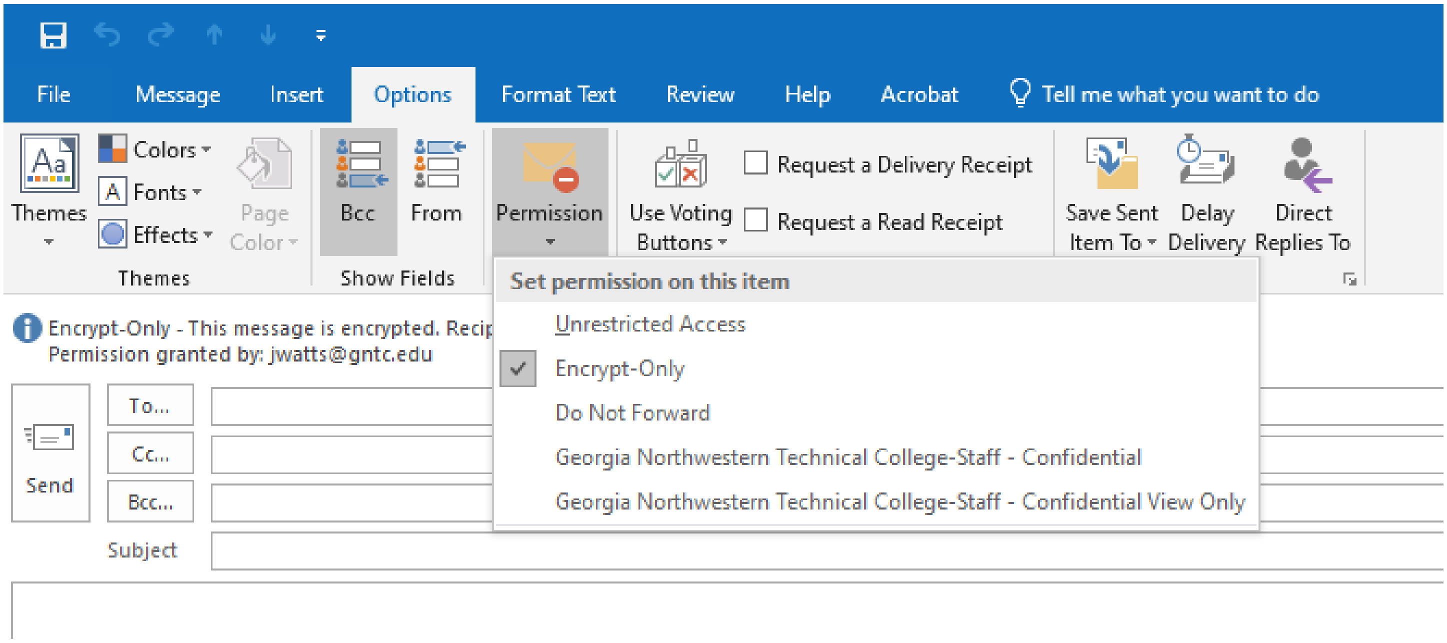
Encryption Instructions for Email

In order to meet Gramm Leach Bliley Act standards in our O365 email system, it is necessary to encrypt emails that may contain restricted information, such as:

- Credit Card Numbers
- US Social Security Numbers
- US Bank Account Numbers
- US Individual Taxpayer Identification Numbers

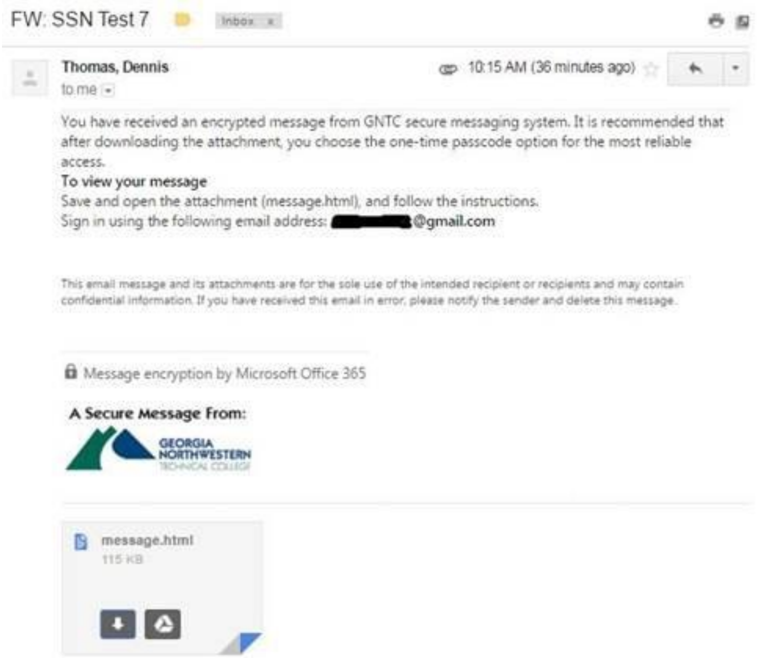
To manually apply this encryption, use the word [encrypt] in the subject line. You can also select encryption manually by going to the Options tab on the new email you are sending, and selecting the Permissions dropdown:



Encrypt-Only - This message is encrypted. Recip
Permission granted by: jwatts@gntc.edu

Set permission on this item: ✓ Encrypt-Only

Remember, this does not apply for internal emails within GNTC. However, if an email is sent to a recipient outside of our gntc.edu domain which contains any of the information above, the email will need to be encrypted, and the **recipient** will receive a message that they have an encrypted message along with instructions on how to access. Here’s what the recipient would see when sent a message containing such items… (I sent a test message to a Gmail account)



FW: SSN Test 7

Thomas, Dennis
to me

10:15 AM (36 minutes ago)

You have received an encrypted message from GNTC secure messaging system. It is recommended that after downloading the attachment, you choose the one-time passcode option for the most reliable access.

