

# EMAIL ENCRYPTION

Some emails sent outside our domain contain confidential information that warrants an extra level of security. MCSD uses Office 365, which has the ability to encrypt emails to the outside world (not MCSD domain) when the sender wishes to do so.

## HOW TO SEND AN ENCRYPTED EMAIL

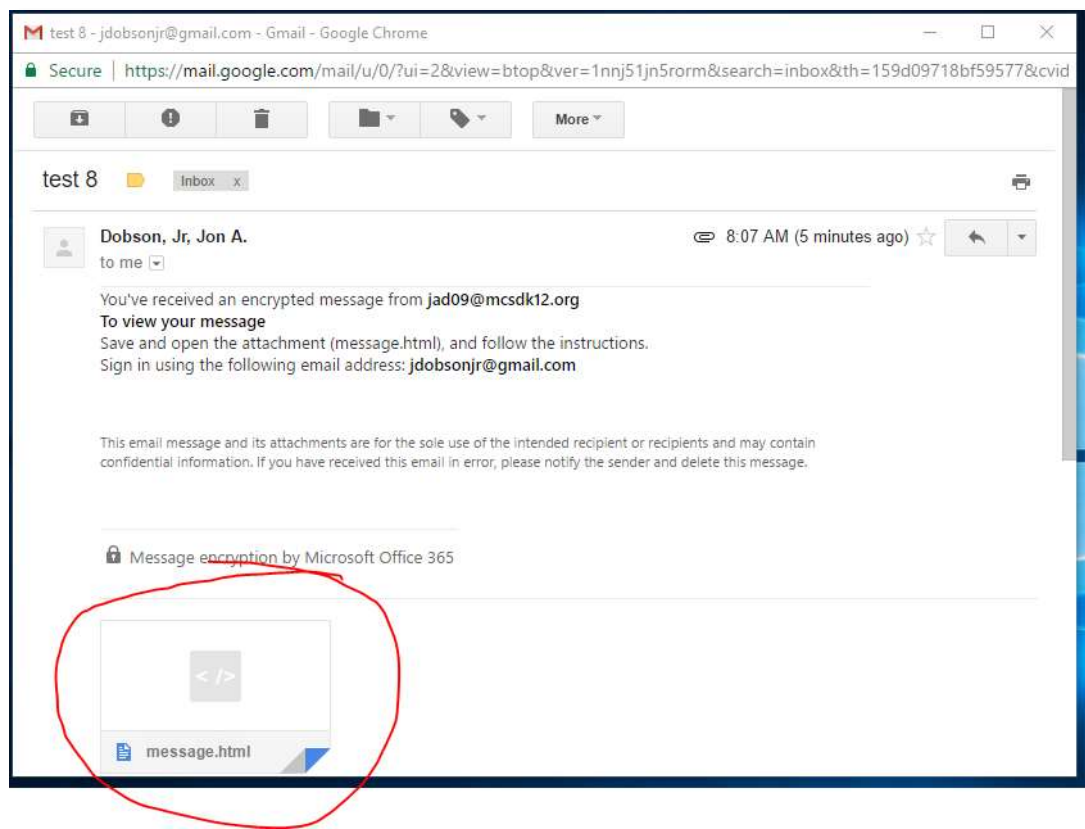
A standard email will become an encrypted email when the sender places any of these words in the Subject line ....

[conf] (*upper or lowercase in brackets*)

