

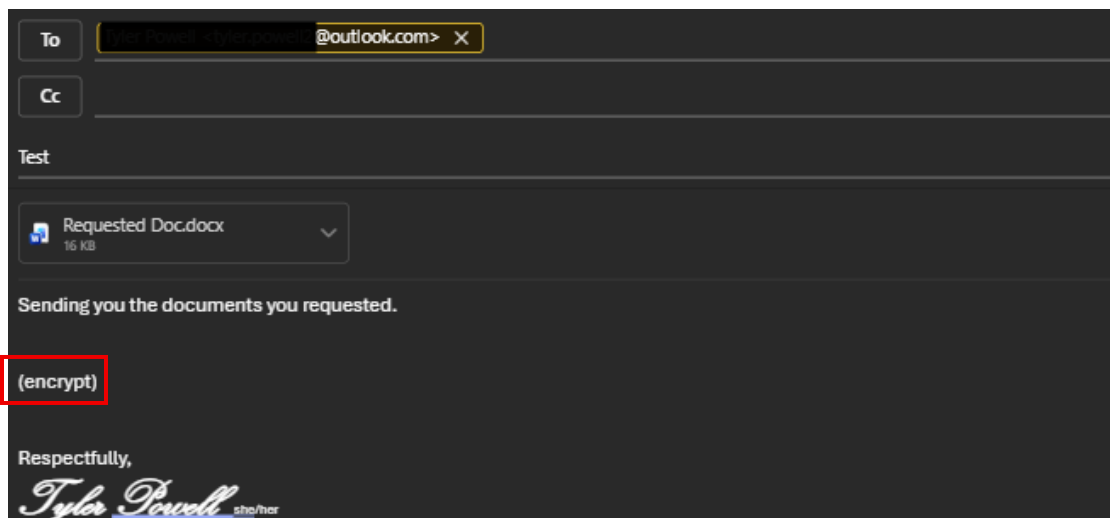
# Encrypting Email – using Microsoft Purview

All A5 license users now have the ability to encrypt an email. Please follow the simple instructions below.

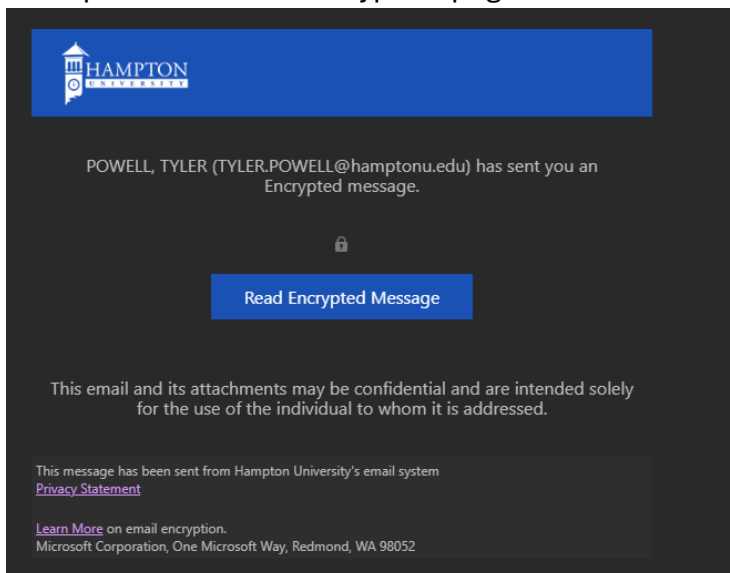
**Note:** Any email message containing PII (personally Identifiable Information, MUST encrypt the message. Examples of PII include but are not limited to: addresses, Driver’s License number, Birth certificates, SSN, etc.

## Encrypting email to External user (non-HamptonU email)

1. Compose a new email and attach any files or documents. In the body of the email, type the word “**encrypt**” in parenthesis.

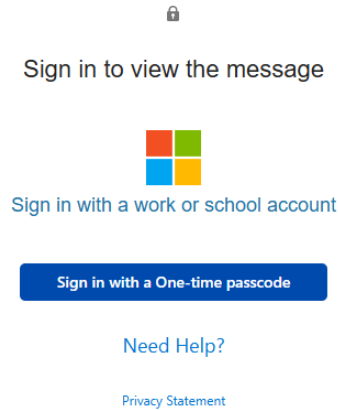


2. Once you send the message. The external users will receive the email with the HamptonU branded encryption page.



- a. Next click “Read Encrypted Message” to open the email, which will then prompt them to sign in, they will select “Sign in with a One-Time passcode”.