To view your message
Save and open the attachment (message.html), and follow the instructions.
Sign in using the following email address: [redacted]@gmail.com

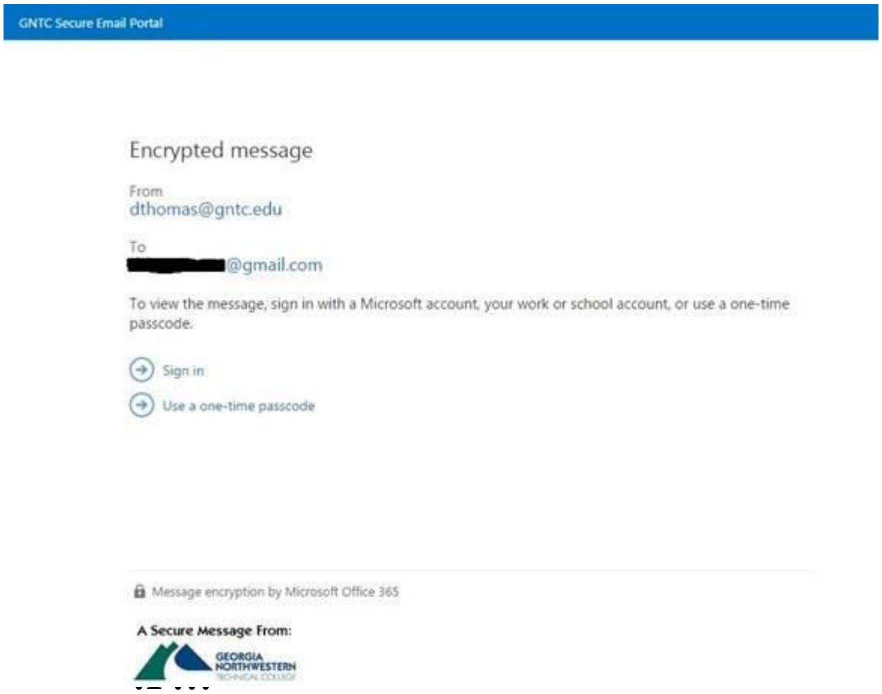
This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

Message encryption by Microsoft Office 365

A Secure Message From:

We recommend using the **one-time** passcode option for the most reliable access.

When the recipient downloads the message and opens it, they will see:



GNTC Secure Email Portal

Encrypted message

From
dthomas@gntc.edu

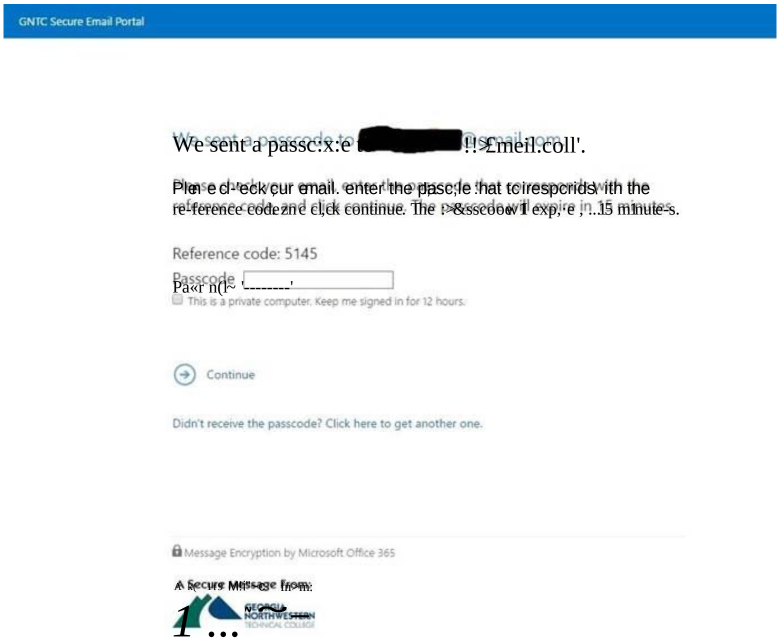
To
[redacted]@gmail.com

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.

Message encryption by Microsoft Office 365

A Secure Message From:

When they click the one-time passcode link, they will be sent a separate email with a passcode, and a page will be displayed where it should be entered. It looks like:



We sent a passcode to [redacted]@gmail.com

Please check your email, enter the passcode that corresponds with the reference code, and click continue. The passcode will expire in 15 minutes.

Reference code: 5145

Passcode

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

Didn't receive the passcode? Click here to get another one.

Message Encryption by Microsoft Office 365

A Secure Message From: