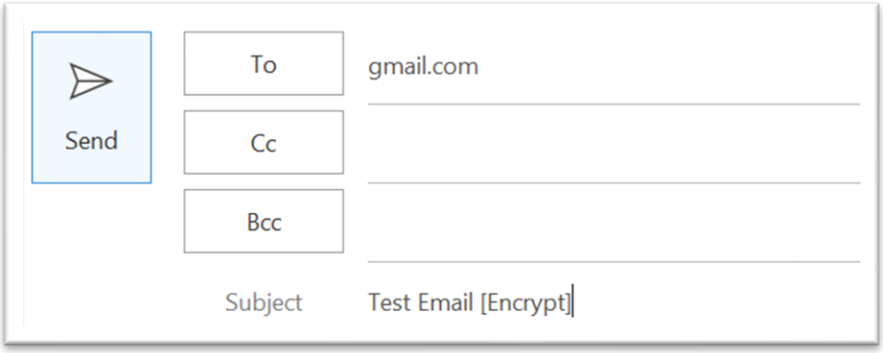
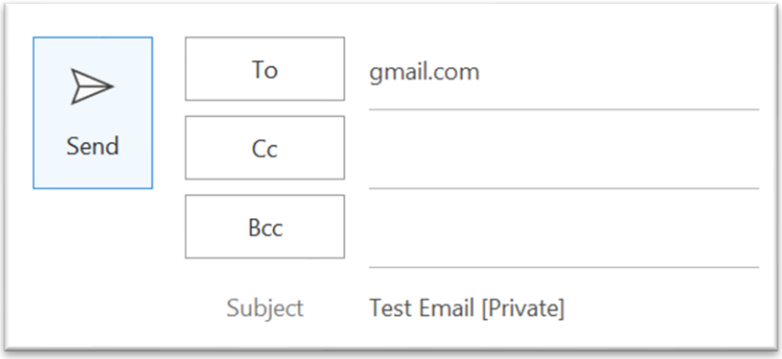
Encrypting Emails in Microsoft Outlook

Sending

From Outlook, include [Encrypt] or [Private] anywhere in the subject line:



Or



The words Private and Encrypt are not case sensitive and can be lowercase.

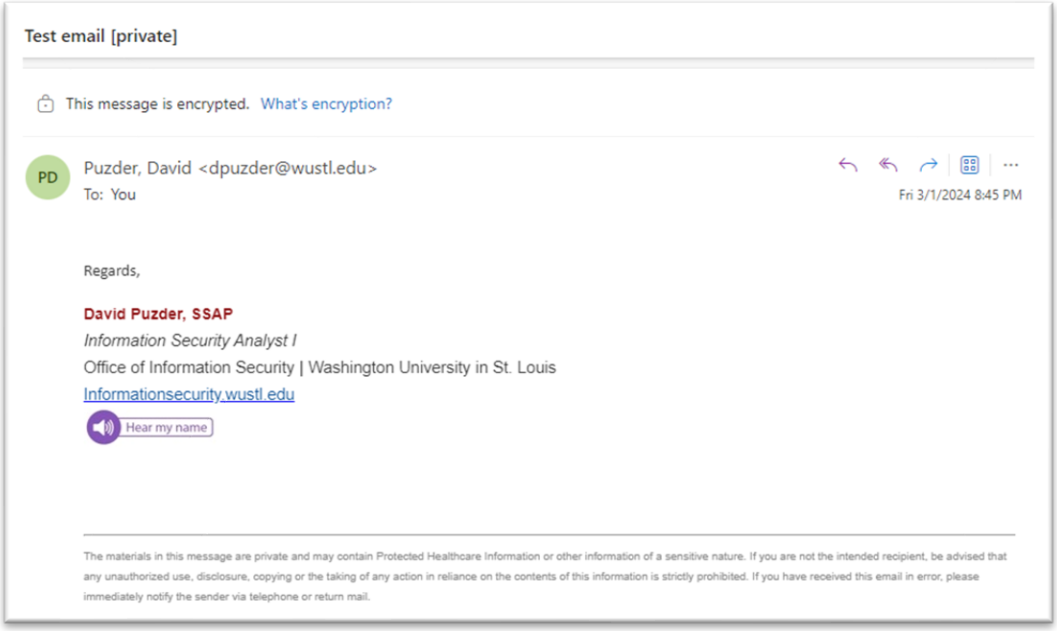
Angle brackets must surround the word [Private] or [Encrypt].

