How to use Sensitivity Labels in Outlook Email

General

Private

Restricted

For more details, visit *www.vumc.org/enterprisecybersecurity/sensitivity-labels*

How to use Sensitivity Labels in Outlook Email

1. How to use Sensitivity Labels in Outlook Web App (OWA) Email

2. How to use Sensitivity Labels in Microsoft Office 365 Email

What is a Sensitivity Label?
Sensitivity Labels are a feature of VUMC's Microsoft 365 subscription that allow you to classify and protect your email and other content depending on the types of information they contain.

Why would I use Sensitivity Labels?
Applying the appropriate Sensitivity Labels to any content will apply different rules to help you to more easily comply with VUMC's requirements for information security. For example, marking an email as **Private** or **Restricted** will enable email encryption, whereas leaving the email as **General** will not.

Do I have to use Sensitivity Labels?
VUMC policy requires the use of encryption when transmitting several types of data. If you are unsure about how or when to send information via encrypted email, please ask your supervisor for more information. Alternatively, Accellion Secure File Transfer is still available.
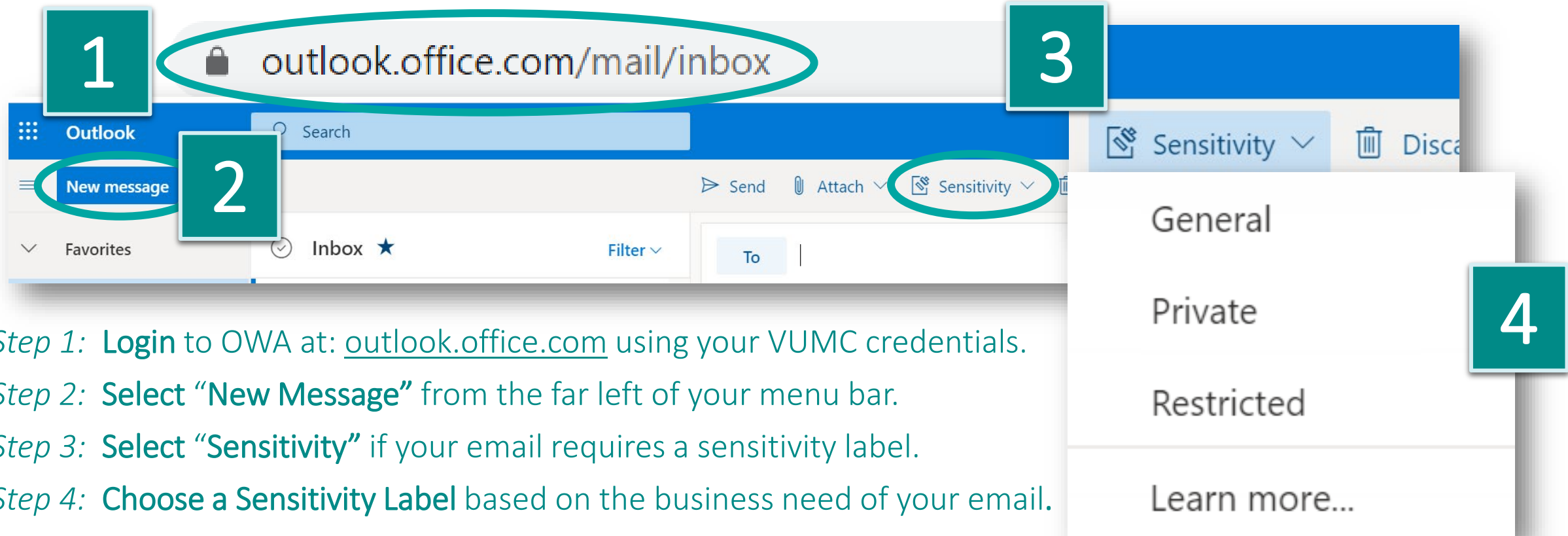
How can I read these policies?
To read VUMC policies, visit Policy Tech at https://vanderbilt.policytech.com.

VUMC Sensitivity Labels

Encryption Label	Restrictions	Use this choice for:
General	No restrictions.	Data that is not Restricted or Private — VUMC's **default data category**.
Private	Content is encrypted.	Data that includes VUMC business-related and/or internal data (e.g. policies, internal communications, attorney work product, clinical protocols, market research) Private Data is potentially sensitive and is not intended to be disclosed outside of the organization without an appropriate business reason.
Restricted	Content is encrypted and can't be forwarded.	Data that VUMC has a contractual, legal, or regulatory obligation to safeguard in the most stringent manner. Unauthorized disclosure or loss of this data would require the organization to notify the affected individual and state or federal authorities.

