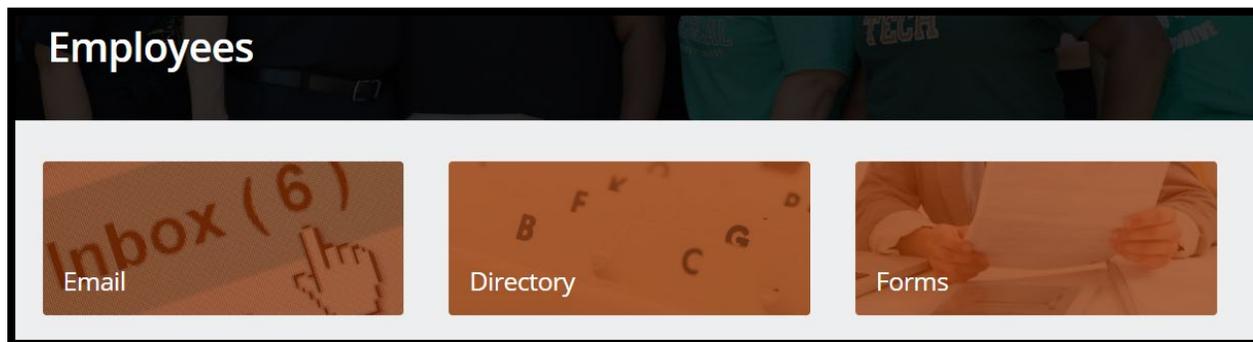


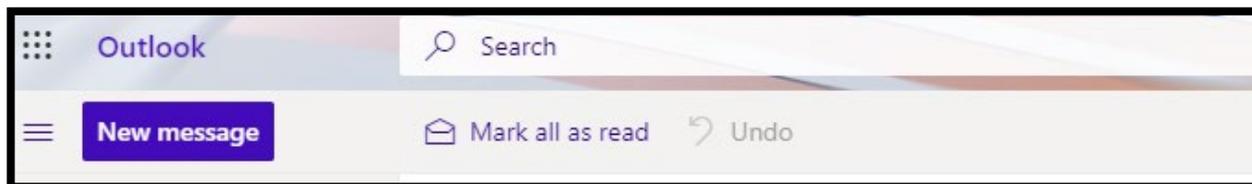
At Durham Tech, sometimes we send private student and employee information as part of our day-to-day workflow. We need to make sure that information is as safe as possible by using encrypted emails. Using secure/encrypted email can also prevent spam and phishing scams, in addition to minimizing spoofed email. You can encrypt an email via the **desktop** or **Web Outlook 365**.

Encrypting an Email on Web Outlook 365

1. Click the [Employees link](https://durhamtech.edu/employees) (durhamtech.edu/employees) and choose “Email”.

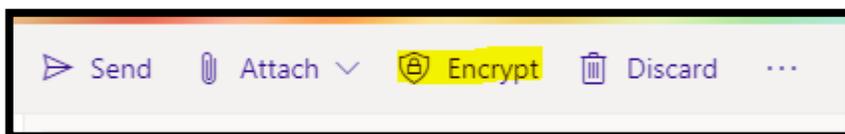


2. Enter your Durham Tech email, including the four digits of your employee ID. (E.g. doej1234@durhamtech.edu)
3. Once logged into your email account, click “New Message”



Note: Be sure to set up the encryption options first so that you do not send the email by mistake without encryption.

4. At the top of the email, click “Encrypt”



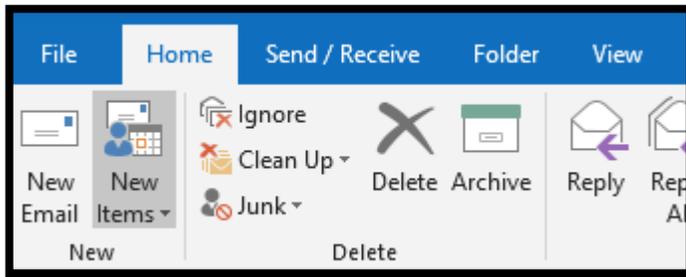
5. If you plan to attach an Excel document, be sure to save it as a CSV file, instead of an Excel file.