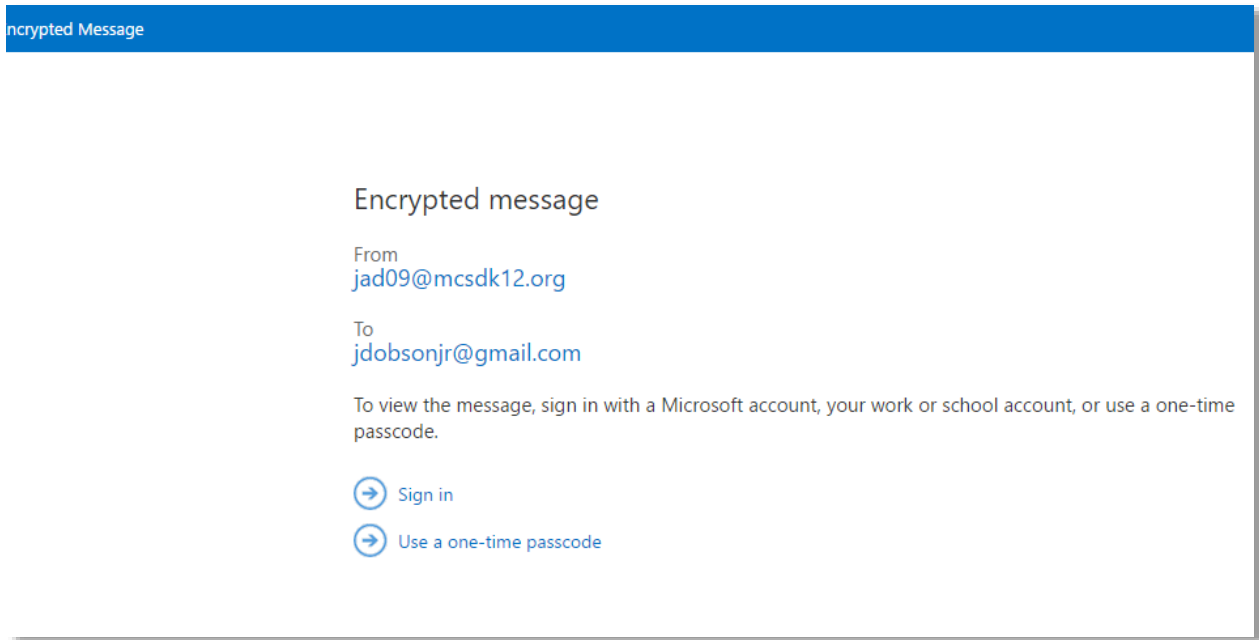
confidential (*upper or lower case*)

## WHAT THE RECIPIENT OF AN ENCRYPTED EMAIL MUST DO

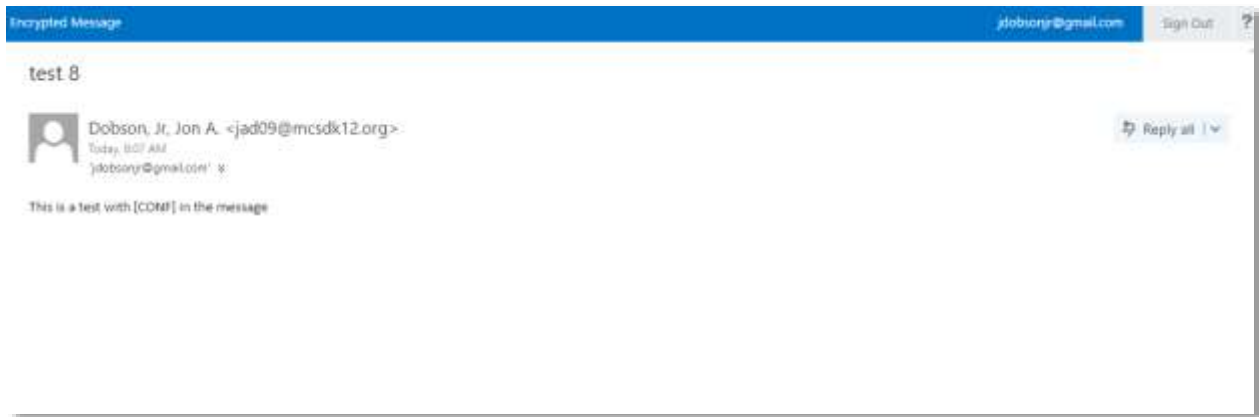
The recipient of your encrypted email will get a message that looks like this...



Simply clicking on the attachment without downloading it first will not work. As the message states, the recipient must down load and click on the **message.html** attachment. Then the recipient will see a page like this...



The recipient can sign in with their Microsoft account, or they can choose a one-time passcode that will be sent to their Inbox. After making their choice, they can view your message.



If they reply back to you, that message will not be encrypted. However, if they forward that message to anyone outside MCSD, the message will be encrypted and that person will need to go through the same steps to read the message.

Please contact the MCSD Technology Department with any questions.

