



Office 365

Send and Retrieve Protected Emails

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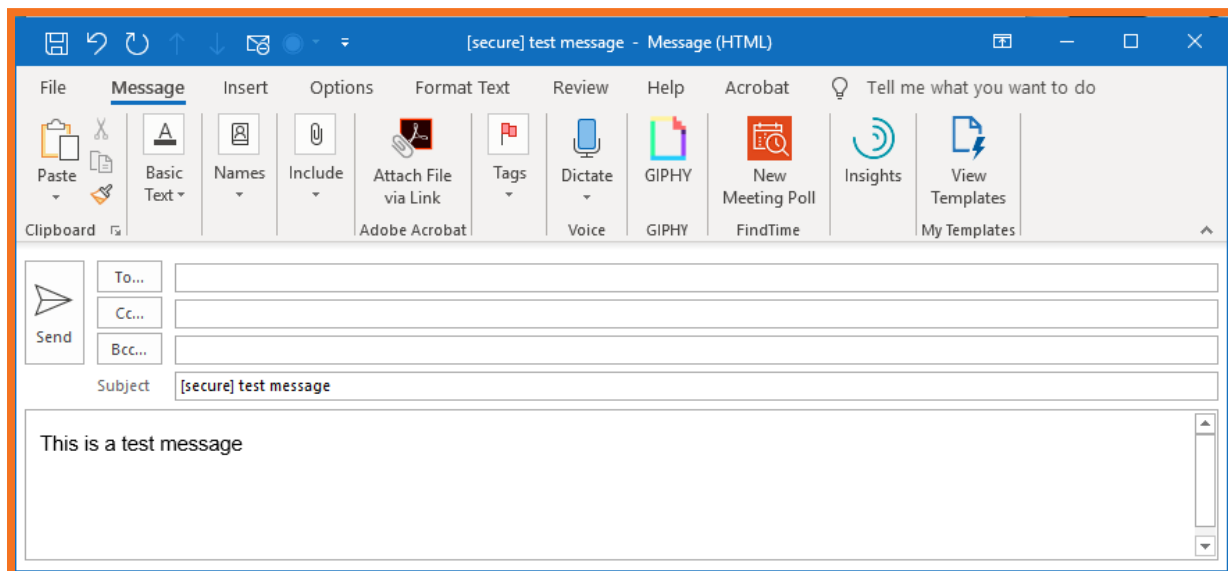
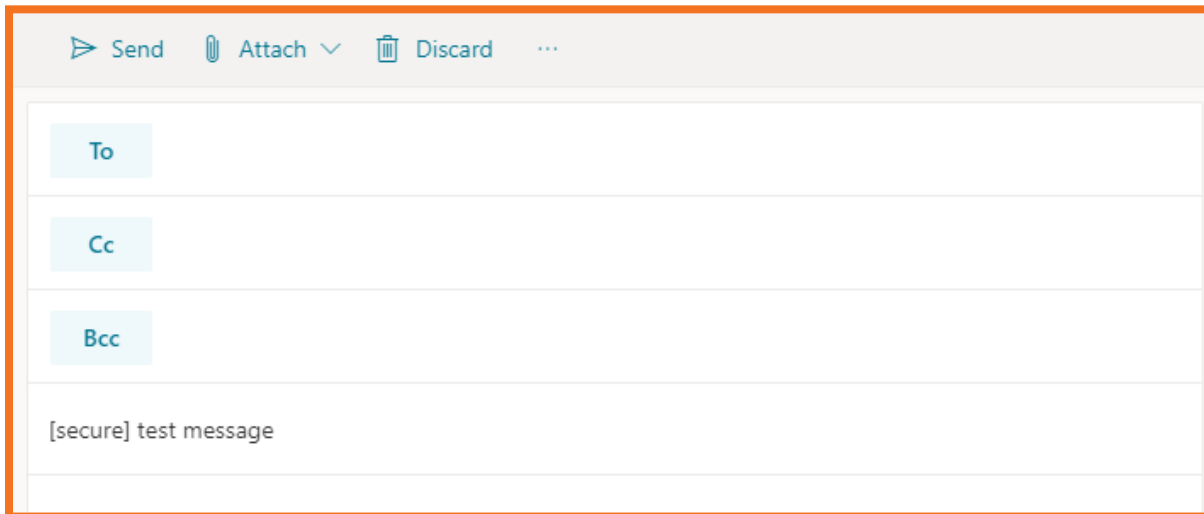
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Sending Protected Emails

Sending a protected message (encrypted) allows you to protect sensitive data from being read by unintended audiences. In addition, it allows you to set usage rights, such as preventing the message from being forwarded, copied or printed.

Add [secure] in the Email Subject

To send a secure or encrypted message, type "[secure]" in the subject of your email, without the quotes. Any recipient with a non-UM address will receive an encrypted copy of that message.



