

# Sending Sensitive information with Encryption in Outlook

568 Marc Daniels Mon, Dec 12, 2022 [Microsoft Outlook](#) 2548

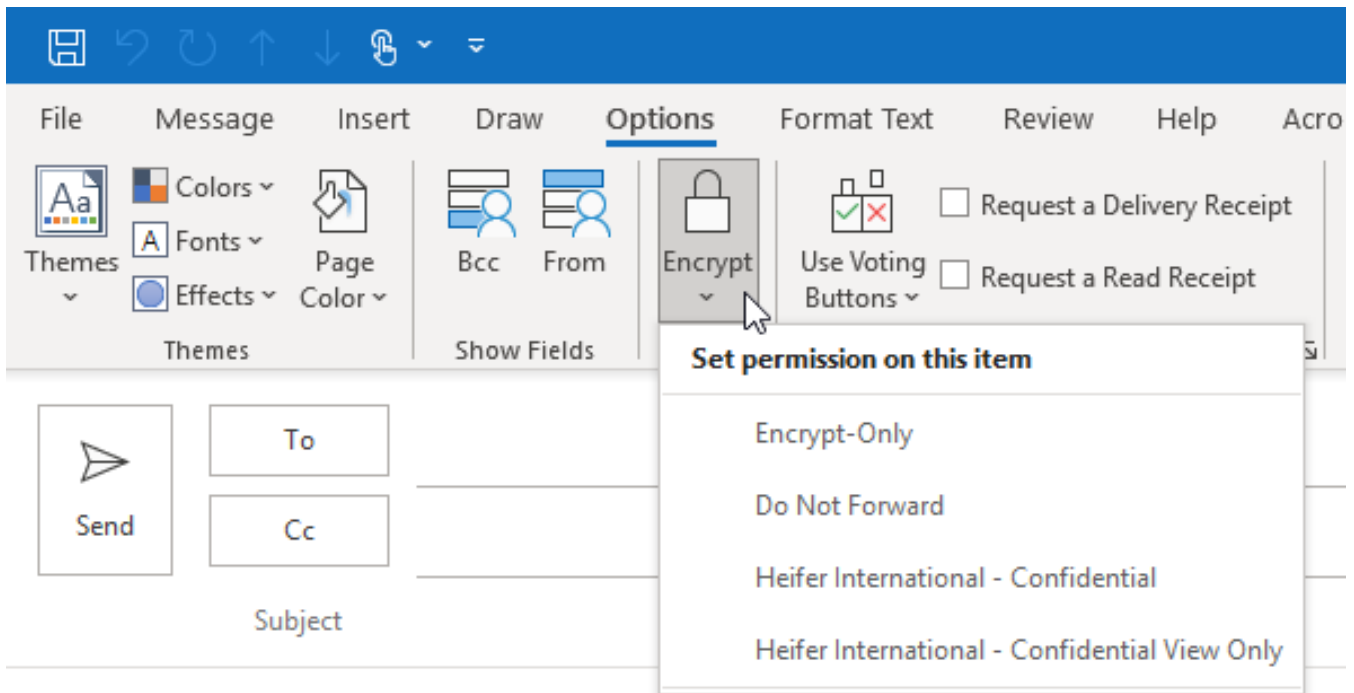
## Email Encryption with Outlook

This article covers sending sensitive information via e-mail. The first step in keeping Heifer's information safe is understanding what data you are sending. Below are examples of sensitive information that should ALWAYS be encrypted when sending via e-mail.

- Credentials to Heifer account or any type of system account.
- Donor Information
- Staff Information PII
- Personal Identifiable Information (PII)
  - Name: full name, maiden name, mother's maiden name, or alias
  - Personal identification numbers: social security number (SSN), passport number, driver's license number, taxpayer identification number, patient identification number, financial account number, or credit card number
  - Personal address information: street address, or email address
  - Personal telephone numbers
  - Personal characteristics: photographic images (particularly of face or other identifying characteristics), fingerprints, or handwriting.

