How to encrypt a message/email

To encrypt your email:
- Type [encrypt] in the subject line of the email followed by the subject text.
- Add a message in the body and send.

What is email encryption and how does Office 365 use it?

Encryption is the process by which information is encoded so that only an authorized recipient can decode and consume the information.

Here is how email encryption typically works:

1. A message is encrypted, or transformed from plain text into unreadable ciphertext while the message is in transit.
2. The message remains in ciphertext while it is in transit in order to protect it from being read in case the message is intercepted.
3. Once the message is received by the recipient, the message is transformed back into readable plain text.

How to read an encrypted message

- If you are using Outlook.com or Office 365, the Outlook mobile app or the Mail app in Windows 10, you can read and reply to encrypted messages the same way you do with unencrypted messages.
- If you are using Outlook for Windows, Outlook for Mac or a third-party email app, you will receive an email message with instructions on how to read the encrypted message. You can gain access using your Microsoft account or your Office 365 account.

How do I read an encrypted email message not using Outlook.com or Office 365

You will receive an email with instructions for how to read the encrypted message. If the encrypted message was sent to a Google or Yahoo Mail account, you can authenticate using your Google or Yahoo account or by using a temporary passcode. If the message was sent to a different account (Comcast or AOL, for example) you can use the temporary passcode. This temporary passcode will be sent to you in a separate email.