6. Once you are done writing your email, click the send button.

Encrypting an Email on Desktop Outlook

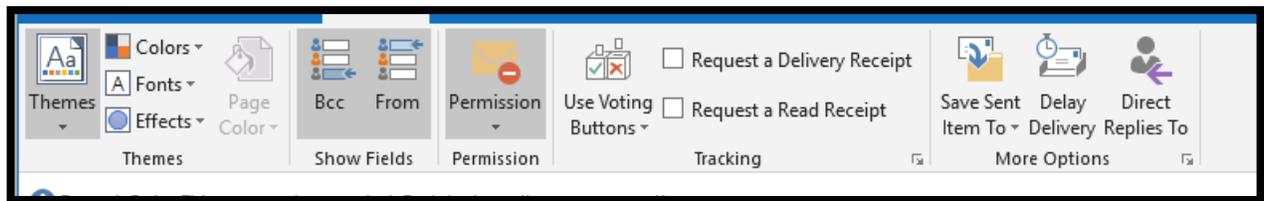
1. Choose "New Email".



2. Click the "Options" tab at the top of the new email.



3. Click the "Permission" button and choose "Encrypt-Only".



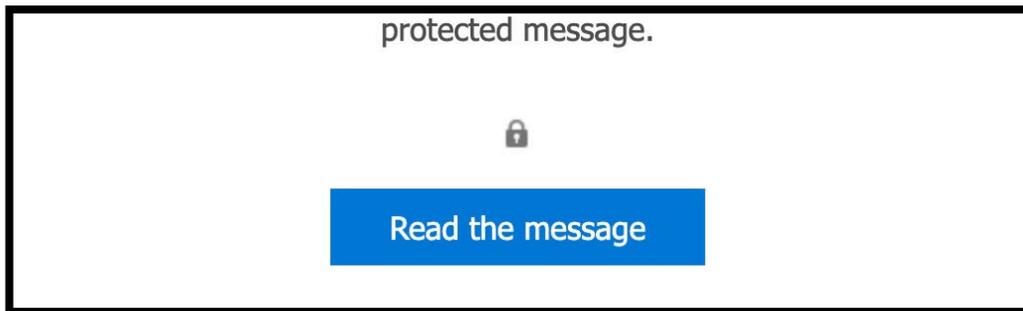
4. If you plan to attach an Excel document, be sure to save it as a CSV file, instead of an Excel file.



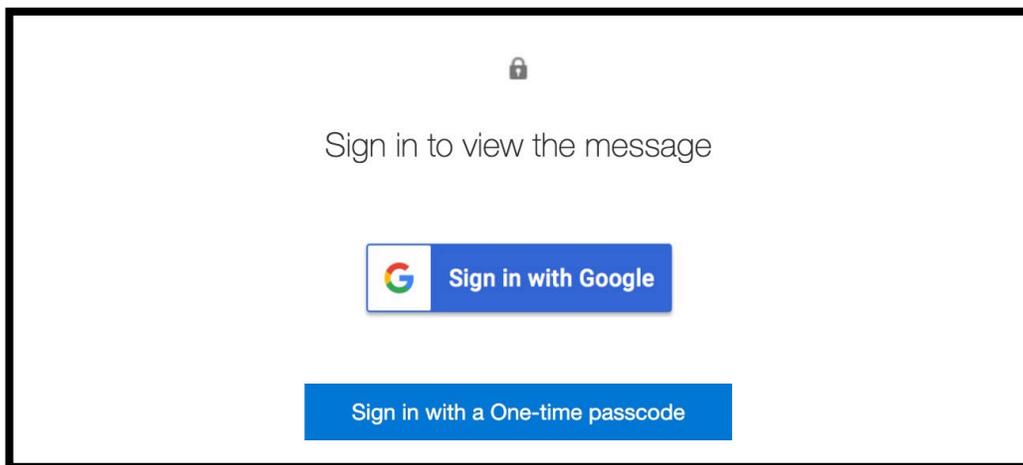
5. Once you are done writing your email, click the send button.

