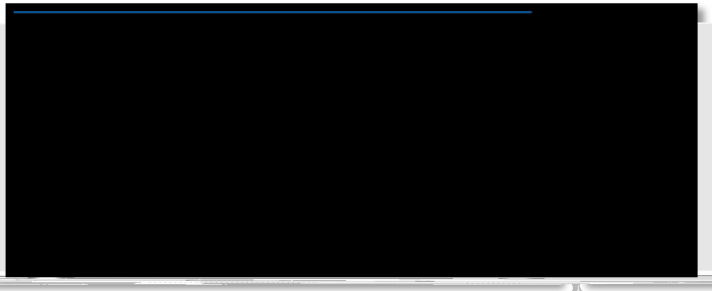


Encrypting an Email on Desktop Outlook

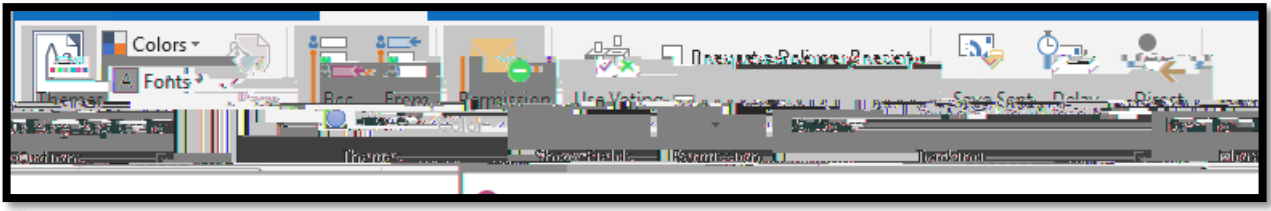
- 1. Choose "New Email".



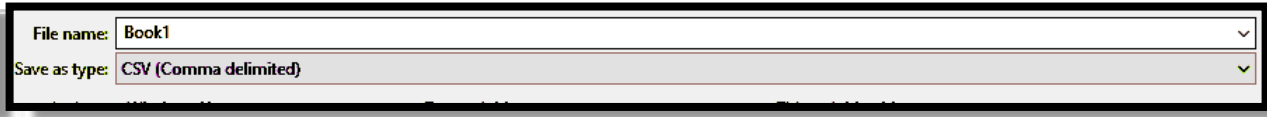
- 2. Click the "Options" tab at the top of the new email.



- 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.



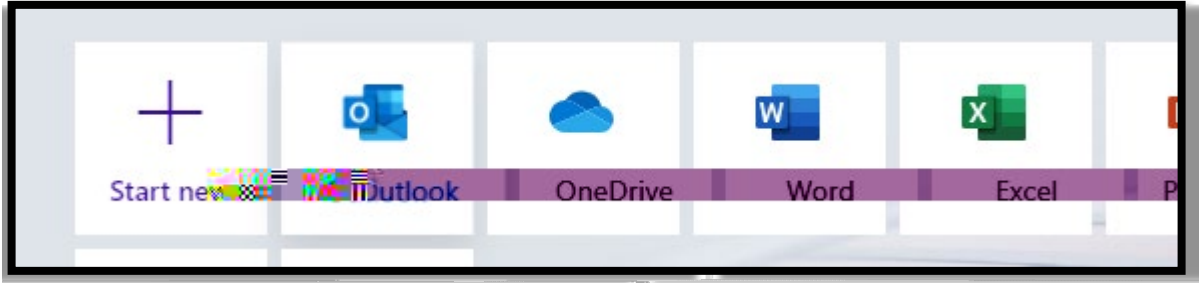
- 5. Once you are done writing your email, click the send button.

Creating and Sharing Documents via OneDrive

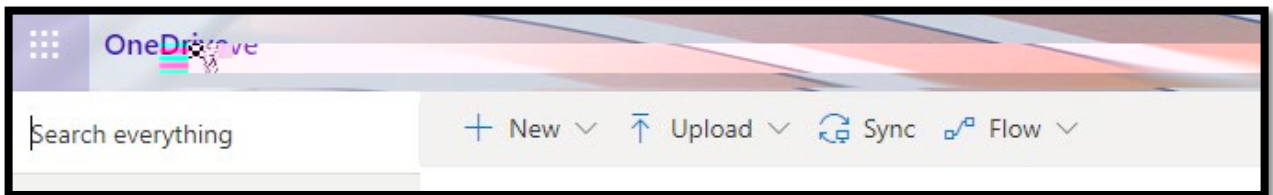
Microsoft OneDrive is used when colleagues need to share data with one another to collaborate. As an alternative to sending encrypted emails, OneDrive can also be used to share information that cannot be sent through unencrypted email.

