
If your email contains an attachment, it will be encrypted, too. Microsoft file formats, such as Word and Excel files, will be protected and remain encrypted even if they are downloaded from the email. Non-Microsoft file formats, such as PDF documents and images files, however, will not be protected once downloaded, and will be able to be shared by the recipient.

To enable the Do Not Forward feature, follow the steps outlined above, then:

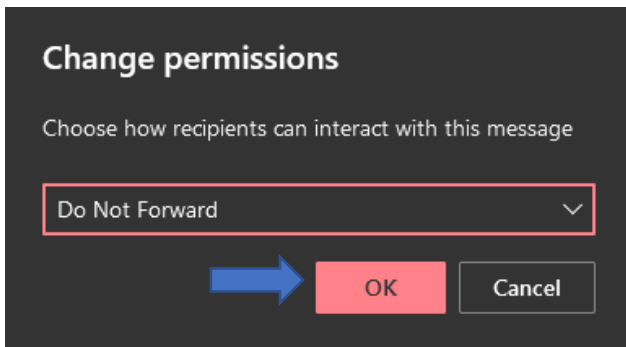
1. Click 'Change Permissions' to the right of the permission notice.



2. From the resulting drop-down list box, select 'Do Not Forward'.



3. Click OK.



4. You should now notice that your permission notice has changed from 'Encrypt' to 'Do Not Forward'. You can finish drafting your email, then click send.