Receiving and Opening an Encrypted Email

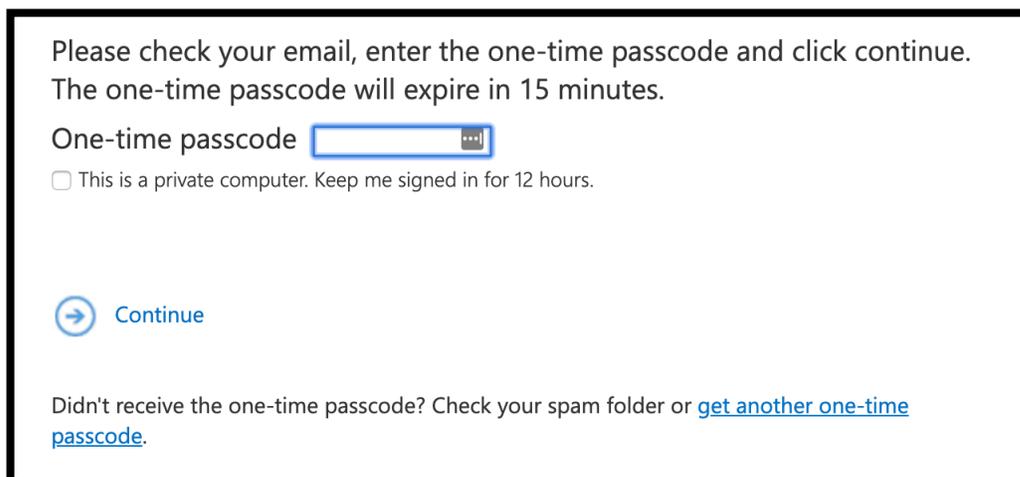
1. The recipient will receive the email in their inbox, whether they are using Outlook 365 or another email client (Google, etc.). The user will need to click the “Read the message” box within the message.



2. Click on “Sign in with a One-time passcode” or the recipient can sign in with their email client. **ITS recommends the “One-time passcode” option**, because it will reduce phishing and spam incidents.



3. Once they click on “Sign in with a One time passcode”, a passcode will be sent to the reciever’s email account.

A screenshot of a passcode entry screen. The text reads: "Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes." Below this is a text input field labeled "One-time passcode" with a small eye icon to its right. Underneath the input field is a checkbox with the text "This is a private computer. Keep me signed in for 12 hours." At the bottom left is a blue button with a right-pointing arrow and the text "Continue". At the bottom center is a link that says "Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode.](#)"

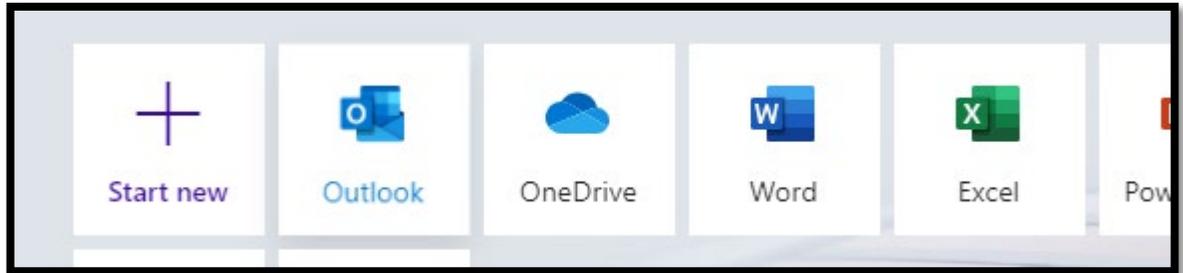
4. Once the code is entered, the email and any attachments will display.

