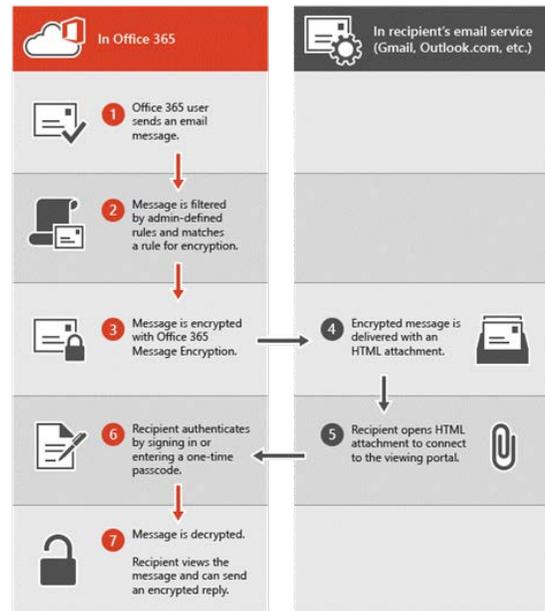


## Procedure to Send, View, and Reply to encrypted messages in Outlook

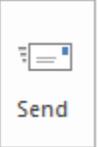
A message that is encrypted by Office 365 Message Encryption is delivered to a recipient's inbox just like any other email message. If the recipient has Outlook 2013 or 2016 and an Office 365 email account, they'll see an alert about the item's restricted permissions in the Reading pane. After opening the message, the recipient can view the message just like any other.

If the recipient is using another email client or email account, such as Gmail or Yahoo, they'll see a link that lets them either sign in to read the email message or request a one-time passcode to view the message in a web browser.



### Send an encrypted message using Outlook for PC

Stanly Community College has defined rules to automatically encrypt messages that meet certain criteria. To encrypt a message, simply begin the subject line with ENCRYPT:

	To...	<input type="text" value="happy@student.com"/>
	Cc...	<input type="text"/>
	Subject	ENCRYPT: Need your Tax Return

### View and reply to an encrypted message for Office 365 recipients using Outlook for PC

You can read encrypted messages in Outlook 2013 and Outlook 2016 for PC, Outlook 2016 for Mac, Outlook on the web, Outlook for iOS, and Outlook for Android.

- 1) To reply to an encrypted message, choose Reply or Reply All.
- 2) On the page that appears, type a reply message and choose Send.

### View and reply to an encrypted message without Office 365 using Outlook for PC

If you're not using Outlook with Office 365, your encrypted message will contain a link in the message body.

- 1) Select Read the message.
- 2) Select how you'd like to sign in to read the message. If your email provider is Google, Yahoo, or Microsoft, you can select Sign in with Google, Yahoo, or Microsoft respectively. Otherwise, select sign in with a one-time passcode.
- 3) Once you receive the passcode in an email message, make a note of the passcode, then return to the web page where you requested the passcode and enter the passcode, and select CONTINUE.