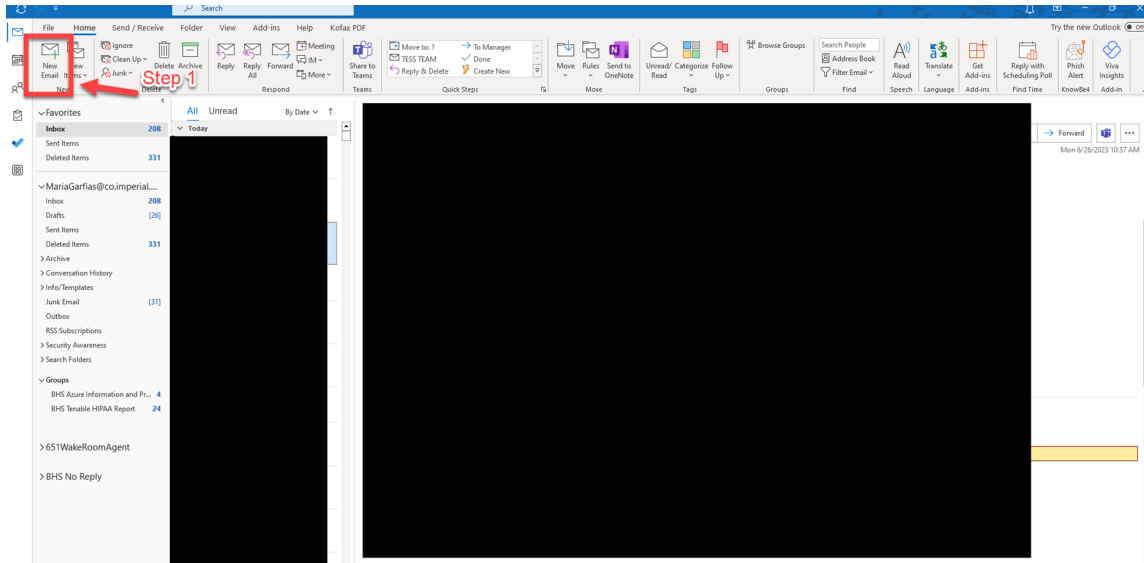IMPERIAL COUNTY BEHAVIORAL HEALTH SERVICES

Email Encryption (MS 365)

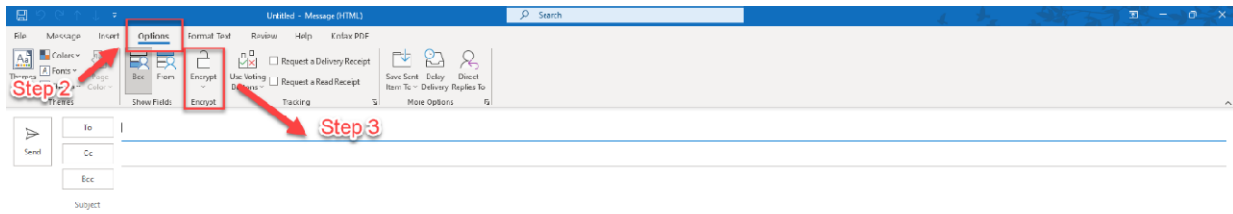**Purpose:** Provide staff guidance on sending encrypted emails using the new MS 365 Outlook.

Step 1: Open Outlook and click on "New Email".

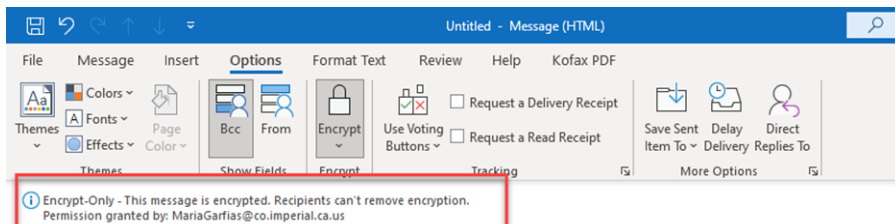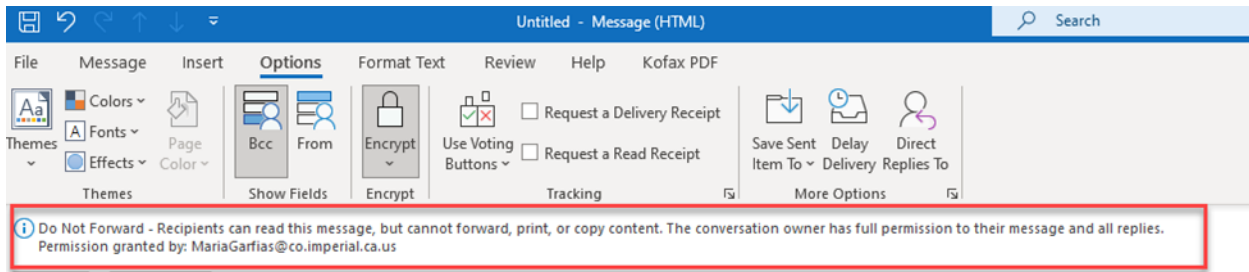**Step 2:** Click on "Options" on the top tool bar tabs.

