SIMPLY ENTER "ENCRYPT" IN THE SUBJECT LINE.

The Office of the Vice President for Research would like to share some helpful information regarding email encryption of research related messages.

**WHAT IS IT?**

Email encryption is a secure method for transmitting information and only allows the intended recipient to read the contents of your email message.

**WHY IT MATTERS?**

It helps to ensure the confidentiality of the email and protects information from being stolen or accidentally accessed by unintended recipients.

**PROTECTING CONTROLLED AND/OR SENSITIVE DATA**

UConn is obligated to protect all controlled research data and committed to help faculty stay in compliance. Please be aware that it is the responsibility of every researcher to protect and secure all email messages that contain controlled and/or sensitive data transmitted outside the University domain.
In order to ensure that all of your research related emails are encrypted, simply include (encrypt) in the subject line of emails that are being transmitted outside of the UConn domain. This will help keep your messages confidential and help prevent hackers from intercepting and gaining unauthorized access.

Examples of controlled research data include, but are not limited to:
- International Traffic in Arms Regulations (ITAR) controlled data
- Export Administration Regulations (EAR) controlled data
- Sensitive U.S. government or private sector data

Messages sent between UConn recipients using Office 365 are encrypted by default, so there is no need to alter your current email practices for messages to addresses on UConn’s domain.

Examples of messages not encrypted:
- Messages sent to a student’s UConn email
- Messages sent from a UConn Storrs account to a UConn Health account
- Forwarding emails to other email accounts
- Downloading emails to personal devices other than through UConn’s Office 365/Outlook Client

For further instructions, please visit:
- Information Technology Services
  https://email.uconn.edu/category/365-support/security/
- Office of the Vice President for Research
  https://ovpr.uconn.edu/services/rics/export-control/

Please Note: Researchers with controlled unclassified information (CUI) should never send data via email, but use UConn’s secured research infrastructure (SRI) network environment, https://security.uconn.edu/secured-research-infrastructure/.