

# Encrypted E-Mail in Office 365

## What is encrypted E-Mail?

When you send an encrypted email, the message gets encrypted which ensures that no one except for the intended recipient can read its contents. This provides additional security when sending sensitive information over the internet.

## Who can send and receive encrypted E-Mails?

Anyone with an active NSU email account (@nova.edu or @mysu.nova.edu) is allowed to send an encrypted email to any external recipient. An external recipient is any E-Mail address that does not belong to NSU, such as @gmail.com, @yahoo.com, etc.

## How do I send Encrypted E-Mail?

You now have two ways of sending an encrypted email, you can still use the old method by including one of the following words in either the message subject or body: {encrypt} or [encrypt] or #encrypt. This is the way you have been doing it currently or you can also please look at the screenshots below and see what you can click to make your message encrypted within the Outlook Program and Outlook Online

First here is the way you would do it using the method you are already use to this way can also still be used with the new encryption method.

## Old Encryption Method

Send Attach Discard ...

To

Cc

#encrypt ←

Test email.

A A A B I U A A : : < > ≡

Send Discard Attach Image Smile Clock A v

Send Attach Discard ...

To

Cc

Test email

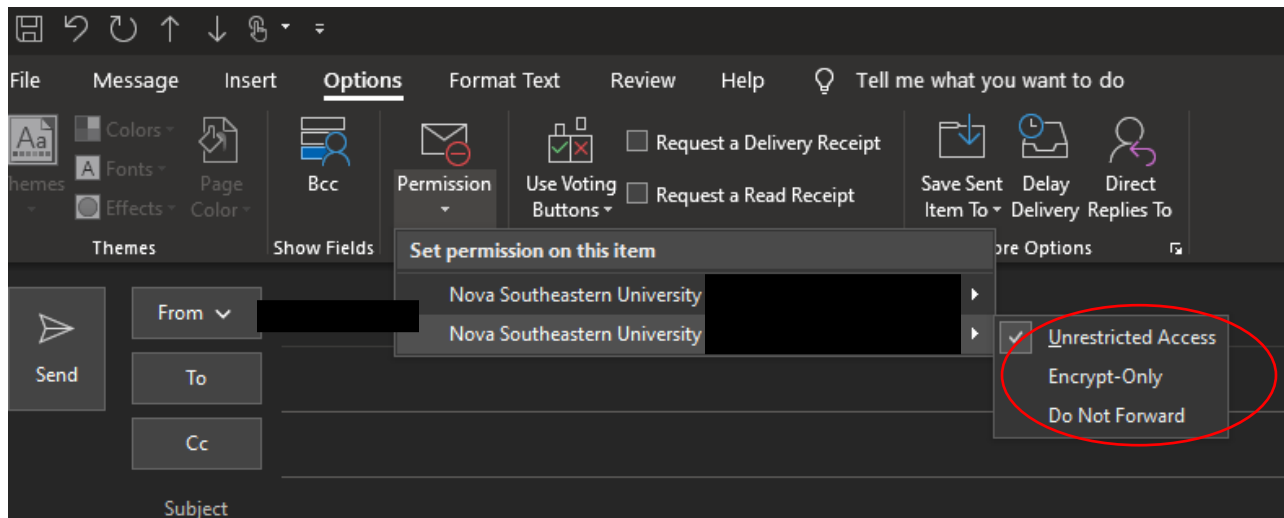
#encrypt ←

A A A B I U A A : : < > ≡

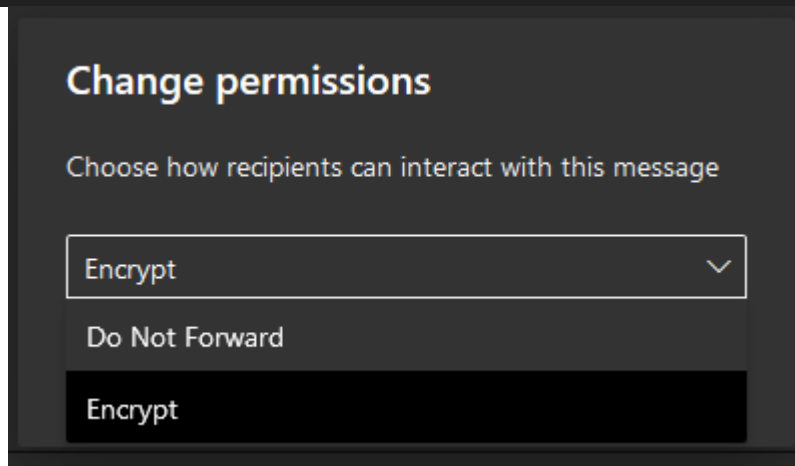
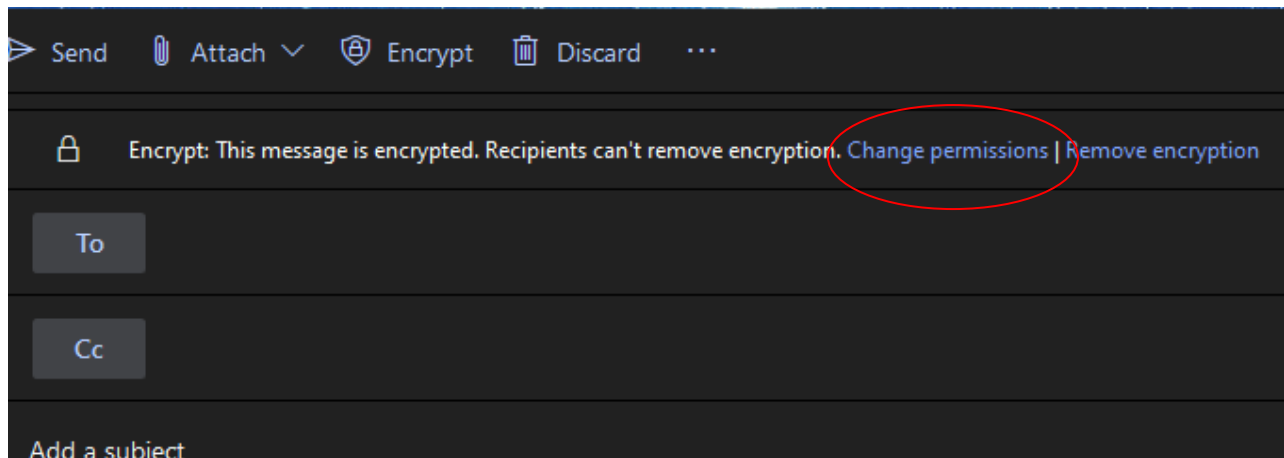
Send Discard Attach Image Smile Clock A v

