



2019 EMAIL PROTECTION

# Security Awareness /Trends

## February '19

## Microsoft Office 365 Email Protection

### Coming to an Inbox Near You!

We're pleased to announce the upcoming release of Office 365 Message Encryption, a new service that lets you send encrypted emails to people inside or outside of Johnson County Community College. No matter what the destination- Microsoft, Yahoo, Gmail, Lotus Notes, GroupWise, Squirrel Mail, you name it- you can send sensitive business communications with an additional level of protection against unauthorized access. Email encryption is specialized security technology for protecting the confidentiality and integrity of email messages and attachments. By encrypting email, you ensure that the email will only be readable by its intended recipients. It's recommended to encrypt email that contains sensitive information including: Personally Identifiable Information (PII), Protected Health Information (PHI), Employee Data, or FERPA data.

### What to Expect

In the coming weeks your Microsoft Office applications will be updated to the latest version providing new features and functions. When creating a new email message using the Outlook web, desktop or mobile application you will now have the

ability to encrypt the message being sent. Many messages will not require this level of protection, but some areas have used encrypted attachments to send sensitive data for college related business. This update will provide an easier alternative to securely exchange sensitive information.

### How it Works

Depending on the client you are using the "Encrypt" option can be found either as a  button on the message window or through the "File" menu. Using these buttons, the message encryption can be toggled on/off. The purpose of this



newsletter is to raise awareness that this functionality is coming. For questions, please contact the Technical Support Center at 913-469-8500, ext. 4357 (HELP) or via email at [techsupport@jccc.edu](mailto:techsupport@jccc.edu)

### Email Client Support

Even though Microsoft provides you with the ability to connect to your Office 365 account using a wide variety of clients and apps, for the best experience and complete support, we recommend connecting through one of the following ways:

- Current version of Outlook desktop client (Office 2016 and newer)
- Current version of Outlook App for iOS/Android
- Connecting to Office 365 with a current supported web browser (Safari, Chrome, Internet Explorer, Firefox)

### Microsoft Office System Requirements

Using outdated email clients and protocols pose a risk to the institution. If you use third party applications or mobile apps to send and receive email, consider switching. Modern applications and authentication are what enables enhanced security, in terms of password handling and Multi-Factor Authentication.