

This email is being sent to Official Faculty & Official Staff.

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## Technology Training and Tidbits

Technology training information, updates, and tips for Goucher faculty and staff.

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### Understanding Email Encryption

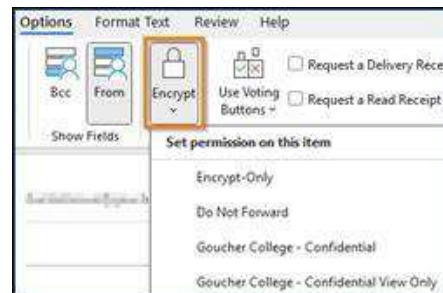


Do you sometimes send sensitive information via email but worry it might be vulnerable to unauthorized access? If security is a concern, use encryption to protect emails from being intercepted during transport from point A to point B. Encryption ensures only the intended recipient can view the contents.

Most major email providers including Outlook offer built-in encryption, and it's a lot easier than you think! For example, both PC and Mac users can add encryption to an email in just three clicks:

#### To encrypt an email message:

1. Compose the email (pop out to new window if necessary)
2. Go to **Options**, then choose **Encrypt** on the ribbon
3. Select an encryption option such as "Do Not Forward" and send your email



'Do Not Forward' prevents the recipient from forwarding, printing, or copying any content. A small banner at the top of the message window will indicate encryption has been applied.

Outlook recipients will be required to log into their email account to read your encrypted message. Recipients using email clients other than Outlook are prompted to authenticate via their email client or use a one-time passcode to view the contents. **Tip:** It may be helpful to alert the recipient beforehand that the email will be encrypted and include details on how to access the content.

By adding encryption to emails with sensitive information, you can protect private information. For more information on encrypting emails, view the articles below:

- [Sending encrypted email messages in Outlook for Windows](#)
- [How to view and reply to encrypted messages in Outlook for Windows, click the linked text here](#)

## Quick Tip!

### Use PivotTables to Easily Analyze Data

PivotTables are incredibly useful for analyzing student data and guiding strategic decisions. For instance, a PivotTable can be used to assess enrollment trends by department and academic year to quickly identify patterns and changes over time. With just a few adjustments, the same table could show the number of students in each department by semester, graduation rates by program, or even grade distributions across courses or instructors. PivotTables can easily turn complex data into actionable insights.

To learn more about PivotTables, check out this Microsoft video on [how to create a PivotTable](#), or register to attend our online workshop, Excel Calculations: Pivot Tables (details below).

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## IT Training Events

Below are scheduled IT Training events for the remainder of the year. Register for all sessions that interest you. Seats are limited, and sessions with low interest could be cancelled, so please [register](#) now to save your spot!

### **Beyond the Basics - Workshops that build on foundational training.**

#### *Excel Calculations: PivotTables*

November 14, 2024 / 11:00 - 12:00 p.m. / Online

### **Productivity Pros – Workshops geared toward adding new skills for productivity.**

#### *Getting Started with Microsoft Forms*

November 19, 2024 / 1:00 - 2:00 p.m. / Online

#### *Introduction to OneNote*

December 5, 2024 / 9:00 – 10:00 a.m. / Online

#### *Introduction to Automation*

December 10, 2024 / 2:00 – 3:00 p.m. / Online

[Click here to view course descriptions and register for IT workshops.](#)

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To view previous editions of the Technology Training & Tidbits newsletters [click here](#).

To make a training request for yourself or your department, please contact the Help Desk at [helpdesk@goucher.edu](mailto:helpdesk@goucher.edu).

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).