UCF Office 365 Email now has the ability to natively send encrypted email. Messages can be sent encrypted using either Outlook Web App or Outlook. Below are some basic instructions and information about UCF Office 365 email encryption and what recipients will experience when receiving an encrypted message.

**WEBMAIL INSTRUCTIONS**

Login to Office 365 Outlook Webmail at: https://office365.ucf.edu or https://outlook.com/ucf.edu

In Outlook Webmail, select New Message

Select Encrypt

A message will appear above your email that confirms you have encrypted the message and will read:

Compose your message and select Send.

**OUTLOOK CLIENT INSTRUCTIONS**

Open a New Message, select Options and then select Encrypt.
Set the Permission to Encrypt-Only. Compose your Message and then select Send.

RECEIVING ENCRYPTED MAIL

Sending encrypted mail to another UCF Faculty and Staff Member would not require portal access.

End-users that read encrypted or rights-protected mail on clients other than Outlook also use the OME portal to view encrypted and rights-protected messages that they receive.

Recipients of encrypted messages who receive encrypted or rights-protected mail sent to their Outlook.com, Gmail, and Yahoo accounts receive a wrapper mail that directs them to the OME (Outlook Message Encryption) Portal where they can easily authenticate using a Microsoft account, Gmail, or Yahoo credentials.

The message will appear like this:

Ima Knight (Ima.Knight@ucf.edu) from UCF has sent you an encrypted email. If you were not expecting an email from this sender, contact them outside of email to confirm before clicking the link below. Otherwise, verify your identity at the link below to access the encrypted email.

View encrypted email

Learn about messages protected by Office 365 Message Encryption.

UCF will never send messages asking you to respond and provide personal information, login credentials, or passwords via email. You are not required, nor does UCF encourage or recommend providing your passwords and/or other secret login credentials to anyone claiming to represent UCF. Never respond to unsolicited email messages requesting your password, credentials, or other confidential information and never share your password with anyone. Regard all unsolicited messages with extreme caution and alert the Security Incident Response Team at SIRT@ucf.edu if a message appears suspicious.

Privacy Statement

Email encryption powered by Office 365. Learn More
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052