Rogers State University
Encrypting Data in Outlook

Table of Contents

1. What is Data Classification?

Data classification is a process used to **identify**, **categorize**, and **protect** information in accordance with its sensitivity.

2. RSU's Policy on Data Classification

As a Rogers State employee, **it is your duty to help protect our institution's sensitive information.** Emails containing confidential business data **must be encrypted** to protect RSUs information.

This document describes how to classify and encrypt sensitive information when using your RSU email account**.**

3. What type of data should I encrypt?

Confidential information is anything that can cause damage to RSU if overshared or shared with the wrong individuals. Emails that contain confidential information need encryption to help ensure their protection. Examples of confidential information can include but is not limited to:

- Financial information of students, employees, or the institution.
    - Account numbers
    - Balances
- Personally Identifiable Information.
    - Student or employee's social security numbers
    - Medical history
    - Biometric data
- Any information that should not be known by the public.
    - If you would not want someone to overhear the information, do not send it in an unclassified email.

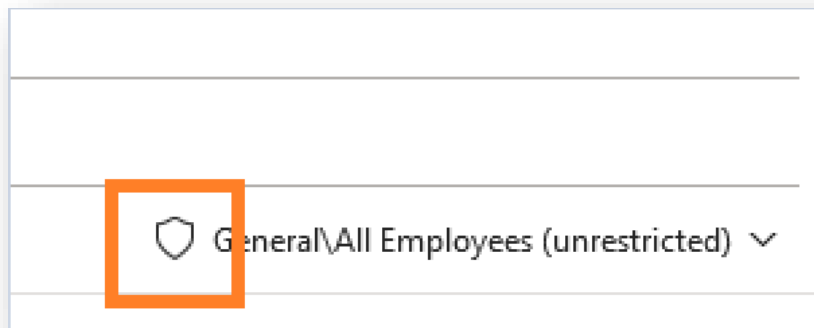# 4. How do I encrypt emails in Outlook?

Outlook has **General**, **Confidential**, and **Highly Confidential** options, with subcategories for sharing with specific users.

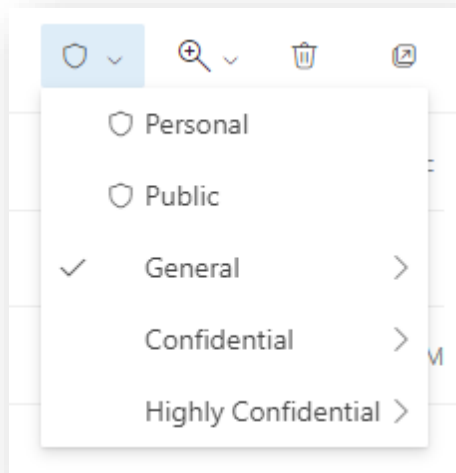To turn encryption on, you will need to make a few selections based on your data category.

1. Open a new email or start a reply.

2. **Select** the **shield icon** located in the top right of the email menu.
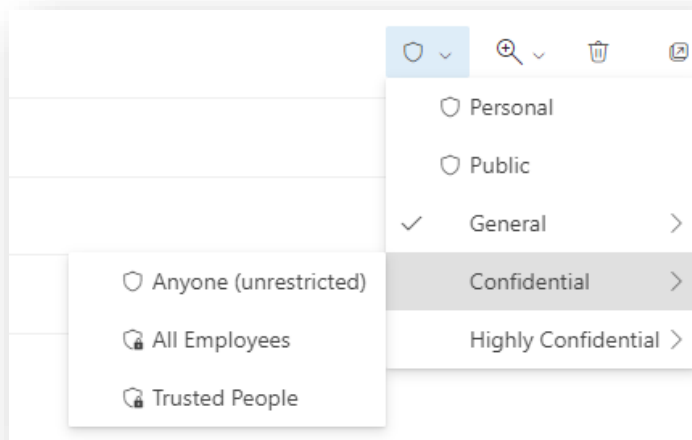
or
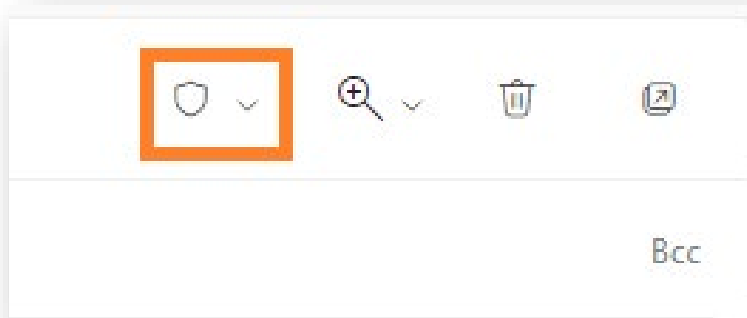
3. Once the shield icon has been selected you can review the classification options available. **Select** the **Confidential** or **Highly Confidential** options to encrypt the email.

4. **Hover** over **Confidential** or **Highly Confidential**, to choose if you want to **restrict** the email to **specific users**.

5. Once you have **selected** the level of **classification**, it will show **above** the email and on the **right** side.