TYLER.POWELL@hamptonu.edu has sent you a protected message



- b. They will next see a screen prompting them to retrieve the one-time passcode from the address they received the message to.

We sent a one-time passcode to @outlook.com.

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

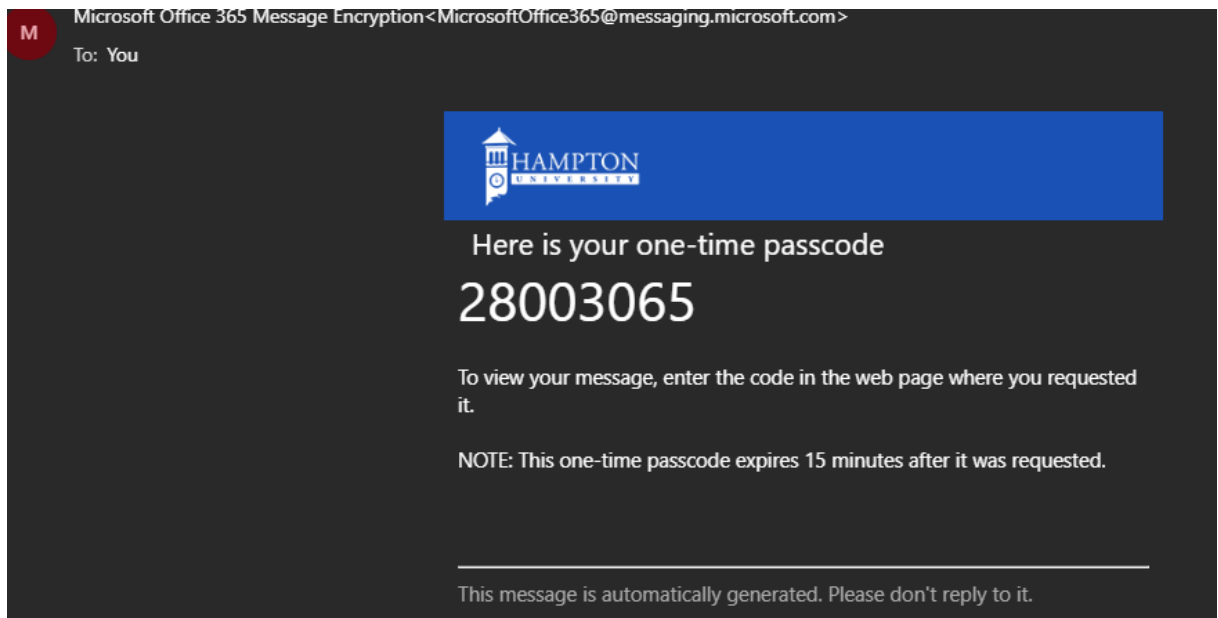
One-time passcode

This is a private computer. Keep me signed in for 12 hours.

[Continue](#)

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

- c. They will then receive an email from Microsoft Office 365 Message Encryption<MicrosoftOffice365@messaging.microsoft.com> with the one-time passcode.



- d. Next, they will enter that code in the previous window and select “continue” to read the email.

We sent a one-time passcode to [redacted] @outlook.com.

Please check your email, enter the one-time passcode and click continue. The one-time passcode will expire in 15 minutes.

One-time passcode

This is a private computer. Keep me signed in for 12 hours.

Continue

Didn't receive the one-time passcode? Check your spam folder or [get another one-time passcode](#).

3. They are now able to read the message and retrieve the attached documents.

Test

Reply All |

POWELL, TYLER <TYLER.POWELL@hamptonu.edu>  
4/14/2026 1:16:32 PM  
To: @outlook.com

Encrypt: This message is encrypted. Recipients can't remove encryption.

Requested Doc.docx |

Sending you the documents you requested.

