

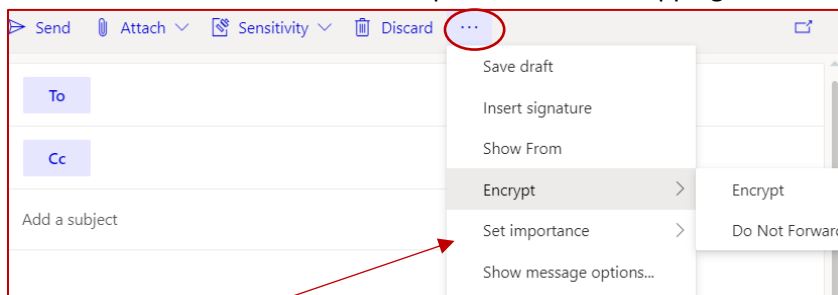
Encrypted Emails Using Office 365 Outlook Setting Importance, Read & Delivery Receipt

Need to send an email that is secure that you don't want copied, forwarded or altered?
Try the new encryption feature offered in the Outlook Office 365

- Log into your [Office 365 Outlook](#)
- Click on New Message

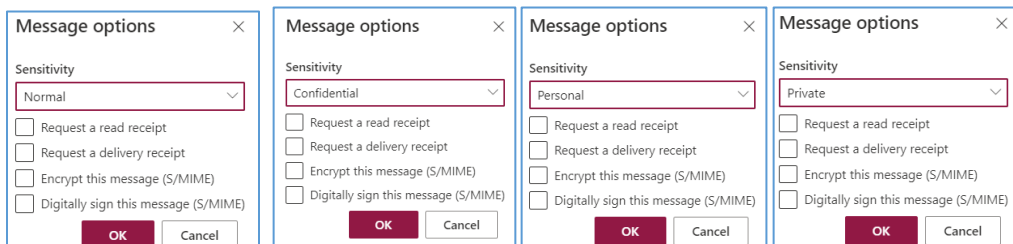
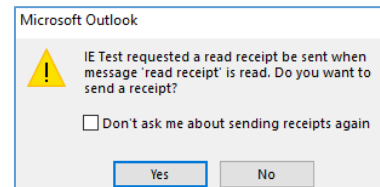


- Click the 3 dots on the top task bar.
- Select Encrypt
- or
- Do Not Forward (can't forward or print document but can still download and print attachments).
 - User also could do a screen print or use the snipping tool to copy content.



SETTING THE IMPORTANCE OR PRIORITY OF YOUR MESSAGE

- **IMPORTANCE LEVEL:** choose low, normal or high.
- **SHOW MESSAGE OPTIONS:** choose sensitivity level and receipt.
 - Sensitivity level doesn't really appear to make any changes to permissions.
 - Cannot digitally sign or encrypt with S/MIME).
 - Users have the option to click 'no' to read receipt.



OUTSIDE ACSC DISTRICT RECEIPT OF ENCRYPTED OR DO NOT FORWARD MESSAGE

When you send an encrypted message to someone outside the district, the user will be prompted to sign into an Office 365 account or click to receive a one-time passcode.