## New Encryption Method

### Outlook Client

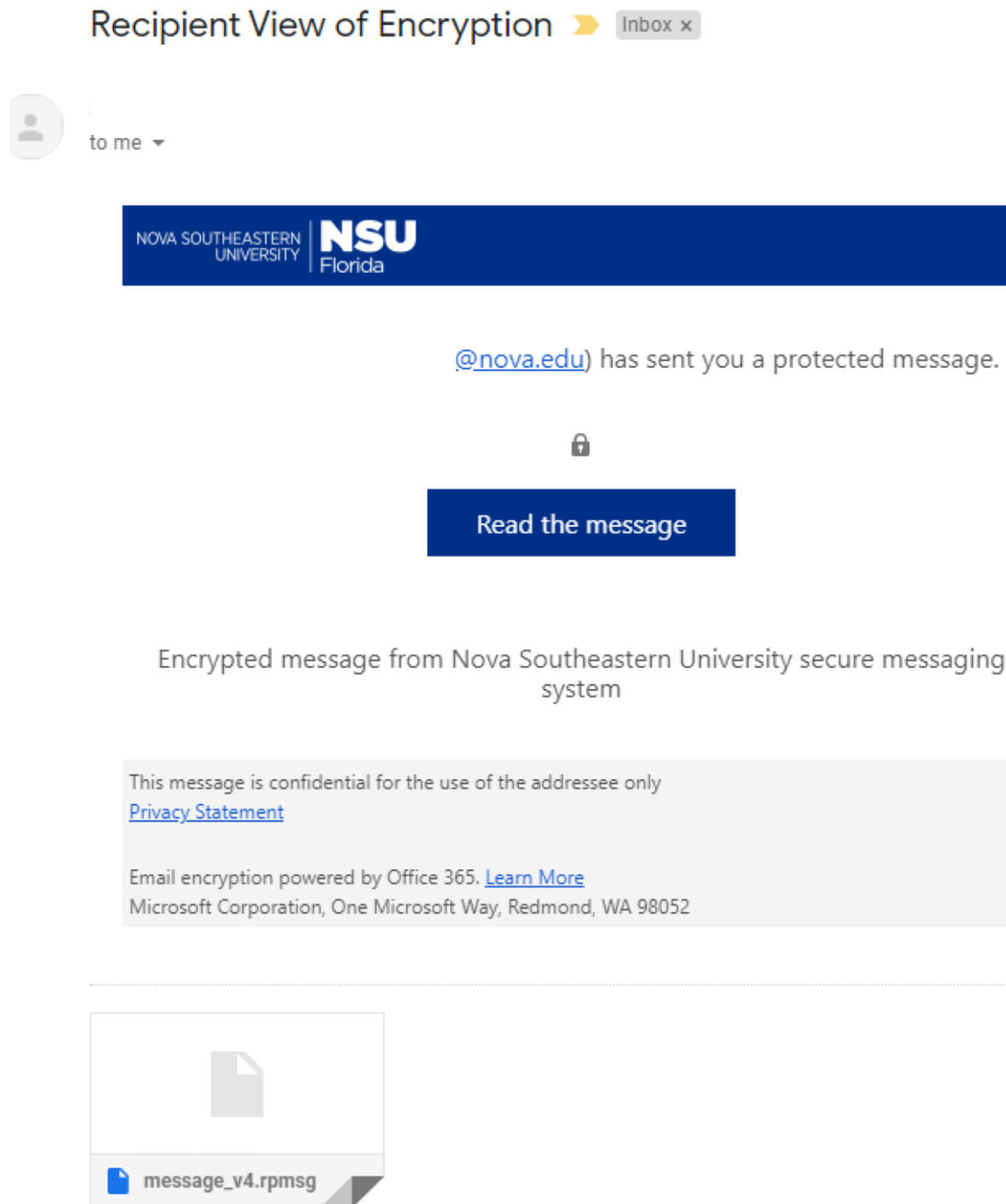


### Outlook Web Client



## How does the recipient view an encrypted E-Mail?

When the recipient receives the email, they will need to click on the link that states “Read the message”



After selecting the “Read Message” option the user is greeted with an option to sign in with their Google or Yahoo account. They also have an option to use a onetime passcode to gain access to the message. Based on the options you chose when encrypting the message, the user may or may not have the permissions to forward the message to other recipients. Below are screenshots that show the process that was just explained above:

@nova.edu has sent you a protected message



Sign in to view the message



Sign in with a One-time passcode

[Need Help?](#)

[Privacy Statement](#)

@nova.edu has sent you a protected message



Sign in to view the message

Sign In with a Yahoo ID