Using the Encrypt Button

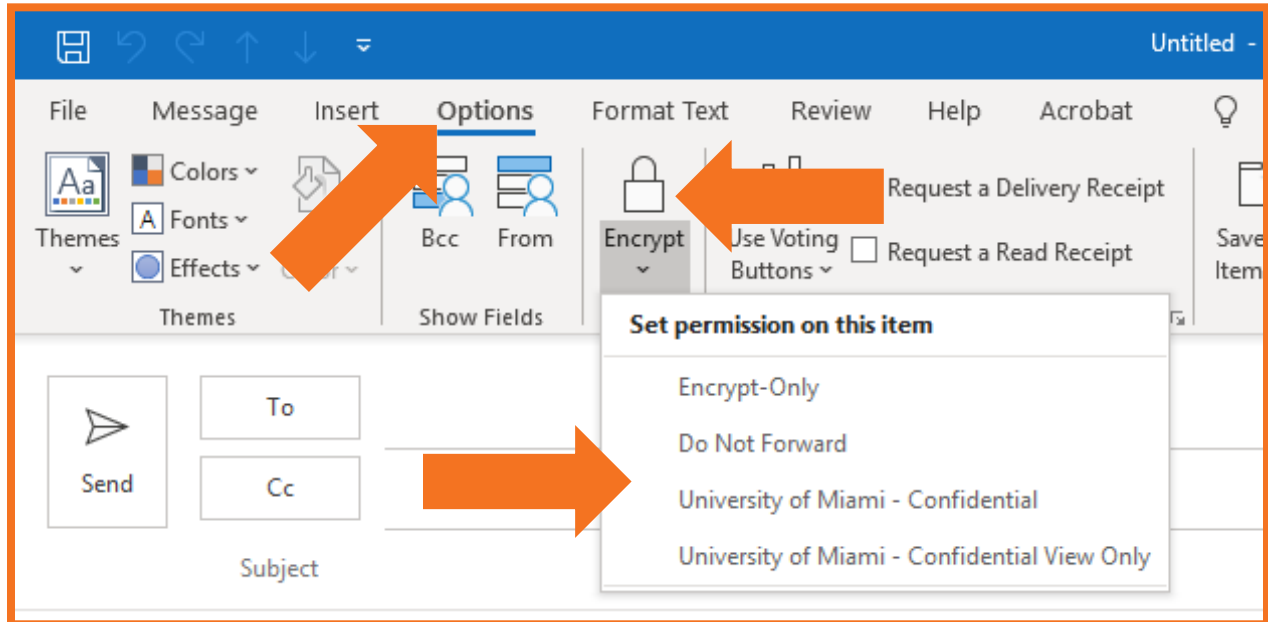
Outlook and Outlook on the web (<http://email.miami.edu>) include an Encrypt button that can be used to send secure messages.

There are four protection types.

1. Encrypt/Encrypt-Only
 - Recipients can read, reply, forward, copy, and print the message, as well as download any attachments.
 - Applies to all mailboxes (University mailboxes and outside mailboxes like Gmail).
 - Recipients cannot remove protection.
2. Do Not Forward
 - Recipients can read or reply to the message.
 - Applies to all mailboxes (University mailboxes and outside mailboxes like Gmail).
 - Recipients cannot forward, print, copy from it, or save attachments or save as a different name.
3. University of Miami - Confidential
 - Recipients can read or reply to the message.
 - Applies only to people with University of Miami Office 365 mailboxes.
 - Recipients who do not have a University Office 365 mailbox will not be able to open the message's content.
4. University of Miami – Confidential View Only
 - Recipients can only read the message.
 - Applies only to people with University of Miami Office 365 mailboxes.
 - Recipients who do not have a University Office 365 mailbox will not be able to open the message's content.

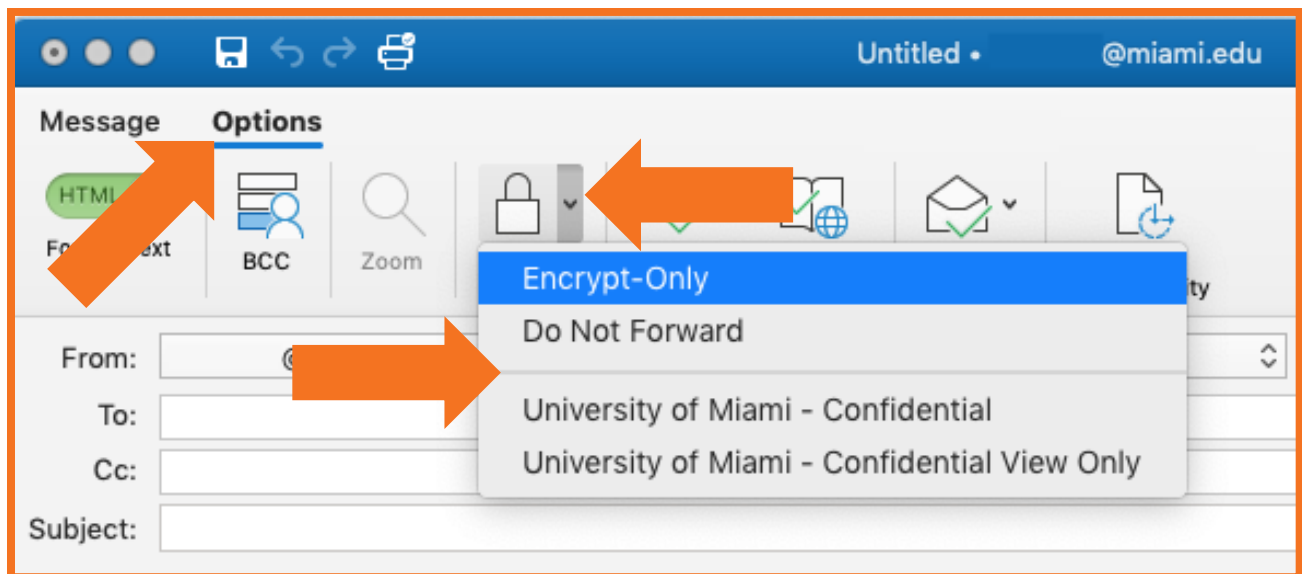
Outlook for Office 365/2019 for PC

1. Create a new message.
2. On the **Options** tab, click **Encrypt** and select the level of protection.
 - For Outlook 2019 and 2016, select **Permissions** inside the Options tab.
3. Compose your message and hit **Send**.