The system will only encrypt messages that are 35MB (megabytes) or less in size.

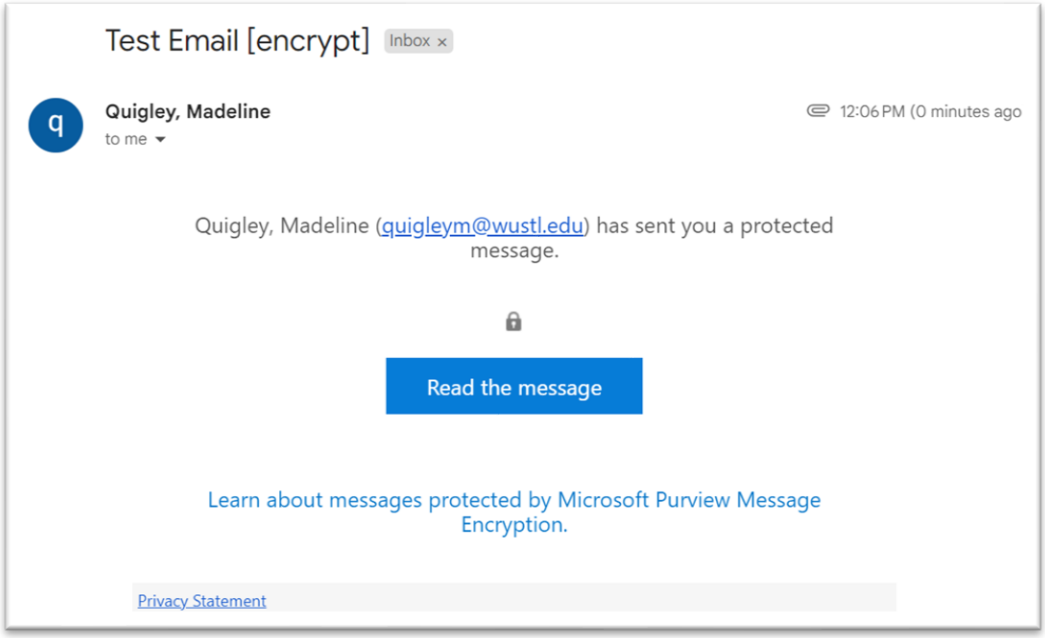
The maximum attachment size you can send is 10MB, so use Box for larger attachments.

