



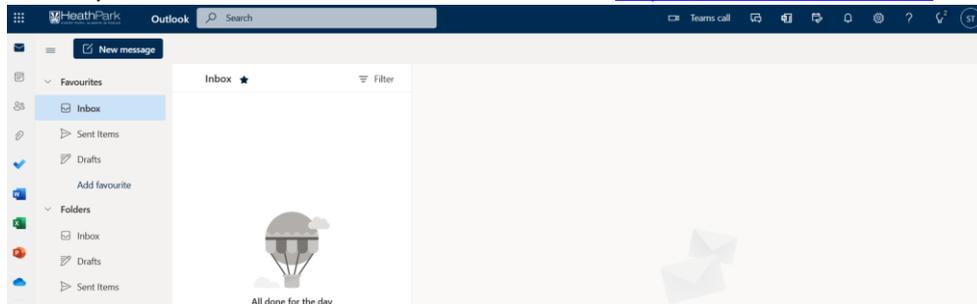
## CLPT IT Email Encryption User Guide – Office Online

How to encrypt your emails via Outlook  
online via Office 365

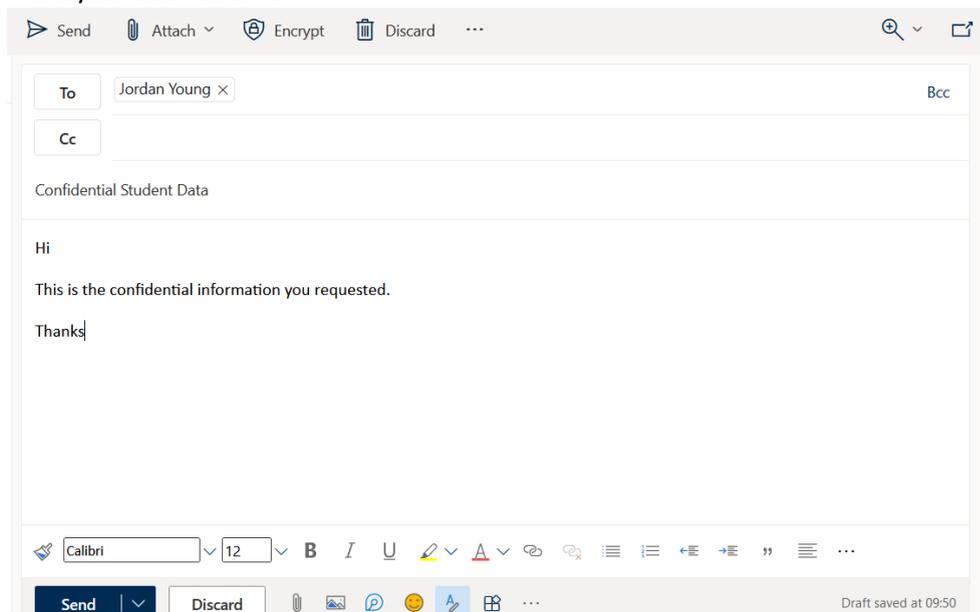
Any email containing information including personal identifiable information (PII), confidential information and information relating to HR, Payroll, Safeguarding or SEND should be encrypted. Emails can be encrypted both within the Outlook desktop app which is rolled out to all machines connected to the CLPT schools' network and Office online via your Office 365 account. This guide covers how to encrypt emails via Office Online.

### Option 1 – via Office Online

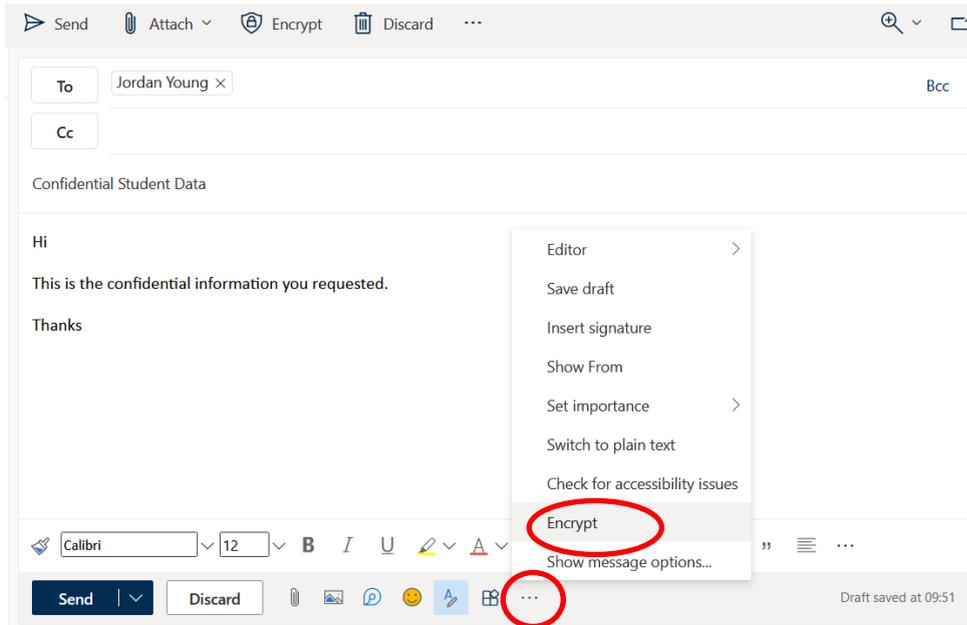
1. Access your Outlook online emails via Office 365 – <https://outlook.office.com>



2. Draft your desired email



3. Click the three dots in the menu bar at the bottom of your email and click 'Encrypt'



4. You will receive confirmation encryption has been applied to your email via the bar at the top of your drafted email. You can now send your email knowing it has been encrypted