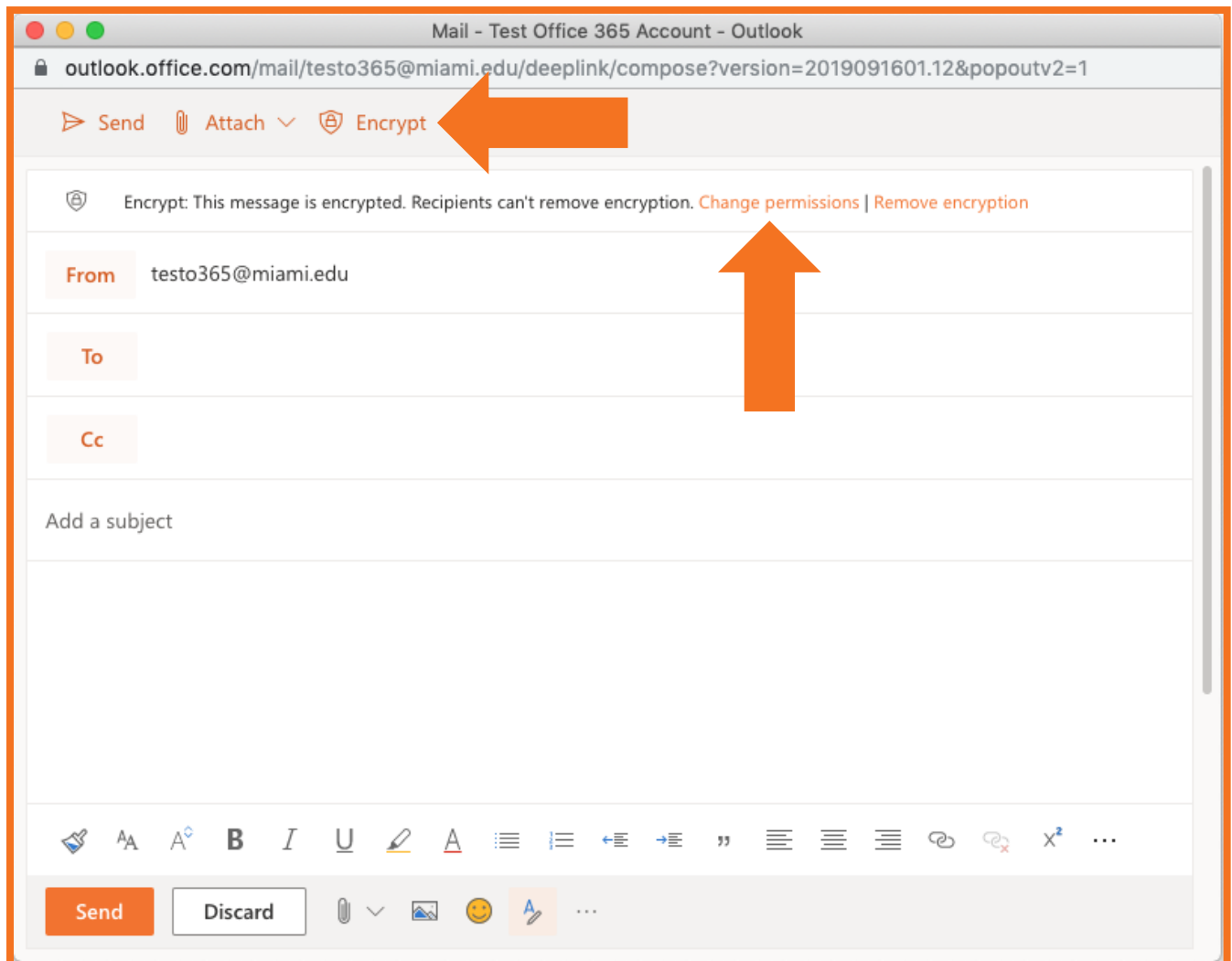
Outlook for Office 365/2019 for Mac

1. Create a new message.
2. On the **Options** tab, click **Encrypt** and select the level of protection.
3. For Outlook 2019 and 2016, select **Permissions** inside the Options tab.
4. Compose your message and hit **Send**.

