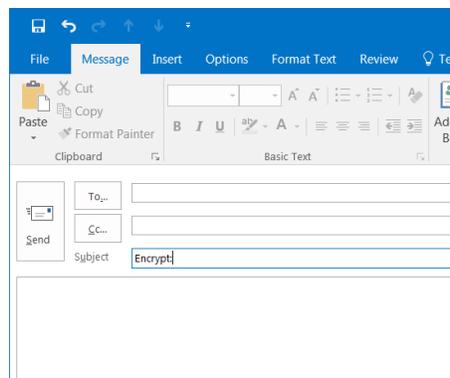


## Sending an Encrypted Email via Office 365

\*\*\* **Note:** Office 365 Message Encryption requires the purchase of Microsoft Azure Rights Management, which is available for \$2.00 per user per month.

Once Office 365 encryption is set up simply type **Encrypt:** at the beginning of the subject line of your email and this will send your email encrypted to the recipient.



When Decrypting an email, the recipient will open the attached message and have an option to sign into their Microsoft account to verify them or they can get a onetime passcode to be able to decrypt their message.

