Email encryption: How to use the do not forward and encrypt features in Outlook

Dawson

What is email encryption?

Email Encryption is an authentication process that turns your email and attachments into scrambled code in the eyes of anyone trying to gain unauthorized access.

Why email encryption is important?

Protect confidential information

- Your emails are relayed through servers outside Dawson before reaching their recipients. Without encryption, they can intercepted and confidential information such as SIN, credit card, student or employee numbers, etc. be leaked. Furthermore email servers can retain backups of your emails even after you have deleted them.
- Ensure your emails and attachments are not forwarded outside the intended recipients.

Compliance

Email encryption is a government mandatory measure.

Email encryption Options

Do Not Forward

- Recommended option, as this adds extra security controls
- Recipients cannot forward the email, print it, or copy from it. For example, in the Outlook client, the Forward button is not available, the Save As and Print menu options are not available, and you cannot add or change recipients in the To, Cc, or Bcc boxes.

Encrypt-Only

Recipients have all usage rights except Save As, Export and Full Control. This combination of usage rights means that the recipients have no restrictions except that they cannot remove the protection. For example, a recipient can copy from the email, print it, and forward it.

How to use email encryption in Outlook?

- Compose a new email by clicking on New Email (or New message)
- In the separate message composer window:
 - 1 Click **Options** tab (or ... tab) from the menu
 - Click Encrypt button on ribbon bar (or Permissions button - depending on the version of Outlook you are using)
 - 23 If see "Connect to Rights Management Servers and get templates", click on it
 - 3 Select the **Do Not Forward** option or **Encrypt** (Encrypt-only) option
- Or using sensitivity labels to apply encryption in new email:
 - 1 Click *Message* tab from the menu
 - 2 Click Sensitivity button on ribbon bar
 - Select Do Not Forward label or Encrypt-only label

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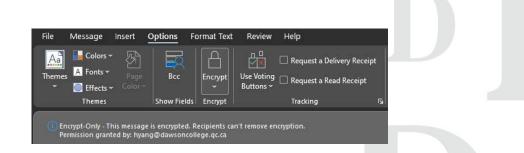
Outlook 2019 Desktop





Office 365 Desktop





Office 365 Desktop

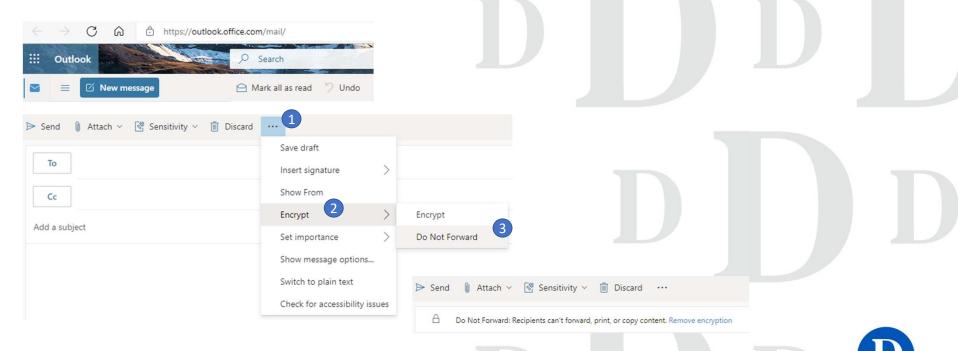


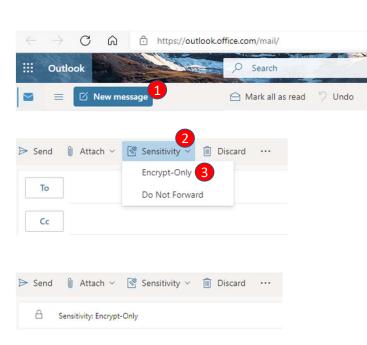






Office 365 Web

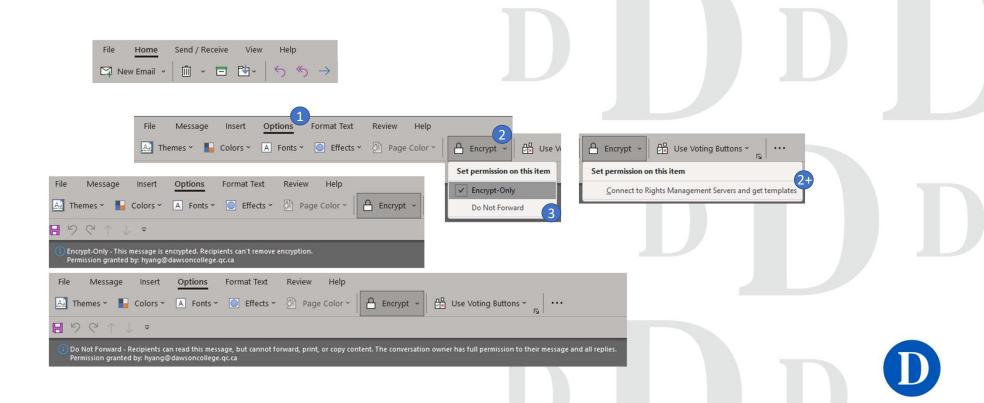




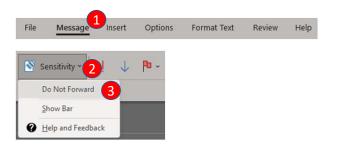
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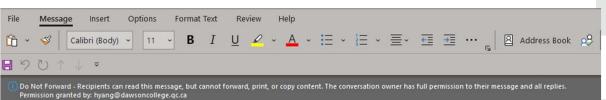


Outlook 2021 Desktop



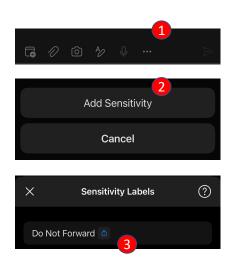
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iPhone Outlook App





Thank you!

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