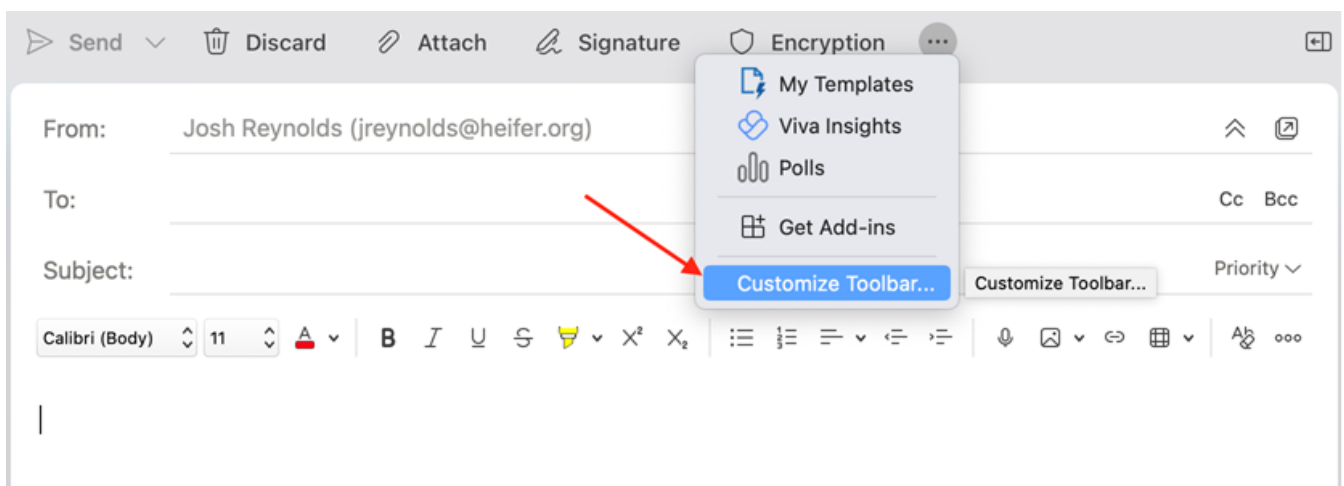
## How to send an encrypted email with Outlook (Windows Users)

- In an email message, choose **Options**, select **Encrypt** and pick the encryption that has the restrictions you want to enforce, such as **Encrypt-Only** or **Do Not Forward**.
  - **Encryption-Only** - this option encrypts the entire message but leaves it open to being forwarded to another party.
  - **Do Not Forward**- this option encrypts the entire message and restricts the ability to the recipient to forward the message.
  - **Heifer International-Confidential**- this option is used for internal use only and keeps the receipt from copying content, printing the e-mail, or exporting any part of the message. **Allows Forwarding.**
  - **Heifer International-View Only**- this option is used for internal use only and keeps the receipt from copying content, printing the e-mail, or exporting any part of the message. **Disables Forwarding.**

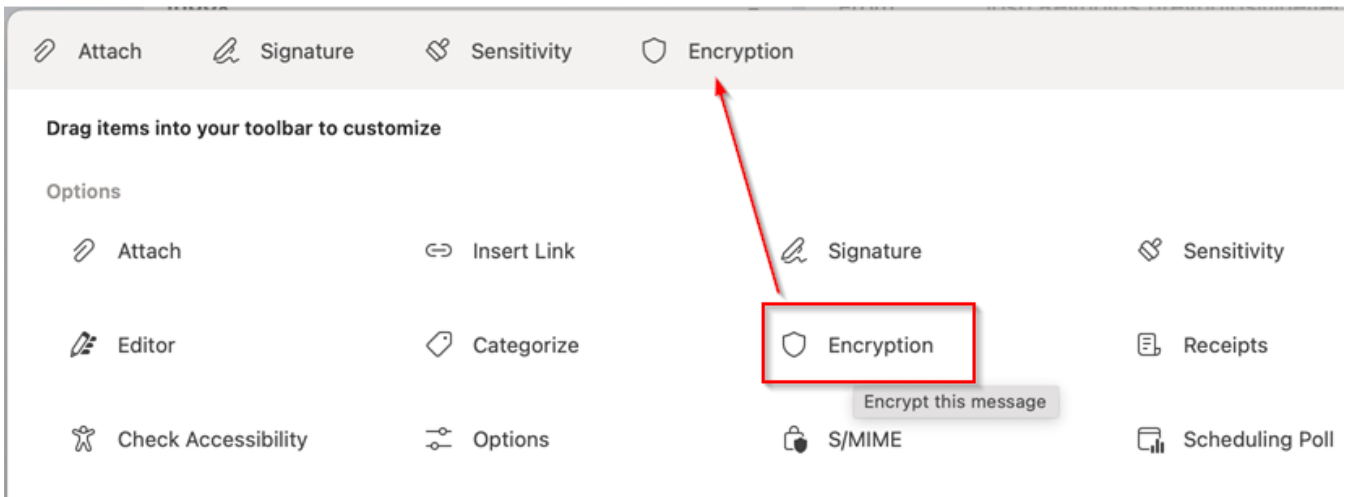


## How to send an encrypted email with Outlook for Mac

- In an e-mail message, you must enable the encryption option before it becomes visible in your toolbar. See screenshots below.



- Now Drag the Encryption option to the tool bar.



- You will now have the encryption options in the toolbar to choose from.

Online URL: <https://itskb.heifer.org/article.php?id=568>