

ITS CORNER

ISSUE 02: WHY EMAIL ENCRYPTION MATTERS

In our digital age, protecting your information is more important than ever! Today, we're touching on the importance of email encryption. OCCC ITS recommends **encrypting any email you send to someone outside of the college that could contain sensitive information.**

WHAT IS EMAIL ENCRYPTION?

Email encryption is a method that secures your messages, ensuring that only the intended recipient can read them.

WHY SHOULD I ENCRYPT MY EMAILS?

1. PRIVACY:

Keep your messages confidential! Encryption protects your emails from prying eyes, making sure only the right person can access them.

2. SECURITY:

Shield sensitive information—like personal data, financial details, and business secrets—from unauthorized access.

3. TRUST:

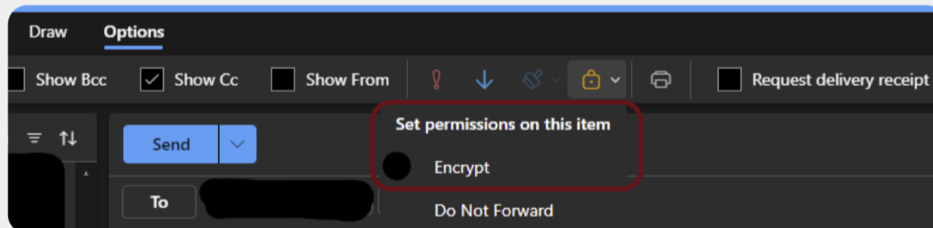
By using encryption, you demonstrate your commitment to protecting not just your information but also that of your contacts.

4. COMPLIANCE:

Many laws require the protection of sensitive data. Encryption helps you stay compliant with legal obligations, safeguarding you from potential issues.



To encrypt your emails, you can either include [Encrypt] in the subject line or body, or you can click options, the lock icon, then “Encrypt”.



IN SUMMARY

Think of an encrypted email like a package that requires a signature, only the intended recipient can see it. As you go forward in day to day operations, keep this information in the back of your mind and encrypt any sensitive data for the safety and security of everyone involved.

ADDITIONAL ITS HELP

SharePoint Training

Curious about the move to SharePoint?
Contact venkatasai.simbili@occc.edu to be enrolled in the ITS SharePoint course!

Got an IT Problem?

Your first stop is **Desktop Support Services** (aka The Helpdesk) located at the main building foyer behind the coffee shop. Mr. Brian W. Fugett, the Director of Technology Support Services, leads a team of trained on-demand IT professionals who can handle all your IT needs.



[Click here to view the ITS Corner Issue #2](#)

Oct. 31: Password Complexity Requirement Update

- Changes to password complexity requirements will be implemented.
- Updates regarding inactive accounts past 60 days will take effect. Ensure to reach out to the Help Desk if an account needs to be unlocked or a password reset.
- All faculty and staff should have completed the new required cybersecurity training.

Thank you for your attention and participation in making our community safer! If you have any questions, please contact the ITS Help Desk at 405.682.1611, ext. 7777.

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