Creating and Sharing Documents via OneDrive

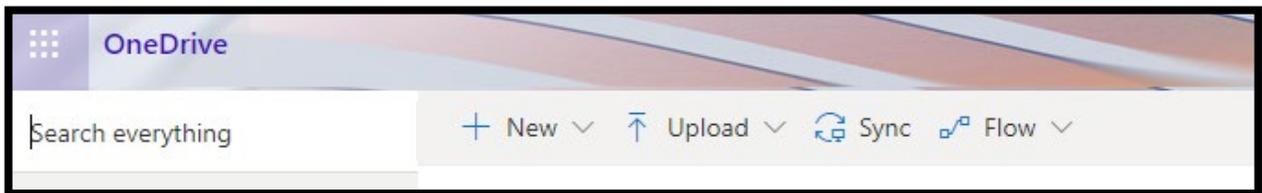
Microsoft OneDrive is used when colleagues need to share data with one another to collaborate. As an alternative to sending encrypted emails, OneDrive can also be used to share information that cannot be sent through unencrypted email.

Creating Documents in OneDrive

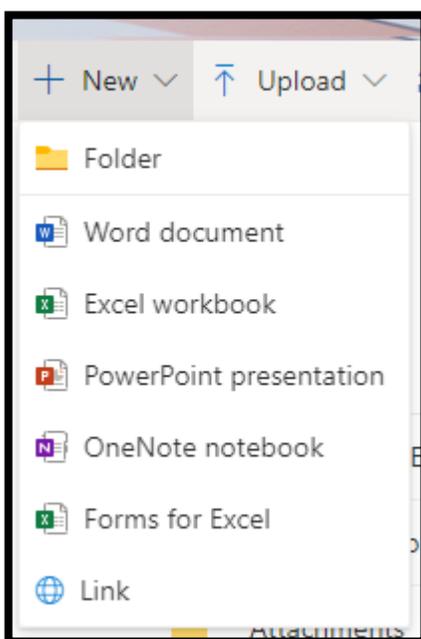
1. Log in to your [Office 365](#) account using your Durham Tech email, including the four digits of your employee ID. (E.g. `doej1234@durhamtech.edu`)
2. On the main landing page, click “OneDrive”.



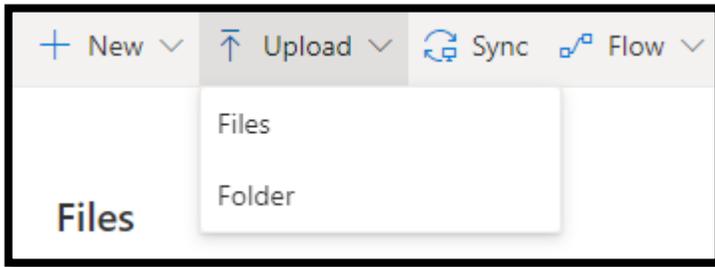
3. In the upper left-hand corner, click to create a new file or upload a file from your desktop.



Clicking “New” will allow you to create a new Word, Excel, PowerPoint, OneNote, Form, or link on your OneDrive. This document will be an online document that will automatically save as you make changes.



Clicking “Upload” will upload a single document or folders from your desktop and make it an online document. This document will be an online document that will automatically save as you make changes. *The document on your desktop will not change as you make changes on the online version.*

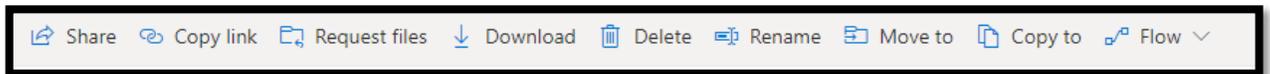


Note: These documents are not shared with others automatically.

4. All the documents you upload or create will have an empty circle next to the file or document when you hover over it.



If you click the circle, it will turn into a check mark and give you several options for your document in the top left corner.



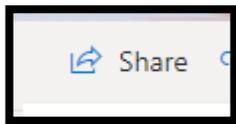
Sharing Documents in OneDrive

Once you have created or uploaded your document in OneDrive, you may want to share it with others for viewing or collaboration.

