# How to Encrypt an Email Message in Outlook 365

If you are sending an email that contains sensitive information, such as a social security number, bank number, or other sensitive and confidential information, you will want to secure it in some manner.

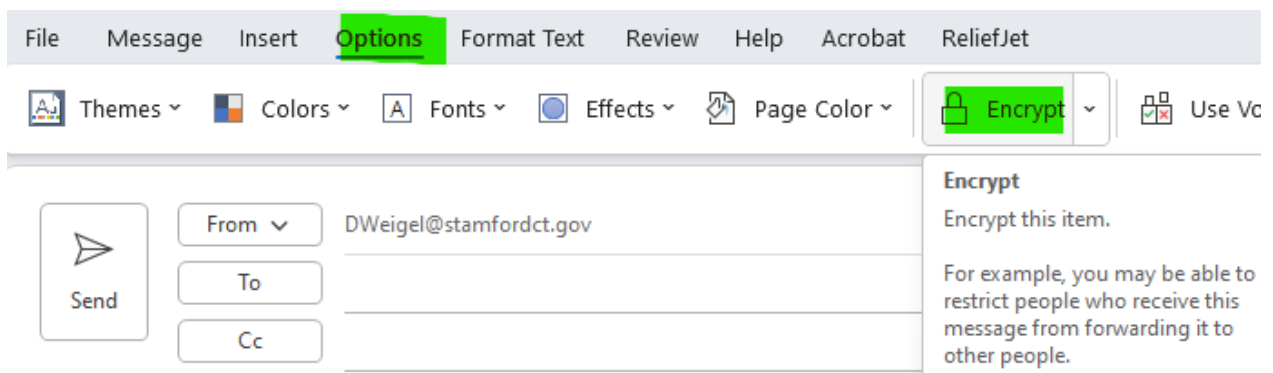Outlook 365 allows you to do that from the message itself.

Step 1:

Start your new message, then choose "Options". Find "Encrypt" on the ribbon.

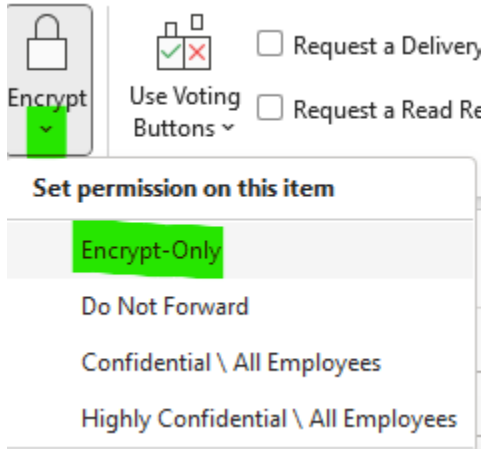If you have the full ribbon, it looks like this:
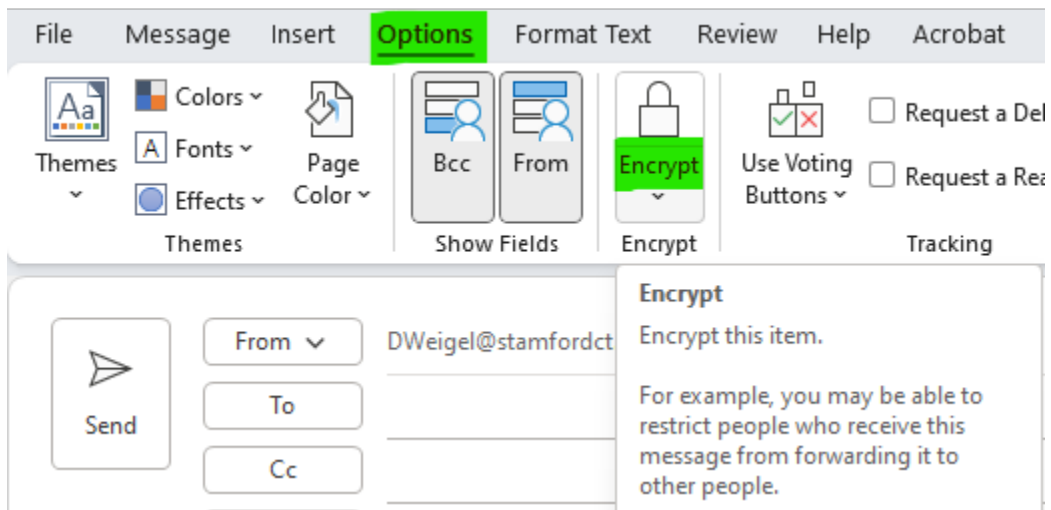
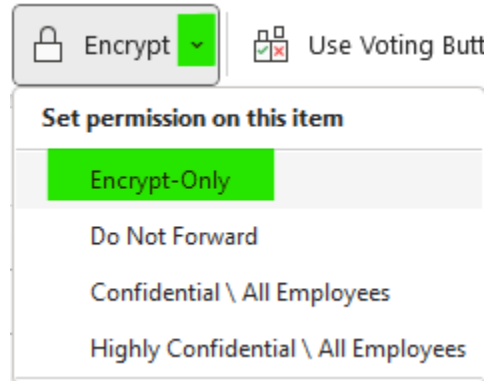If you are using the simplified ribbon, it looks like this:

Step 2:

Once you find "Encrypt", Choose the little arrow either under or next to the word to select what level of encryption you would like ("Set permission on this item").
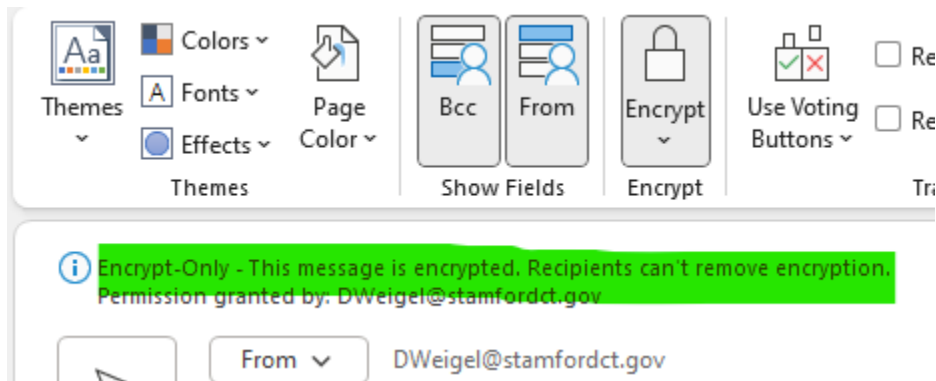
Full Ribbon: Simplified Ribbon:

Once you set the encryption on the message, you will see this notice at the top of your message:

When you send the message, everything in the message will be encrypted, including attachments.

Your recipient's copy of the message will look like this. They should click "Read the Message".
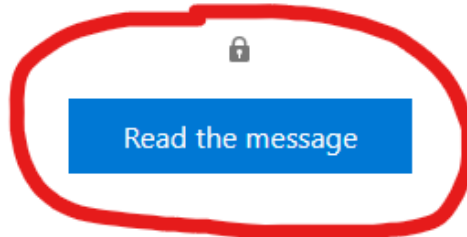
Weigel, Dulce
Today, 11:50 AM

📩 message_v4.rpmsg ⌄
20 KB

Download

Weigel, Dulce (DWeigel@stamfordct.gov) has sent you a protected message.

🔒

Read the message

Learn about messages protected by Microsoft Purview Message Encryption.

Privacy Statement

Learn More on email encryption.
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

They will be prompted to sign in to view the message. The easiest way to sign in unless they have an account is just to generate a One-time passcode;

DWeigel@stamfordct.gov has sent you a protected message

🔒

Sign in to view the message

Sign in with a work or school account

Sign in with a One-time passcode

Need Help?

Privacy Statement

They will see this screen. The passcode is sent to the email address for recipient of the message.

We sent a one-time passcode to TEST @StamfordCT.gov.

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

One-time passcode [ ]

☐ This is a private computer. Keep me signed in for 12 hours.

⊙ Continue

Didn't receive the one-time passcode? Check your spam folder or get another one-time passcode.

🔒 Message Encryption by Microsoft Office 365

The passcode email looks like this and comes from Microsoft Office 365 Message Encryption.

Once they enter the code in the box, they should be all set to read the message.

Your one-time passcode to view the message

Microsoft Office 365 Message Encryption <MicrosoftOffice365@messaging.microsoft.com>

Today, 11:59 AM

Here is your one-time passcode

38113435

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

_____

This message is automatically generated. Please don't reply to it.