Sign in with a One-time passcode

[Need Help?](#)

[Privacy Statement](#)

## One-time Passcode

If you choose the one-time passcode option, an email will be sent to you with a passcode.

We sent a one-time passcode to Nova\_Test@hotmail.com.

Please check your email, enter the one-time passcode and click continue.  
The one-time passcode will expire in 15 minutes.

One-time passcode

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

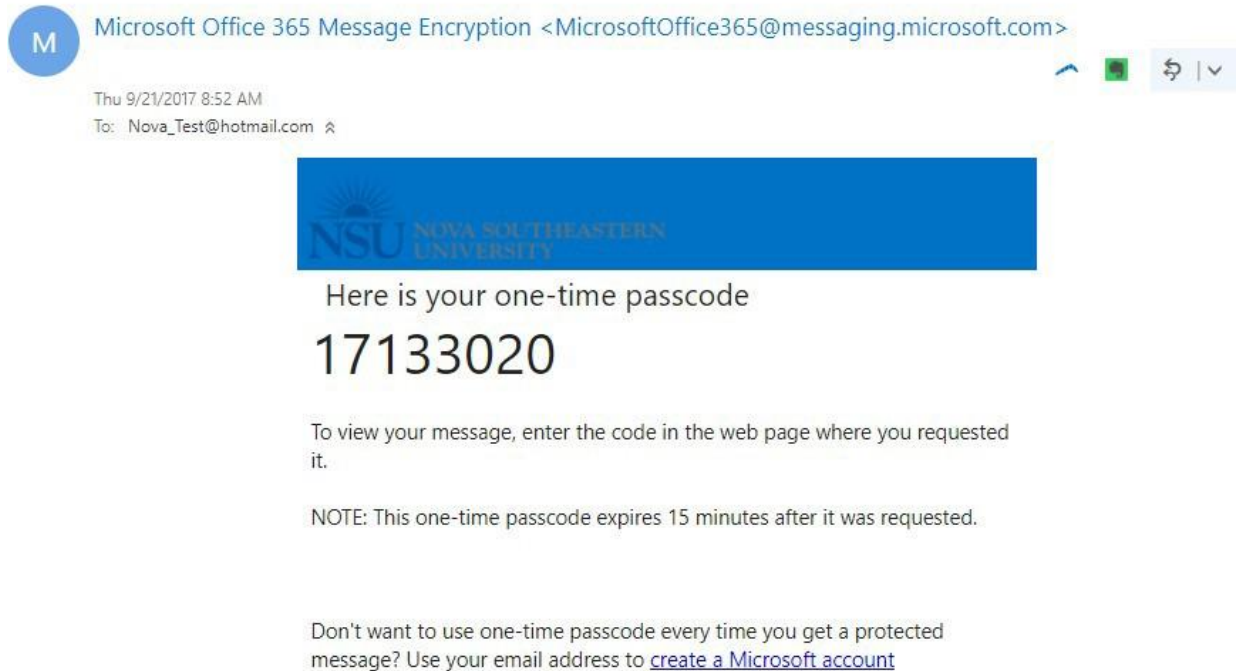


Continue

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

Here is an example of what the one-time passcode email should look like.

Your one-time passcode to view the message



**Notes:** Please remove any digital signatures before attempting to send an encrypted email. In addition, please make sure your web browser is up to date.

If you are having issues with sending or receiving encrypted emails, please contact Help Desk at 954- 262-0777, or via email [help@nova.edu](mailto:help@nova.edu)