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.

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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.