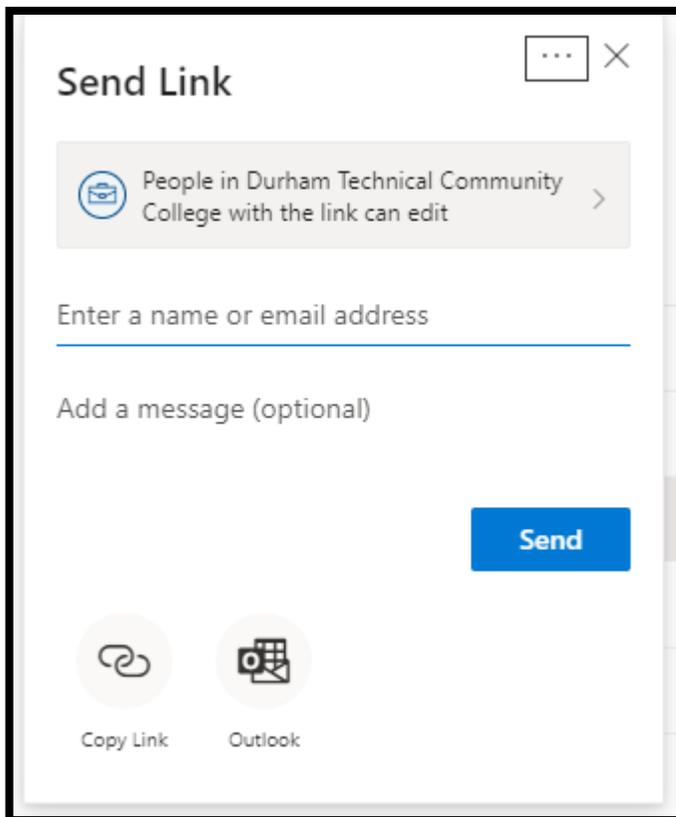
1. Click the checkmark next to the document you would like to share.



2. To share the document or folder, click the “Share” button in the left-hand corner.

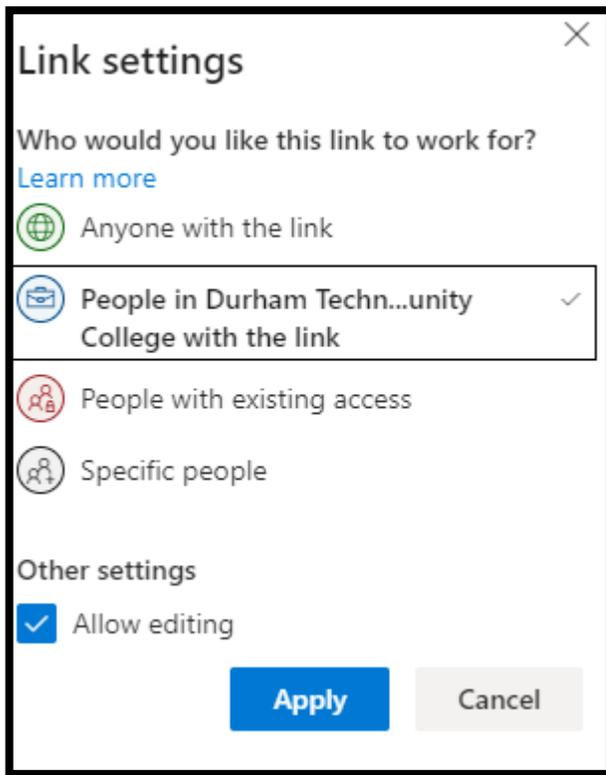


3. A menu of options will appear.



4. Choosing the option “People in Durham Technical College with the link can edit” reveals more menu options.

5. Choose who you want to share the link with and whether or not they can have editing access.

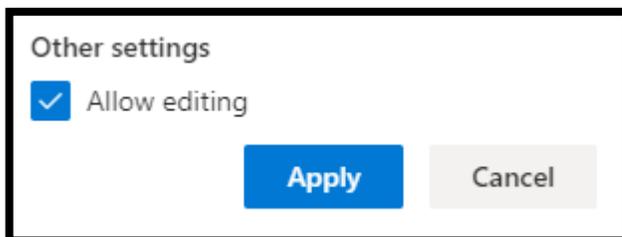


Note 1: Be careful when allowing “Anyone with the link” access. Individuals outside of Durham Tech could use this link, which in most cases, is not appropriate.