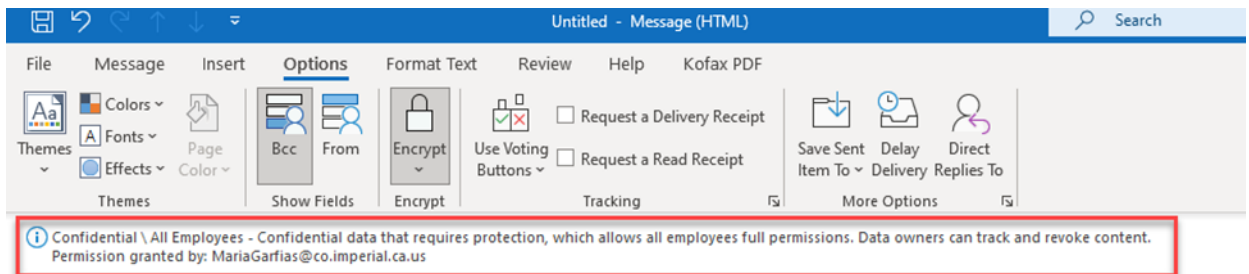**Step 3:** Click on "Encrypt". Select encryption type.

**Encrypt-Only:** Recipients cannot remove encryption but are able to forward to others and print email.

Do Not Forward: Recipients are not allowed to remove encryption, forward, copy content or print email.

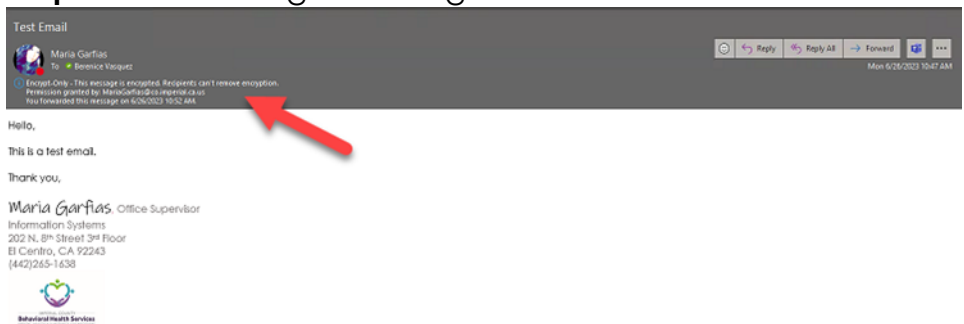**Confidential\All Employees:** Recipients have ability to remove encryption.

Step 4: Selected desired staff you would like to send email to. Please confirm you are checking spelling and confirming it is the correct staff by going onto the Global Address List. Select "To" to see the full address list.
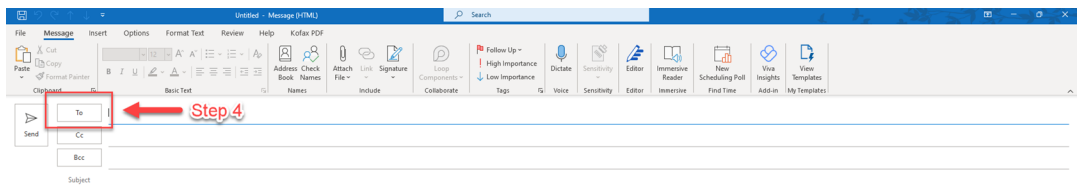
Step 5: Receiving staff will get email notification.

***For staff sending Encrypted emails to outside providers, the steps will remain the same. However, the recipients will have to take additional steps to be able to open emails. ***

Step 1:   Encrypted email notification will appear as this:
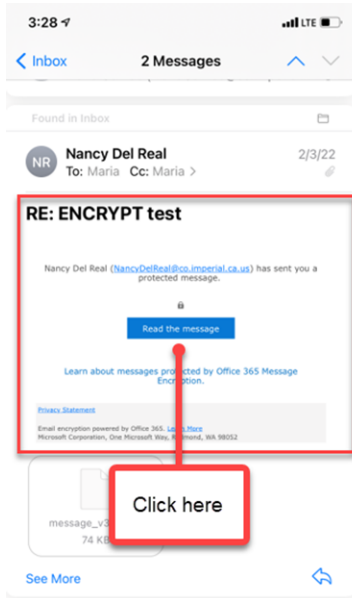
Step 2:   Once the select, "Read the Message", they will be taken to their web browser and will have to click on "Sign in with a One-time passcode".
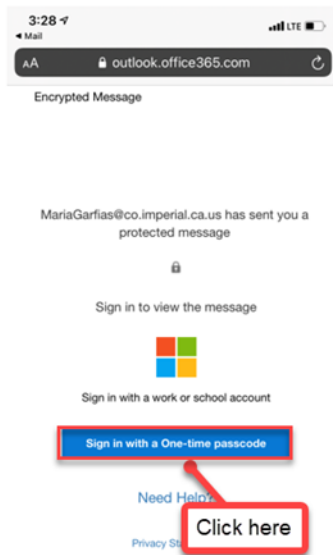
Step 3: They will then receive a code which will need to be entered back on the page they left on their browser and click on "Continue". Once information is entered, they will be able to view encrypted email.