Receiving

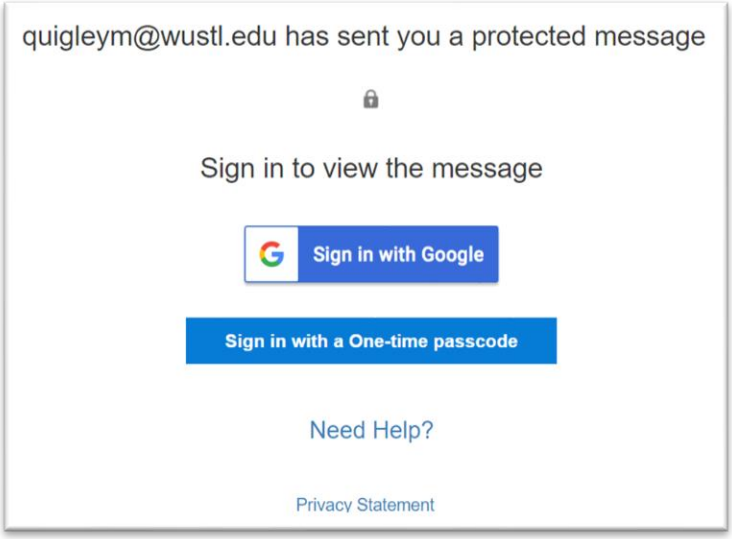
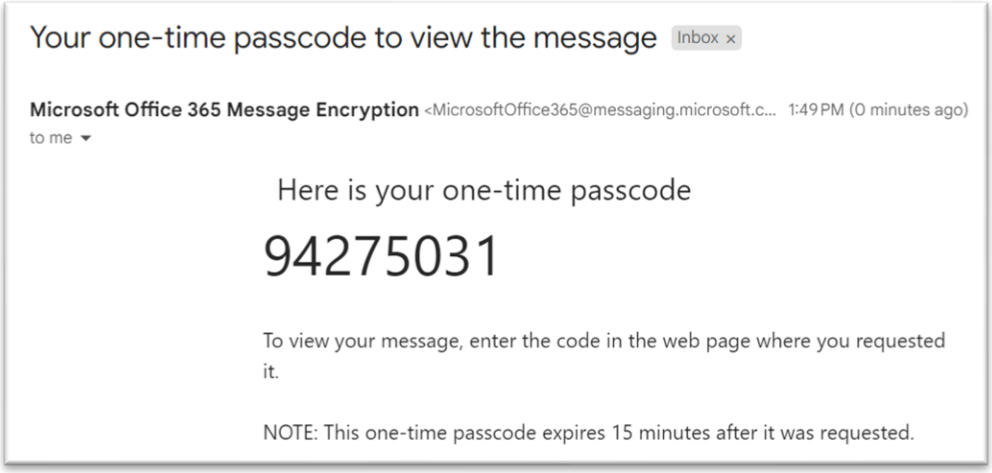
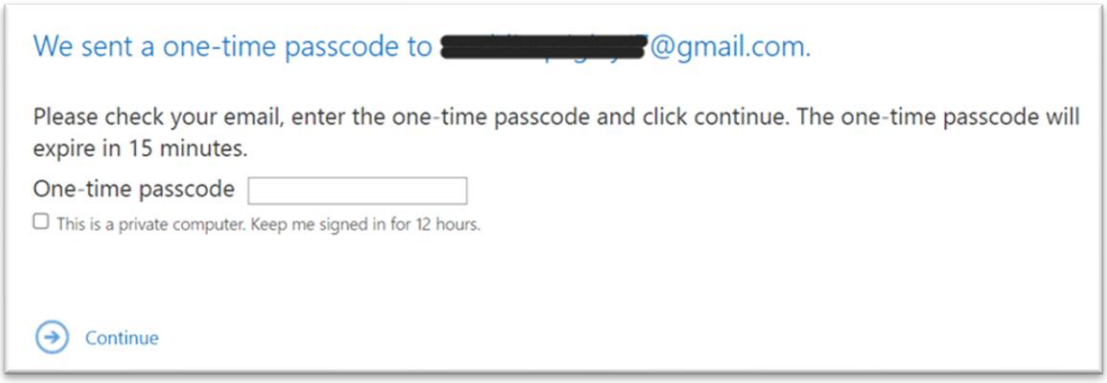
If the recipient has a M365 Microsoft Outlook email, Outlook on the Web, or the Outlook mobile app, they open it like a regular email.



If the recipient has Outlook 2016 or older, Legacy Outlook for Mac, or a non-Microsoft email, like yahoo or Gmail, they will first receive a message like this:



Clicking “Read the message” opens an Office 365 page with two sign in options.



For the one-time passcode, the recipient gets a passcode via email to enter on the webpage. Afterwards, they can view the encrypted email.