

Email Encryption

When you need to protect the privacy of an email message, encrypt it. Encrypting an email message in Outlook means it's converted from readable plain text into scrambled cipher text. At Yavapai College you can send encrypted emails using Office365 on Outlook Web Access or from an Office365 Outlook client that is available in the VMWare virtual machine environment. There are some older versions of Outlook installed on Desktops and Laptops that are not compatible with encryption, so log onto OWA through "My YC" or log into a virtual machine to use Office 365 Outlook.

Web Access

1. Click "New Message"
2. Click "Encrypt"
3. Compose your message
4. Click "Send"



Office365 Client

1. Open Outlook
2. Click "New Email"
3. Click "Options"
4. Click "Encrypt"
5. Compose your message
6. Click "Send"