Creating Documents in OneDrive

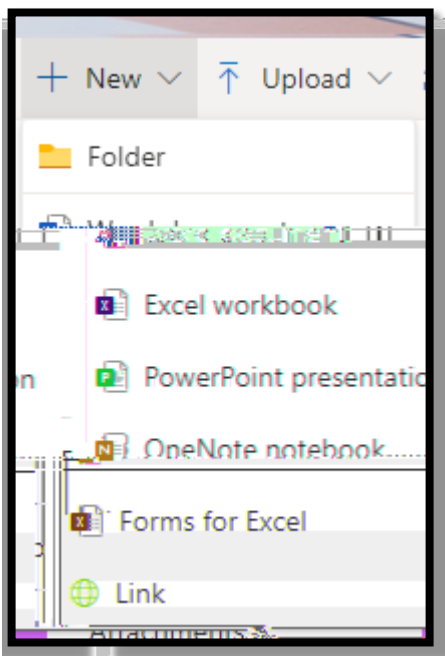
1. Log in to your [Office 365](#) account using your Durham Tech email, including the four digits of your employee ID. (E.g. `doej1234@durhamtech.edu`)
2. On the main landing page, click "OneDrive".



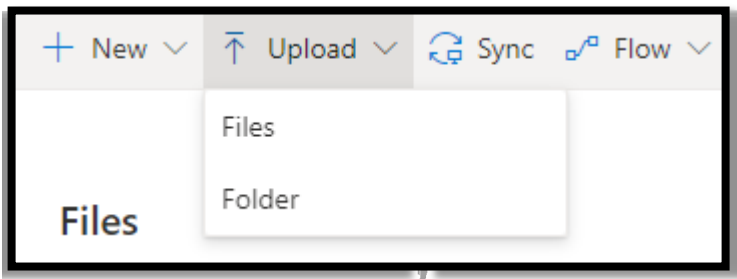
3. In the upper left-hand corner, click to create a new file or upload a file from your desktop.



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.

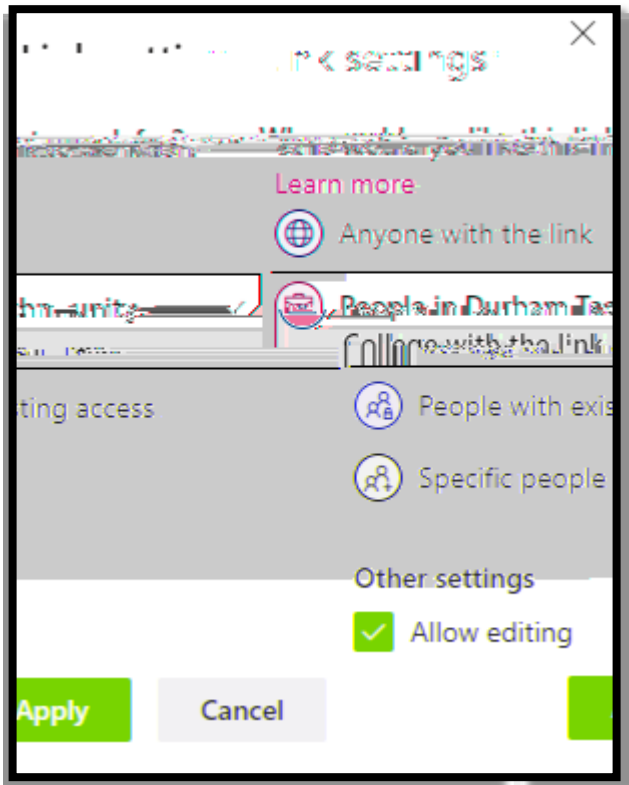
If you click the circle, it will turn into a check mark and give you several options for your document in the top left corner.