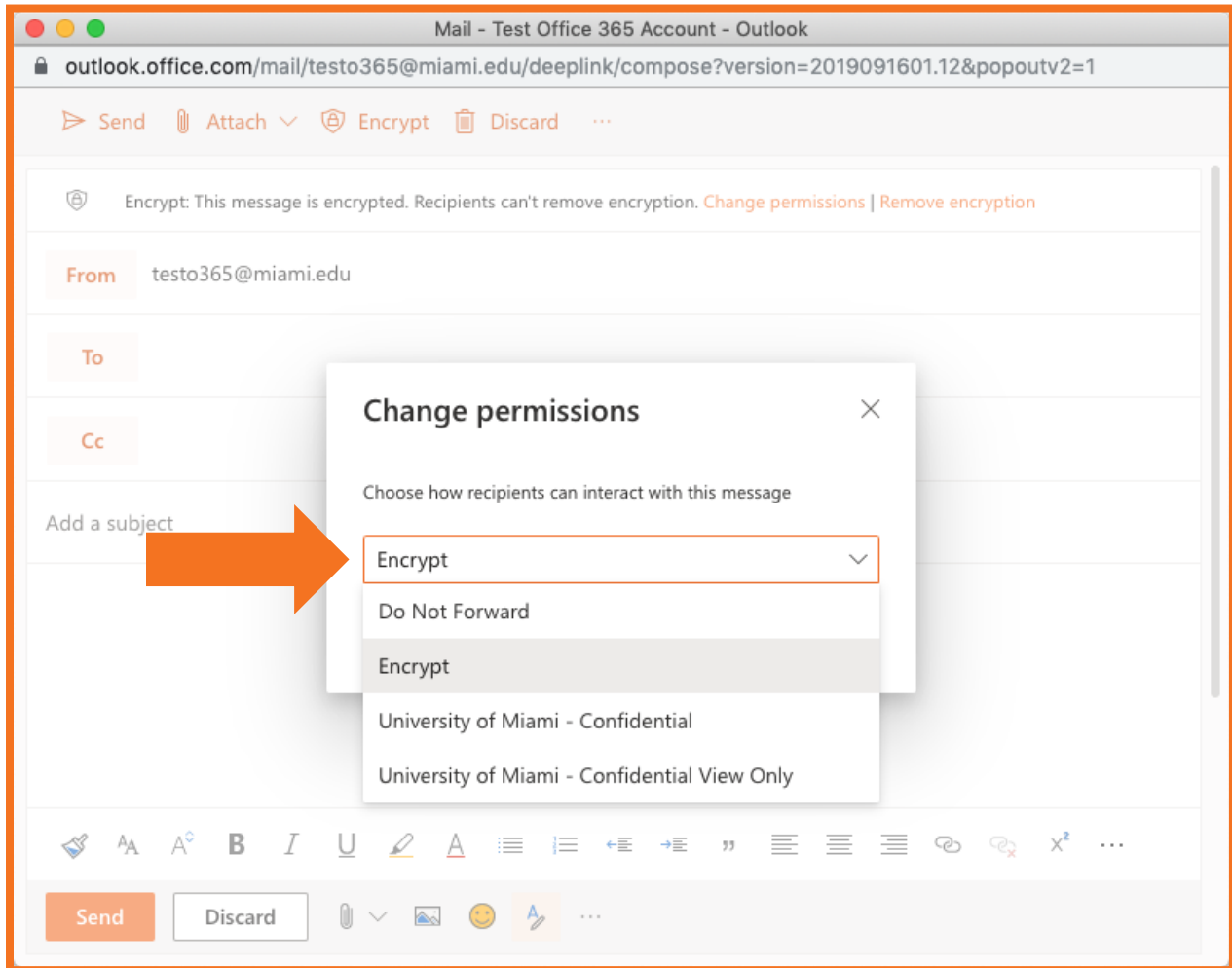


Outlook Web App (<http://email.miami.edu>)

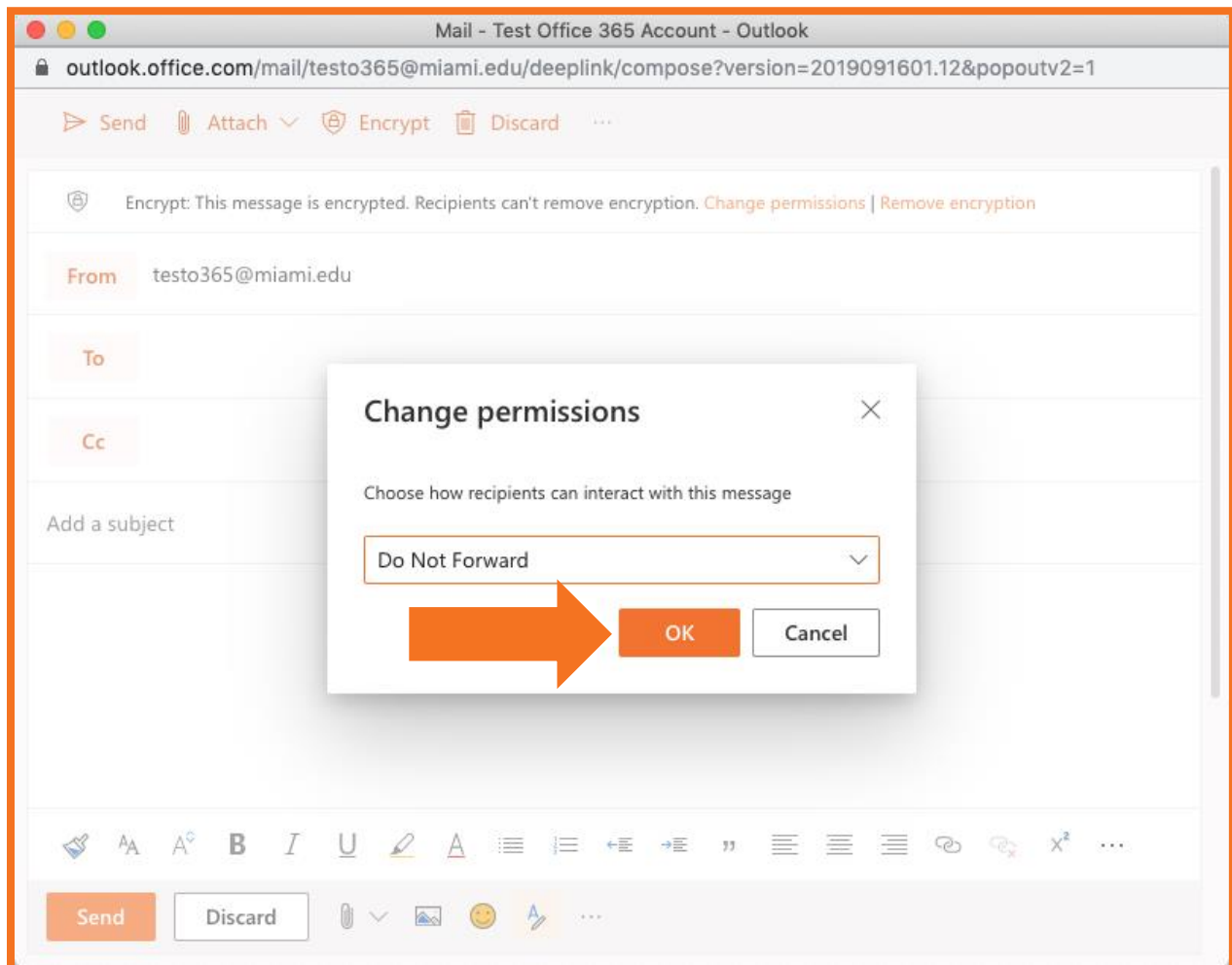
1. Create a new message.
2. Click the **Encrypt** button at the top of the window.
3. By default, **Encrypt** is selected. If you wish to choose a different level of protection, continue to step 4. If you want to leave the protection level as is, skip to step 7.
4. Click **Change Permissions** to select a different level of protection.



