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](#).