(encrypt)

Respectfully,  
  
Tyler Powell she/her  
IT Security Manager  
  
DIVISION OF INFORMATION TECHNOLOGY  
130 William R. Harvey Way, 5th Floor Harvey Library, Hampton, Virginia 23668-0099  
(757) 727-5268 Phone | tyler.powell@hamptonu.edu  
<http://www.hamptonu.edu> | "THE Standard of Excellence"

4. The external recipient is also able to reply within the encrypted message and attach documents. Replying within the encrypted message will also send the information encrypted.

Test

Reply All |

POWELL, TYLER <TYLER.POWELL@hamptonu.edu>  
4/14/2026 1:16:32 PM  
To: @outlook.com

Encrypt: This message is encrypted. Recipients can't remove encryption.

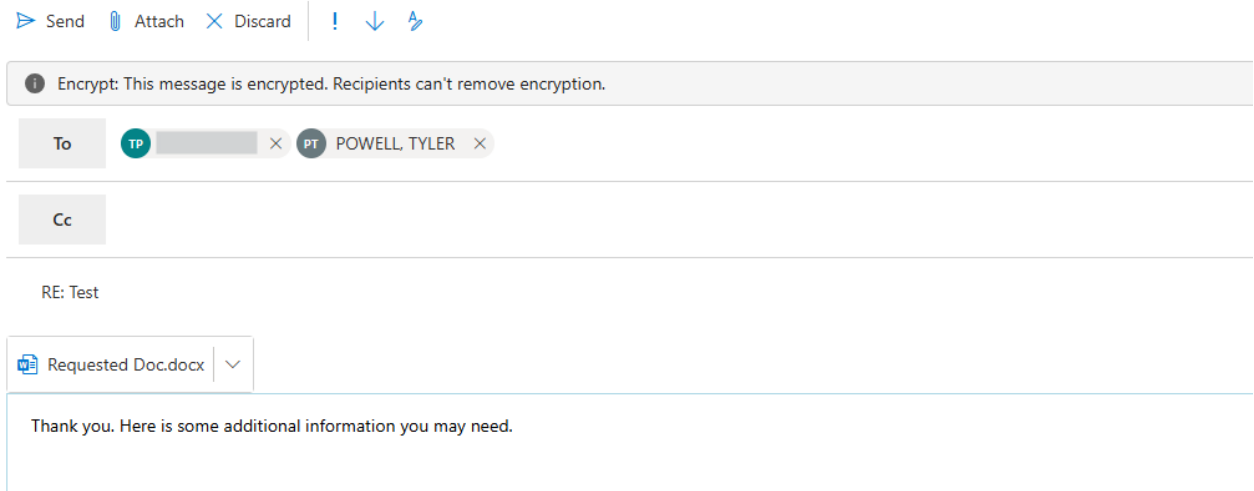
Requested Doc.docx |

Sending you the documents you requested.

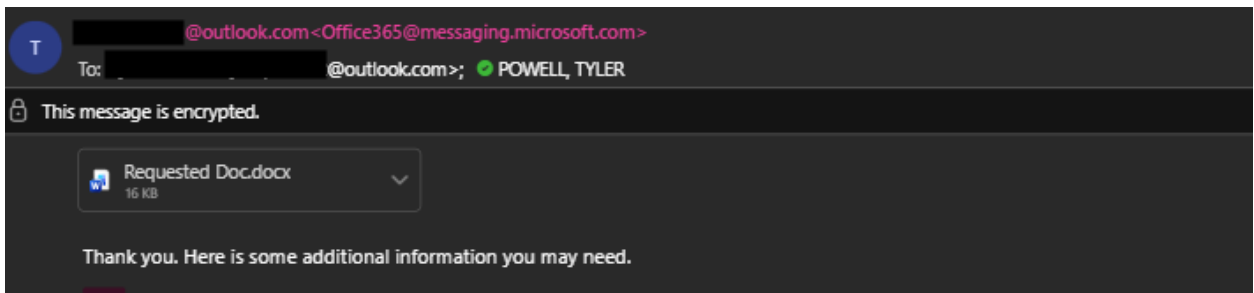
(encrypt)

Respectfully,  
  
Tyler Powell she/her  
IT Security Manager  
  
DIVISION OF INFORMATION TECHNOLOGY  
130 William R. Harvey Way, 5th Floor Harvey Library, Hampton, Virginia 23668-0099  
(757) 727-5268 Phone | tyler.powell@hamptonu.edu  
<http://www.hamptonu.edu> | "THE Standard of Excellence"