5. Select the desired permission level from the dropdown list that appears.



6. Click **OK**.
7. Compose your message and hit **Send**.

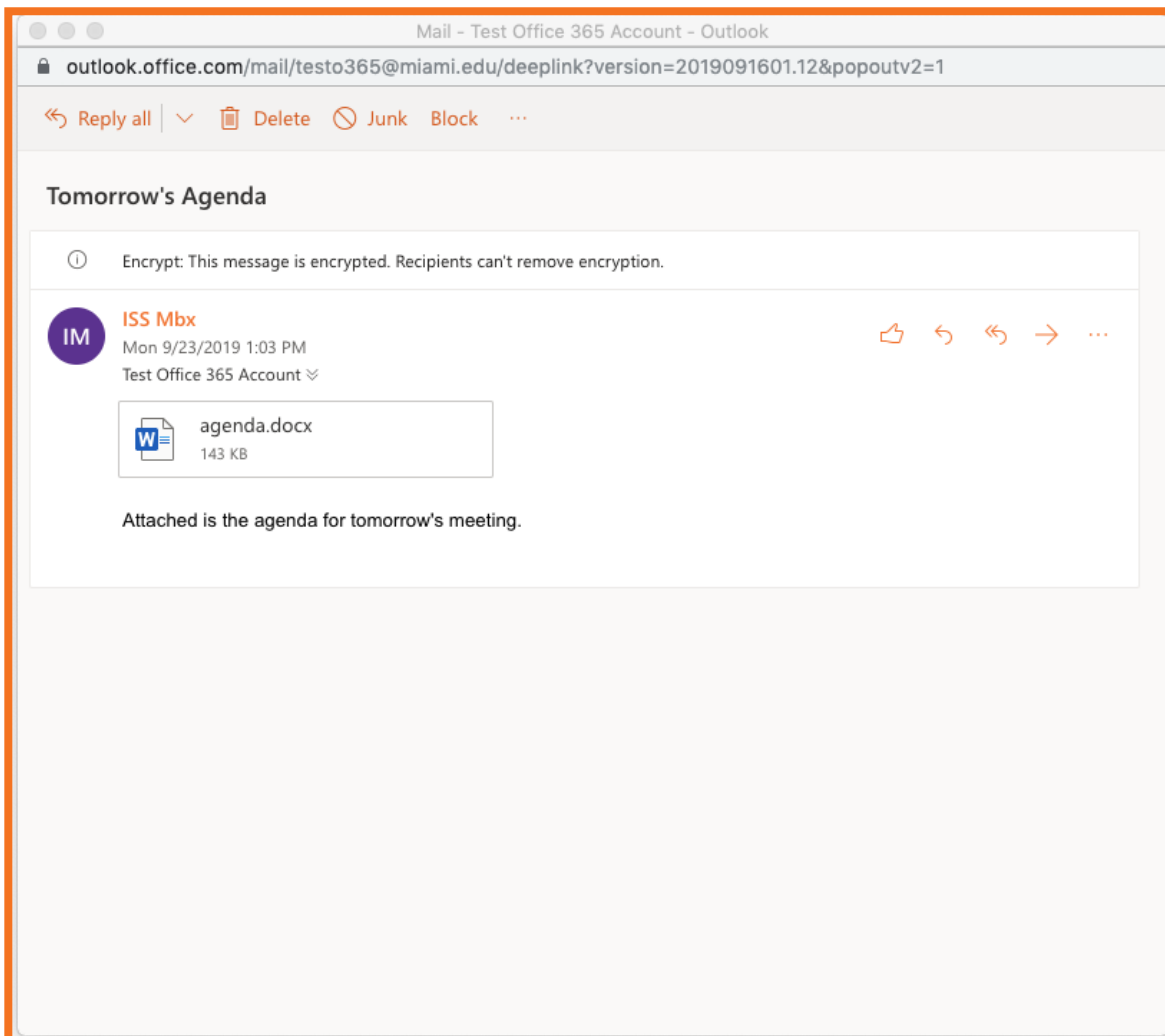


Viewing and Replying to Protected Emails

Using Your University Office 365 Mailbox

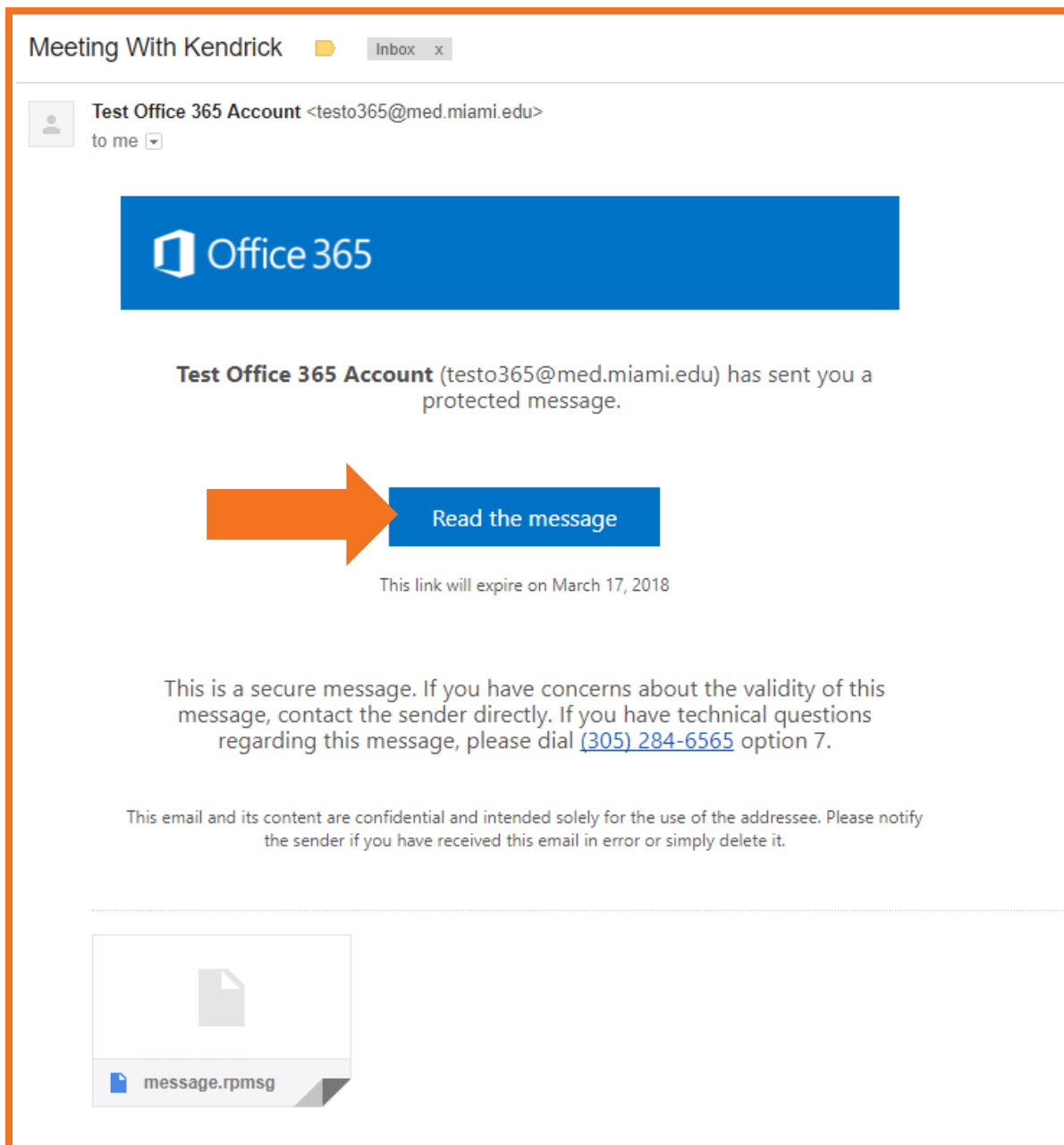
These steps can be taken using Outlook for PC, Outlook for Mac, Outlook for iOS/Android, and Outlook Web App.

1. Open the message.
2. Choose Reply or Reply All.
3. On the page that appears, type a reply and choose **Send**. An encrypted copy of your reply message is sent to you.

