



In its default configuration, email is **not** a secure way to send confidential data. Follow instructions below to encrypt an email message for secure delivery.

## Send Confidential Data Via WCPSS Email

The WCPSS email system will encrypt messages for secure delivery when the word **confidential** is included in the subject line of the message.

This will work when sending to another WCPSS email address (e.g. [jsmith@wcpss.net](mailto:jsmith@wcpss.net)) or to an external email address (e.g. [jsmith@gmail.com](mailto:jsmith@gmail.com)).

### NOTES:


- Case does not matter.
- **Confidential** can appear anywhere in the subject line. (e.g. CONFIDENTIAL: School Incident OR This is a confidential message.)

**IMPORTANT:** This encryption method is only configured when sending messages and files **from the WCPSS email system**.

## Internal Email Address: Open Confidential Message

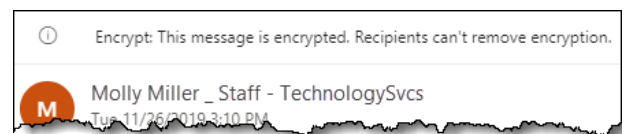
### Outlook Web App

1. Open **email message**.

**NOTE:** You will see  to the right of an encrypted message.




Message will display with encryption message.

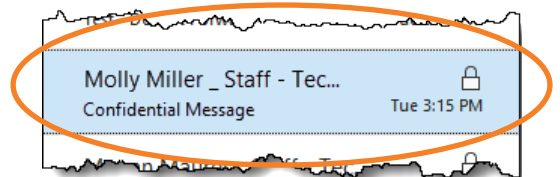


### Outlook Client

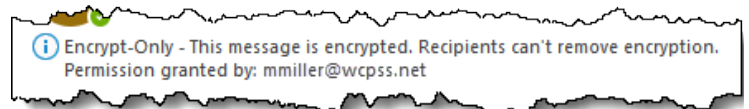
1. Double-click **email message** to open.

### NOTES:

- You will see  to the right of an encrypted message.
- Message preview will **not** display. You must double-click the message to view.



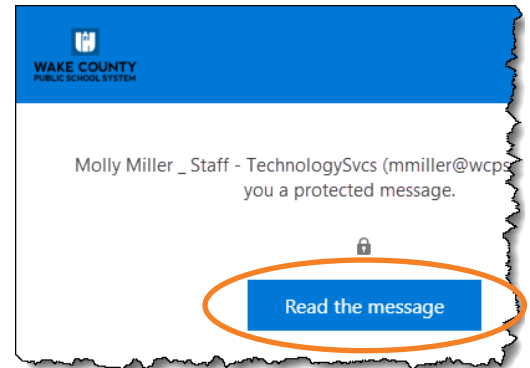
Message will display with encryption message.



## External Email Address: Open Confidential Message

Confidential messages sent to an external email address (e.g. Gmail, Yahoo!) may be opened by the recipient by entering their email credentials or by using the process below.

1. Open **confidential email**.



2. Click **Read the message**.

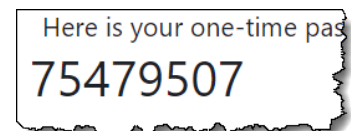
3. Click **Sign in with a One-time passcode**.

- A code will be sent via email.

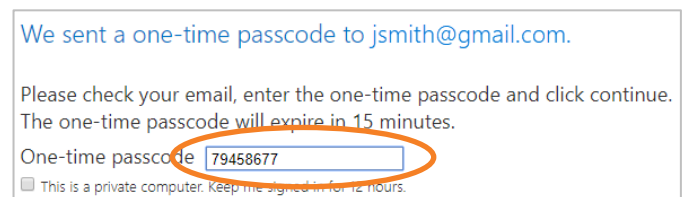
4. Open **message** from Microsoft Office 365 Message Encryption.



5. Copy and paste one-time passcode.



6. Click **Continue**.



Message will display with encryption message.