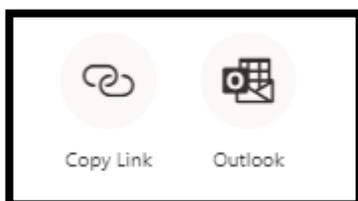
Note 2: You can set up separate links for those who can edit and those who cannot edit.

Note 3: Be careful which editing setting you choose because you cannot add or remove editing permissions later without recreating a new link.

6. Click “Apply”



7. Once you have applied your link, either click “Copy Link” to create the link, or click “Outlook” to send the link in an email.



Note: Clicking “Outlook” will still require that you enter names of colleagues that will receive the email with the document or folder.

Removing Shared Access to Documents in OneDrive

Note: The document will still be available in your OneDrive when sharing access is removed.

1. To remove shared access, click on “Shared” under the Sharing column for the document you want to remove access.

Name	Modified	Modified By	File Size	Sharing
Attachments	May 19, 2017	Melanie Lynn Riester	4 items	Shared

This displays all the sharing permissions associated with this document or folder. This document has two shared links (one with editing permissions and one without) and one person with direct access.

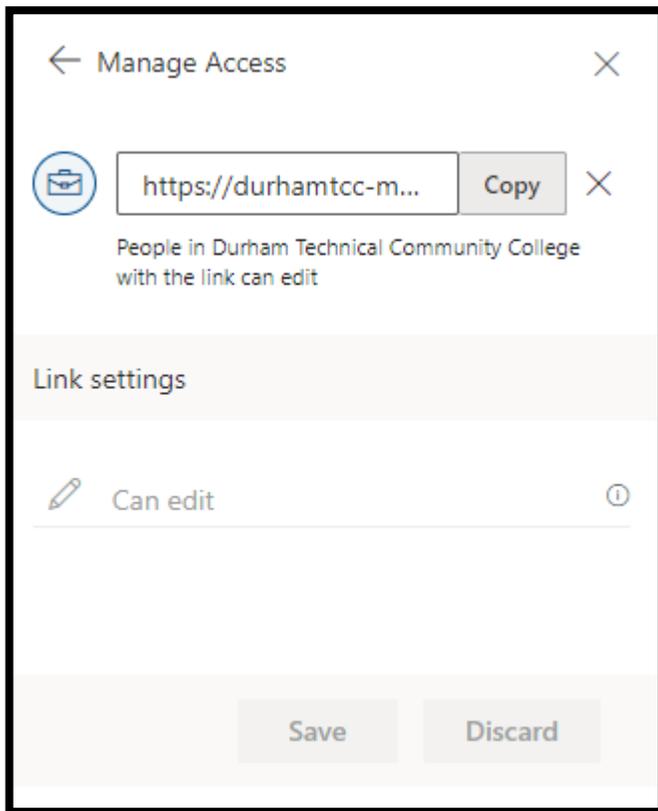
Manage Access

Links Giving Access (1) Share

- <https://durhamtcc-m...> Copy ...
People in Durham Technical Community College with the link can edit
- <https://durhamtcc-m...> Copy ...
People in Durham Technical Community College with the link can view

Direct Access (1) +

2. Click the three dots next to the copy link to reveal more options for each link.



3. Click the X to delete the link, which deletes access to the link. Permissions of a link, such as editing access, cannot be changed. You must delete and recreate a link to make changes
4. To remove any Direct Access sharing, click "Stop Sharing." You can change permissions for direct access – edit vs. view.