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How to use Sensitivity Labels in Outlook Web Access (OWA) Email

Step 1: **Login** to OWA at: outlook.office.com using your VUMC credentials.
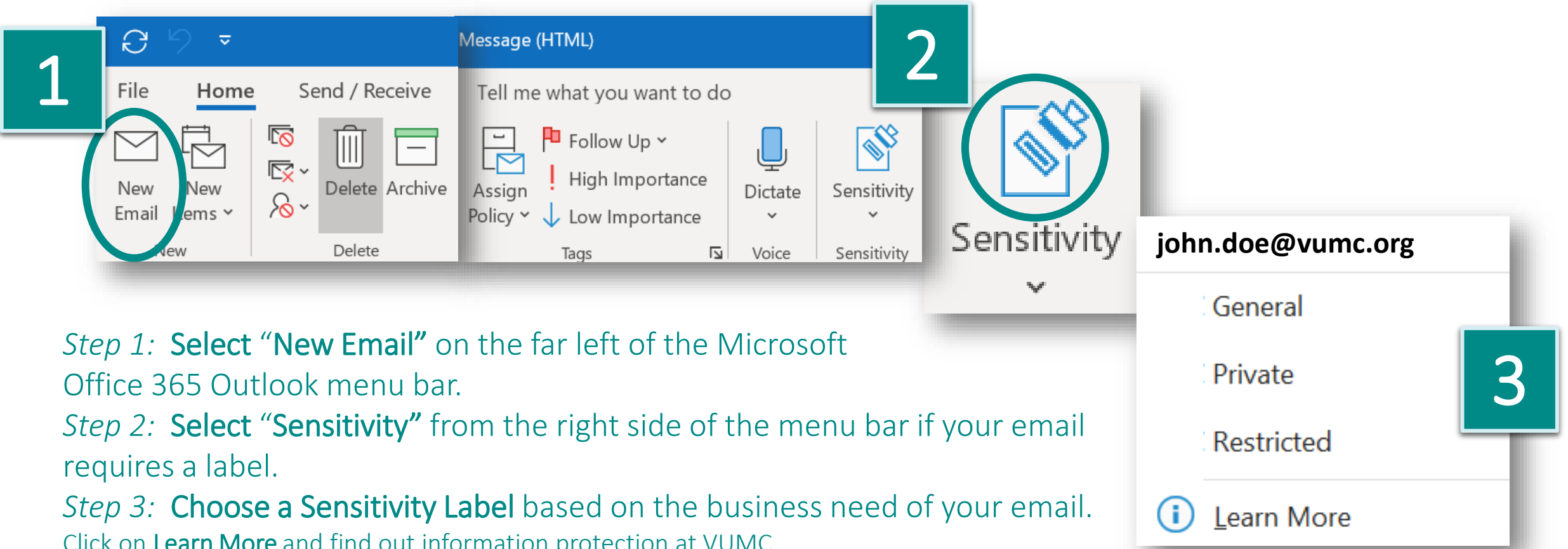
Step 2: **Select** "New Message" from the far left of your menu bar.

Step 3: **Select** "Sensitivity" if your email requires a sensitivity label.

Step 4: **Choose a Sensitivity Label** based on the business need of your email.

Click on **Learn More** and find out details about information protection at VUMC.

How to use Sensitivity Labels in Microsoft Office 365 Email

Step 1: **Select "New Email"** on the far left of the Microsoft Office 365 Outlook menu bar.

Step 2: **Select "Sensitivity"** from the right side of the menu bar if your email requires a label.

Step 3: **Choose a Sensitivity Label** based on the business need of your email.

Click on **Learn More** and find out information protection at VUMC.

When you are the recipient of an email with a Sensitivity Label...

- If you are the recipient of an email labeled as "Sensitive" or "Restricted," you'll receive an email from the sender's @vumc.org address.

- The email will prompt you to click "**Read the message**." (see picture A) When you click, you have several ways to authenticate, such as a valid Microsoft or Google account, if it matches the recipient's address.

- Alternatively you can request a one-time passcode be sent to your email (see picture B), which you can input to open the labeled email. (see picture C)