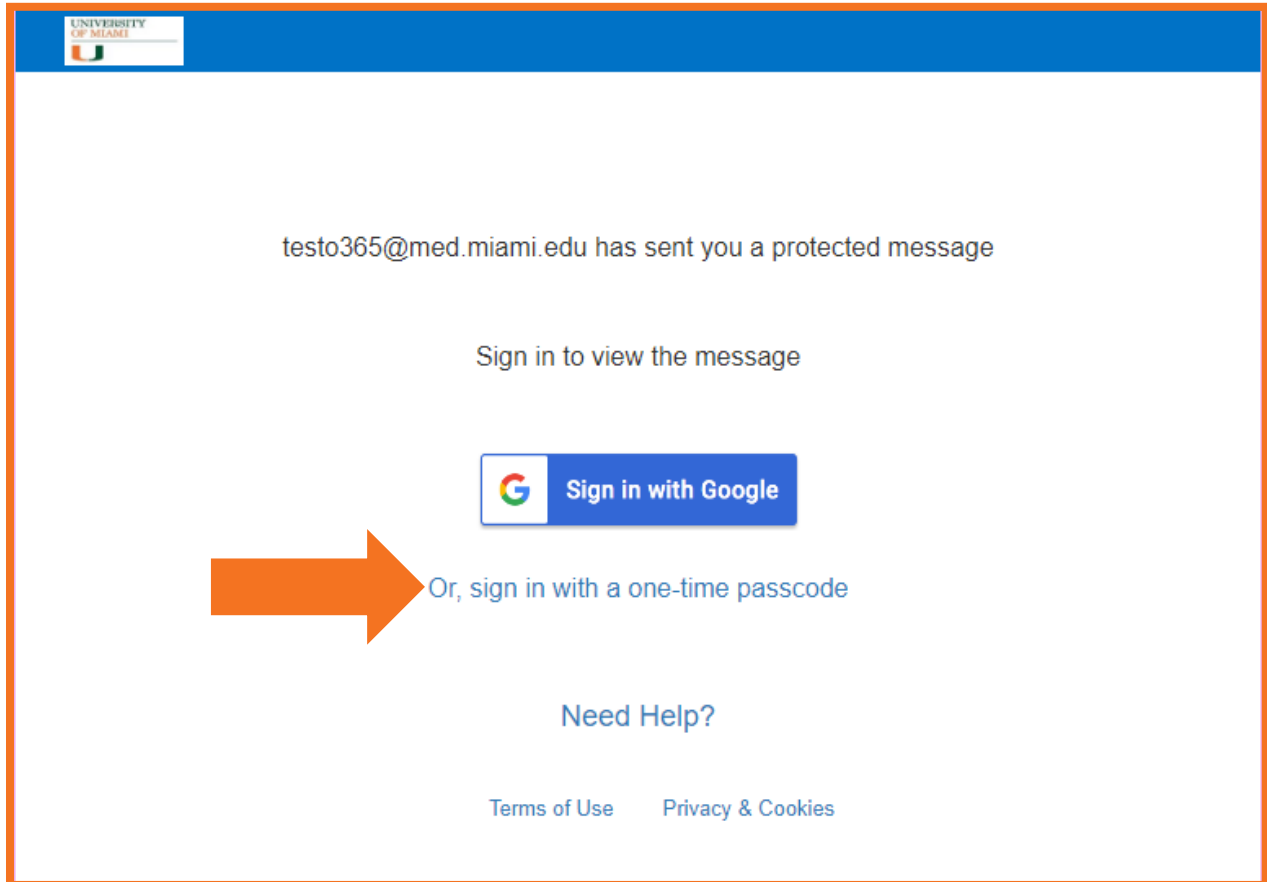



Using an Outside Mailbox (Gmail, Yahoo, etc.)

1. Open the message.
2. Select **Read the message**.



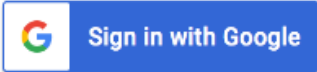
3. Select **Or, sign in with a one-time passcode**.






testo365@med.miami.edu has sent you a protected message

Sign in to view the message

 Sign in with Google

 Or, sign in with a one-time passcode

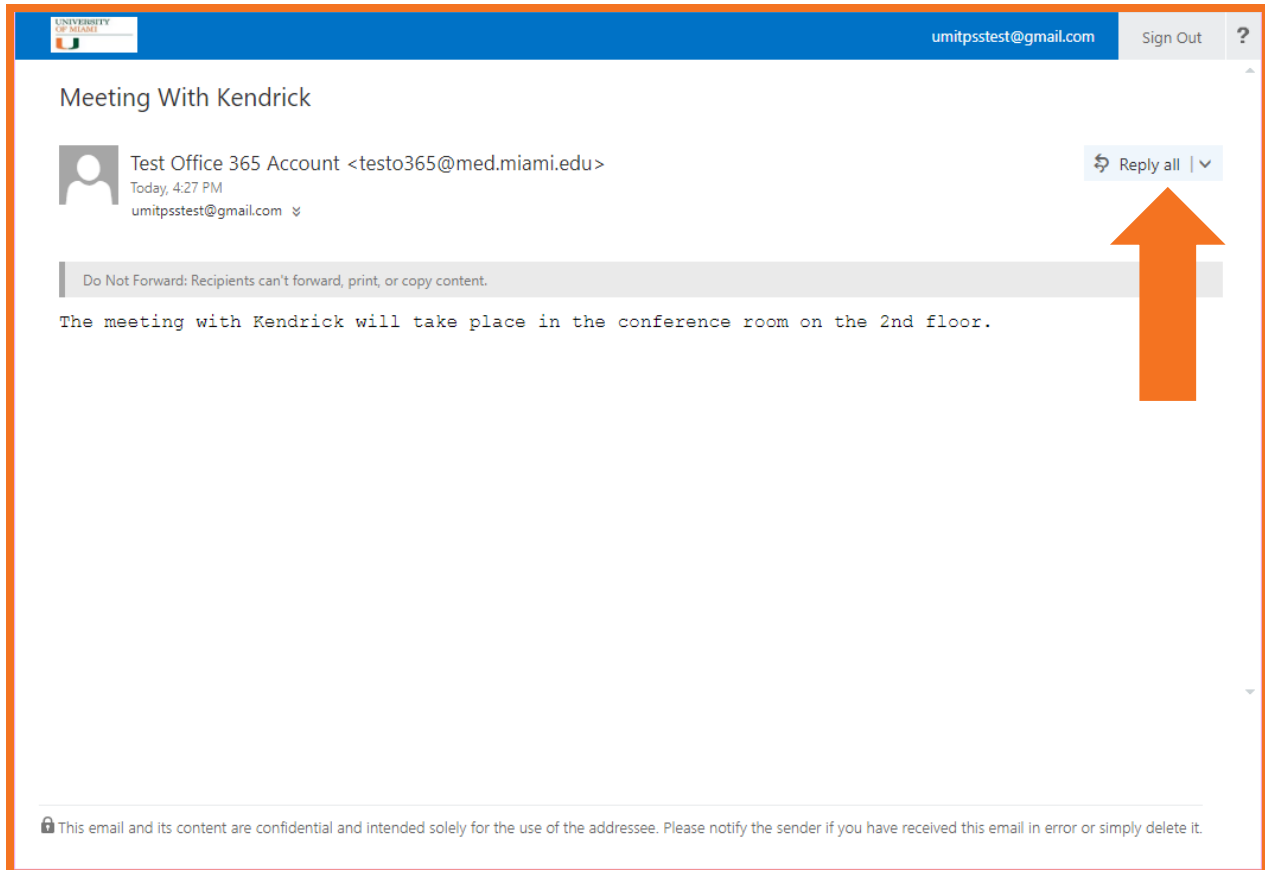
Need Help?

