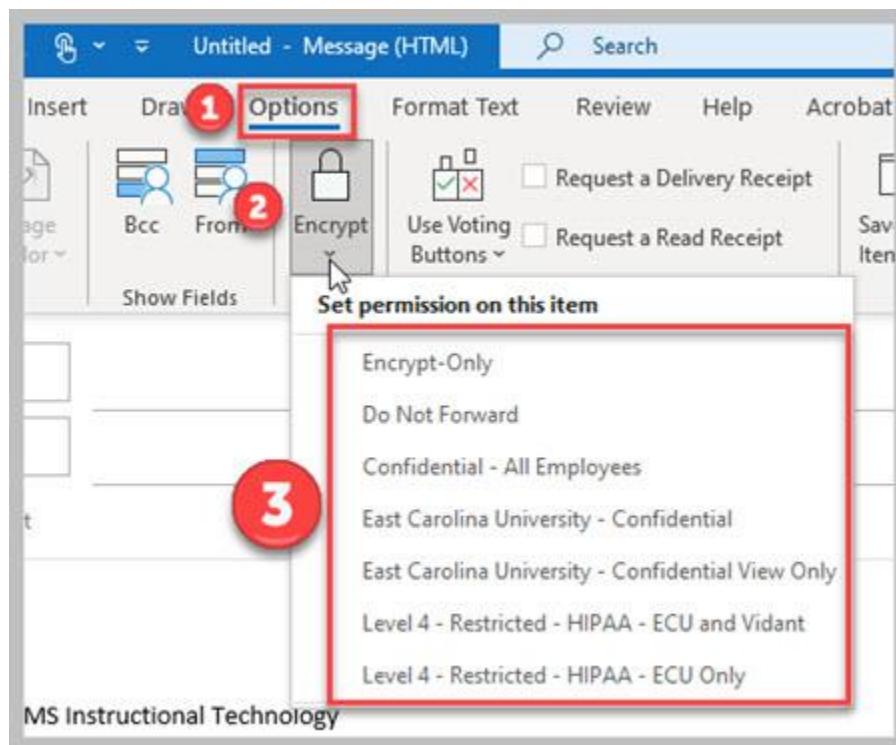


# Encrypt an Email

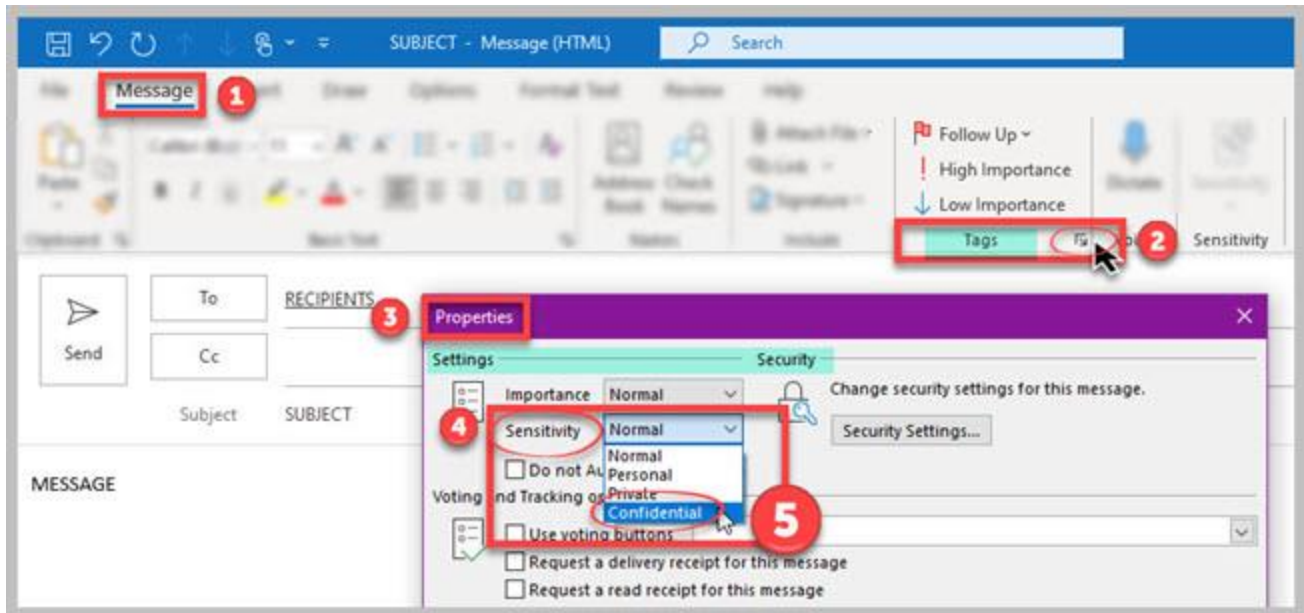
## Set message permissions

From an open email's *Options* tab, choose the *Encrypt* down arrow. Choose the appropriate permission. To learn more about ECU's Data Classification levels, see the [Data Governance Data Classification webpage](#).



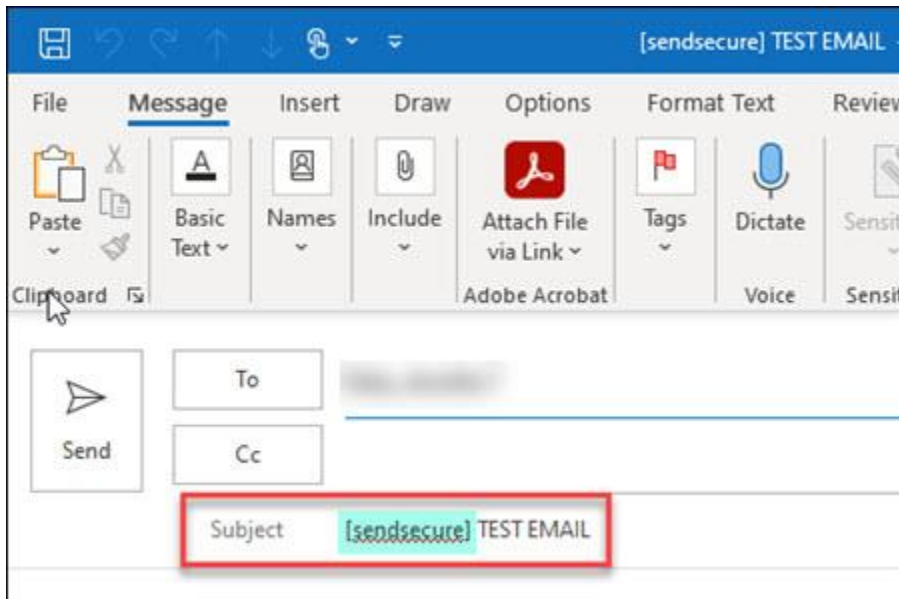
## Set the confidentiality flag

From an open email's *Message* tab, choose the down arrow in the *Tags* section to open the *Properties* dialog box. Within the *Settings* section, choose the *Sensitivity* down arrow to show the options. Choose **CONFIDENTIAL**.



## Set the [sendsecure] tag in the subject line

From an open email, type **[sendsecure]** anywhere in the subject line to encrypt the message. You may type in an appropriate subject as well.



## Read an Encrypted Email

- **Microsoft 365 Outlook desktop app, mobile app or Outlook on the web:** Open the email and click the *Read the Message* link. If you are the intended recipient, the message opens.
- **Google Gmail:** Open the email and click the *Read the Message* link. The message opens if you are the intended recipient. Mobile device gmail may ask you to choose a browser (depends on your device settings).

- **Other mail clients:** Use the time-limited, single-use passcode option.
- ALWAYS reply from the encrypted message to ensure that the entire conversation is secure.
- See this Microsoft support article for more information, [How do I open a protected message.](#)