Sharing Documents in OneDrive

Once you hav D01A-5.6 (eo6)-19rrs D0 (ha)8t9 ((s)-7 (e)9.7 (u)-18..5 (o)1r)(r)-5 upl5 (r3)0.5 (o)1 (h/)6d-7 (e)9.7 (u)-18.1 (y)

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.

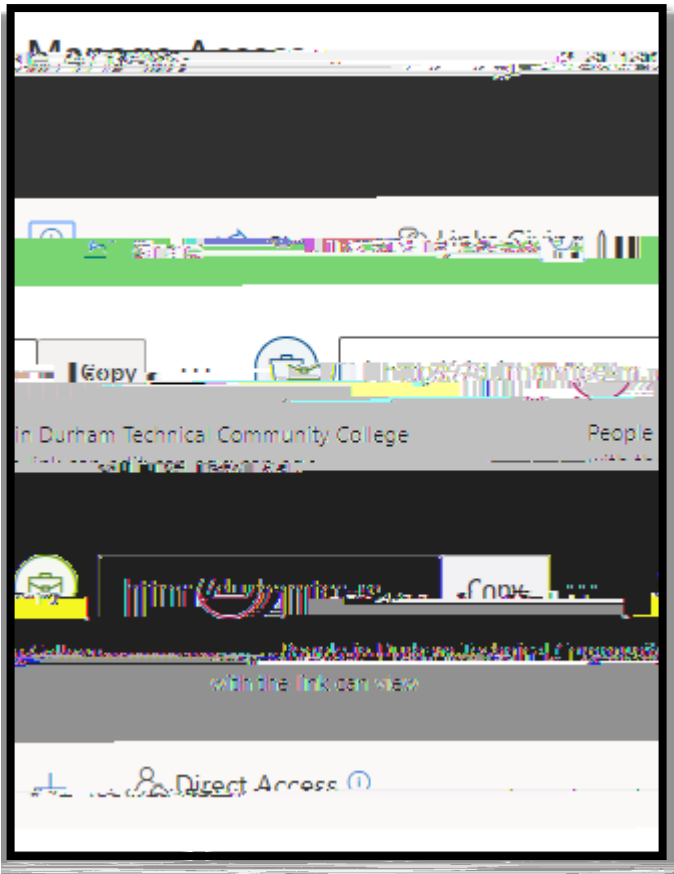
Removing Shared Access to Documents in OneDrive

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

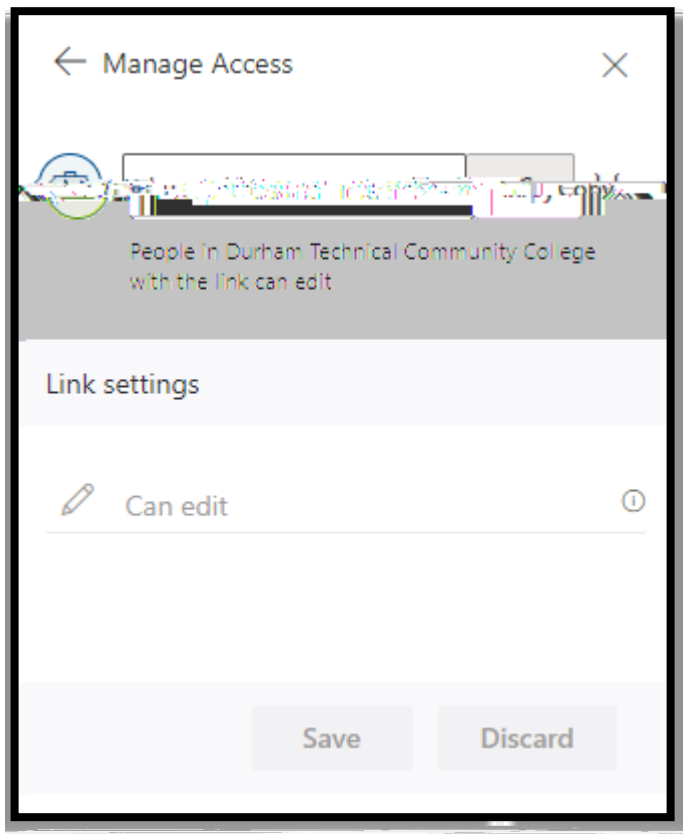
1. To remove shared access, click on “Shared” under the Sharing column for the document you want to remove access.



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.



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.