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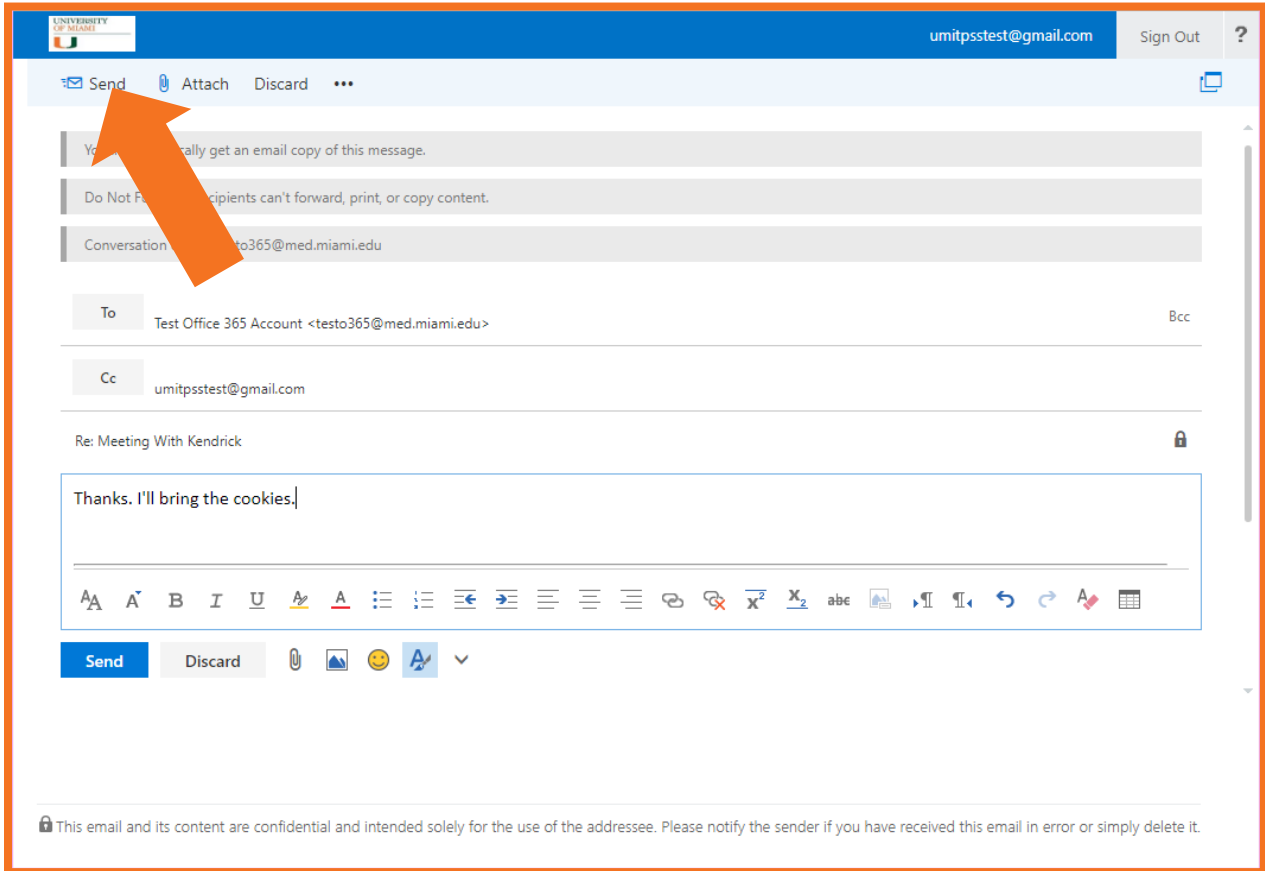
4. Once you receive the passcode in a separate email, make a note of the passcode, and then return to the web page where you requested the passcode and enter the passcode.
 - Each passcode expires after 15 minutes.
 - Check the box next to "This is a private computer. Keep me signed in for 12 hours" if you will be receiving several protected messages that day.
 - If the passcode expires, or if you can't open the message for any reason, start over from step 1.
5. Click **Continue**.

get another one-time passcode.'"/>

6. The contents of the message will display.
7. To reply, click the **Reply All** in the upper right-hand corner. You will receive a copy of your response.



8. Compose your message and click **Send**.



9. You will be taken back to the protected message.
10. Click **Sign Out** in the upper right-hand corner when done.

