

# Email Message Encryption Guide

Microsoft's email encryption capabilities allow us to share sensitive information with people within or outside of the University.

Microsoft clearly states the need for encryption on their website:

"People often use email to exchange sensitive information, such as financial data, legal contracts, confidential product information, sales reports and projections, patient health information, or customer and employee information. As a result, mailboxes can become repositories for large amounts of potentially sensitive information and information leakage can become a serious threat to your organization."

## How do I encrypt or securely send an email that contains confidential information?

To encrypt the email type (encrypt) in the subject line of the email.

The location of the text (encrypt) in the subject line is not relevant.

If your email subject is Transfer Student Data, the email subject might look like this:

To...	
Cc...	
Bcc...	
Subject	(encrypt) Transfer Student Data

## How can an external recipient open the encrypted email message?

The email recipient will receive a message looking similar to the image below.



Last Name, First Name (username@tarleton.edu) has sent you a secure message. If the message shows as unavailable, please allow 5 minutes for the message to complete processing.



[Read the message](#)

Disclaimer: This email and its content are confidential and intended solely for the use of the addressee. Please notify the sender if you have received this email in error or simply delete it.

[Privacy Statement](#)

Email encryption powered by Office 365. [Learn More](#)  
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

After selecting Read the Message, the recipient is then given two options in order to view the encrypted message.

- 1) Sign in to their existing email provider using their username and password
- 2) Sign in with a One-time passcode

Username@tarleton.edu has sent you a protected message



Sign in to view the message



Sign in with a One-time passcode

[Need Help?](#)

[Privacy Statement](#)

If the recipient selects Sign in with a One-time Passcode, an email similar to the image below is sent to the recipient's inbox. The passcode expires within 15 minutes. After entering the one-time passcode, the encrypted email is displayed.



Here is your one-time passcode

37648962



**Can recipients reply to encrypted emails?**

Email recipients can reply to encrypted emails. The reply emails will be encrypted.

**Can recipients forward encrypted emails?**

No, recipients cannot forward encrypted emails.

**Are attachments encrypted?**

Yes, any attachments within the encrypted email are also encrypted.

Will the recipient's encrypted email message expire?

Yes, encrypted email messages expire in 14 days.

Who should I contact if I have other questions that are not addressed in this guide?

Recipients should contact the sender first.

If there are still questions, contact the Tarleton HelpDesk.

- Phone: 254-968-9885 opt: #1
- Email: [helpdesk@tarleton.edu](mailto:helpdesk@tarleton.edu)
- Web: <https://Helpdesk.tarleton.edu>