- a. The external recipient can attach documents and respond to the message. (they do not have to enter (encrypt) in their response)

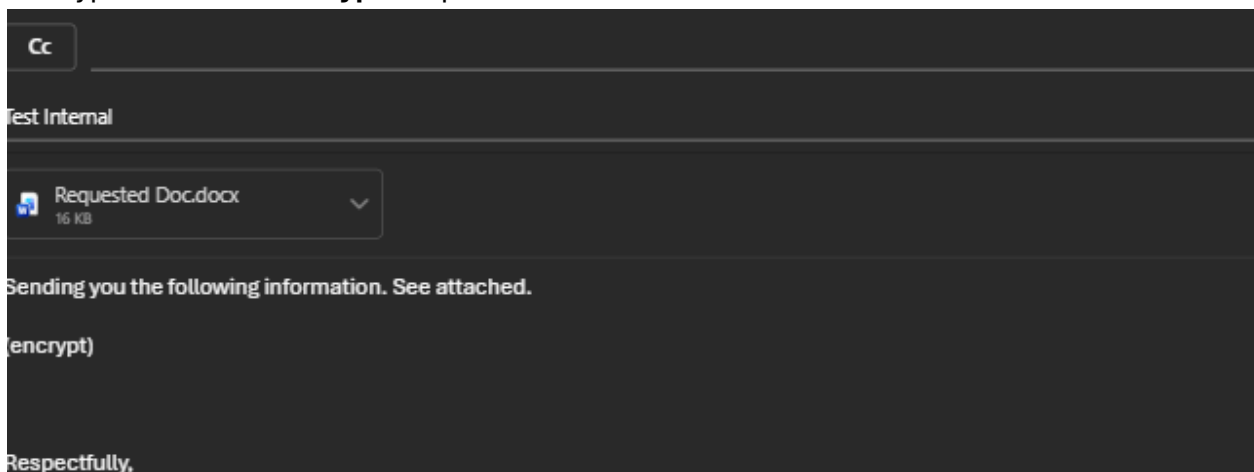


- b. The message from the external recipients response will then come to your email encrypted.

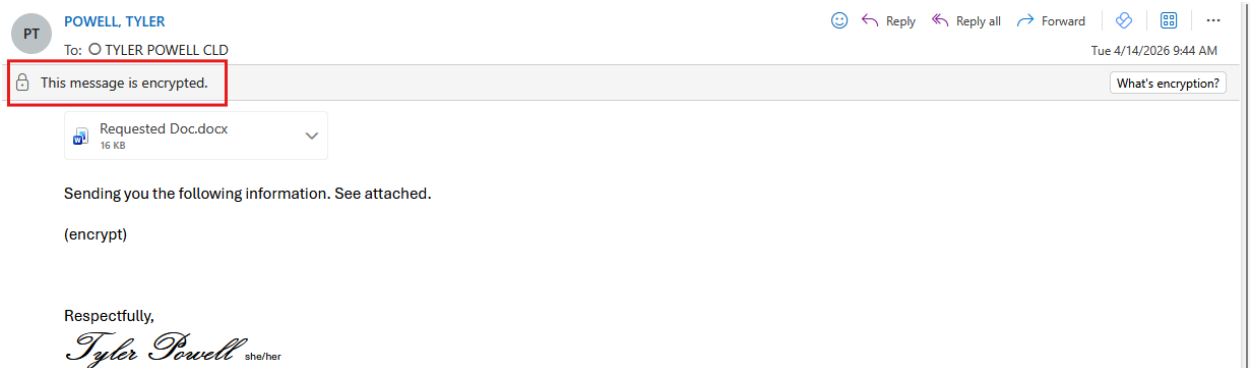


## Encrypting Email to internal user (HamptonU email)

1. Compose a new email and attach any files or documents. In the body of the email, type the word **“encrypt”** in parenthesis.



2. You will then receive the email directly to your inbox encrypted with no additional steps.



3. When responding to internal encrypted emails, if the response email contains sensitive information and needs to be encrypted. You **WILL NOT** need to enter the (encrypt) in the body of the email if you are responding directly to the encrypted message.