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:

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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)

to me	mas, Dennis			cp 10:15/	VM (36 minutes a	go)	*	•	
You f after acces To vi Save Sign	have received a downloading ss. ew your mess and open the in using the fo	an encrypted the attachme age attachment (i illowing email	message from GNTC nt, you choose the or nessage.html), and fi address:	secure messagin ne-time passcode ollow the instruct	g system. It is re- option for the n ions.	tommer nost reli	nded that able		
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.									
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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:

Enc	rypted message
From	mas@gntc.edu
To	@gmail.com
To vie passo	w the message, sign in with a Microsoft account, your work or school account, or use a one-time ode.
\odot	Sign in
$\overline{\bigcirc}$	Use a one-time passcode
₿ M	essage encryption by Microsoft Office 365

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:

Secure Email Portal	
	We serie apassed to a serie and a serie an
	Phene chrockycur email, enter the pase; le that corresponded the net reference odde and elick continue. The passed ow'll expire (n.15 minutes.
	Reference code: 5145
	Passcocke
	Continue
	Didn't receive the passcode? Click here to get another one.

Message Encryption by Microsoft Office 365

