# Microsoft Information Protection (MIP) User Guide

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## 1. About MIP

**Microsoft Information Protection (MIP)** helps you to classify, label and protect your data at the time of creation based on the sensitivity of data. Labels, and protection are persistent, traveling with the data throughout its lifecycle, so that it's detectable and controlled at all times – regardless of where it's stored or with whom it's shared – internally or externally.

## 2. Client Installation

### 2.1. Supported Environment

The following table shows the required applications and supporting environment to protect and/or access the files and emails:

Supported OS	Supported Office Versions	Required applications	Operations can be done
Windows: - Win 10 - Win 8.1	<ul> <li>Office 365 ProPlus</li> <li>Office Pro Plus 2019</li> <li>Office Pro Plus 2016</li> </ul>	- Azure Information Protection client (v2.x)	<ul> <li>Protect MS Office files with AIP toolbar in Office applications</li> <li>Protect non-MS Office files with AIP client</li> <li>Access all protected files with Office applications (Office files) or AIP client (non-Office files)</li> </ul>
Mac OS 10.9 or above	<ul><li>Office 365</li><li>Office 2019 for Mac</li></ul>	- RMS Sharing app	<ul> <li>Protect MS Office files with Sensitivity button in Office applications</li> <li>Access all protected files with Office applications (Office files) or AIP client (non-Office files)</li> </ul>
	- Office 2016 for Mac		<ul> <li>Access all protected files with Office applications (Office files) obr AIP client (non-Office files)</li> </ul>
iOS 11.0 or above Android OS 6.0 or above	<ul> <li>Latest Microsoft</li> <li>Office app</li> </ul>	- Azure Information Protection apps (v2.x)	<ul> <li>Access all protected files with Office applications (Office files) or AIP client (non-Office files)</li> </ul>

### 2.2. Download AIP Client Installation File

#### For Windows:

For standalone installation, you may download and extract the installation file "AZInfoProtection\_UL.exe" at <u>https://www.microsoft.com/en-us/download/details.aspx?id=53018</u>.

For central deployment, you may download and extract the MSI file "AZInfoProtection\_UL\_MSI\_for\_central\_deployment.msi" at <u>https://www.microsoft.com/en-us/download/details.aspx?id=53018</u>.

#### For Mac OS X:

Download the "RMS Sharing" app from App Store.

#### For iOS and Android OS:

Download the "Azure Information Protection" app from Apple Store (iOS) and Google Play (Android OS).

### 2.3. AIP Client Installation

### 2.3.1. In Windows

#### Steps:

- 1. Close all Office applications and all instances of File Explorer.
- 2. Double click the installation file "AzInfoProtection\_UL.exe".
- 3. Install the AIP Client:
  - 3.1. **Deselect** Help improve Azure Information Protection by sending usage statistics to Microsoft.
  - 3.2. Click I agree to install the client.

A Microsoft Azure Information Protection	_		×					
Microsoft Azure								
Install the Azure Information Protection client								
By clicking "I agree", you agree to the Azure Information Protection license terms and conditions.								
License terms and conditions.								
Help improve Azure Information Protection by sending usage statistics to Microsoft								
Privacy Statement								
<u>Version 2.8.85.0</u>	💎 I agree	Clos	e					

4. When the installation completes, click **Close**.

A Microsoft Azure Information Protection	-		×
Microsoft Azure Information Protection			
Completed Successfully			
		<u>C</u> los	ie

### 2.3.2. In Mac OS X

### Steps:

1. After download the RMS Sharing app, it will be installed automatically.

### 2.3.3. In iOS & Android OS

#### Steps:

1. Download the Azure Information Protection app, and they will be installed automatically.

### 2.4. Sign in for MIP Protection

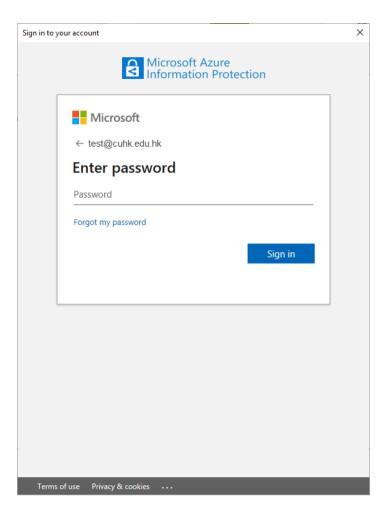
After the AIP Client is installed, please sign in (i) AIP client and (ii) MS Office applications with your CUHK O365 account in order to download the AIP policies for CUHK users.

#### 2.4.1. Sign in AIP Client

#### Steps:

 When you open any MS Office application, e.g. MS Word, the following screen to login Microsoft Azure Information Protection appears. Sign in with your CUHK O365 account email address and click Next button, then enter your OnePass password and click Sign in button.

	Microsoft	
S	ign in	
En	nail or phone	
Ca	in't access your account?	
	Next	
		_



### 2.4.2. Sign in MS Office application

### Steps:

1. Start MS office application e.g. Word, Excel or PowerPoint, if you have not sign in your CUHK O365 account, please **click Sign in** on the top right hand corner.

$ \begin{array}{c} \bullet^{a} X \\ \blacksquare \end{array} \\ \hline \blacksquare \\ \blacksquare \end{array} \\ \hline \blacksquare \\ \blacksquare \end{array} \\ \hline \blacksquare \\ \blacksquare \\$			Doci		Sig	jn in l	五			×		
= = = = = = = = = = = = = = = = = = =	/out	References	Mailings	Review	View	Help 🖓	Tell me what yo	u want to d	o		∕2 <sub>+</sub> Shi	are
ଲା Paragraph ଲୋ Sensitivity Styles ଲୋ ଏ		= 3		‡≣ -	Sensitivity				. 📕	Editing		
		E I	Paragraph	E.	Sensitivity		Styles		Fa			

2. Sign in with your CUHK O365 account email address and click Next button, then enter your OnePass password and click Sign in button.

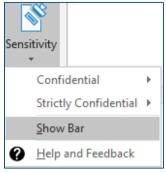
	×
Microsoft	
Sign in	
No account? Create one!	-
Next	
©2020 Microsoft Privacy statement	

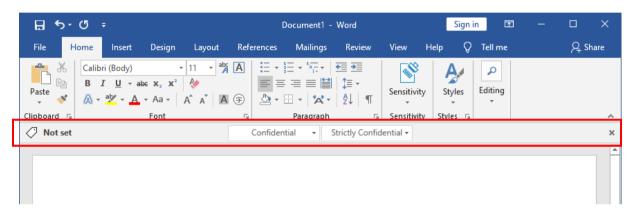
Microsoft	
test@cuhk.edu.hk	
Enter password	
Password	
Forgot my password	
Sign in with another account	
Sign in	

3. After sign in successfully, you can find your name on the top right-hand corner. Also, you can see a **Sensitivity** icon appear on the ribbon.

				Sensit	ivity		_						
	Document1 - Word							User 1 (F	RMS)	F			×
yout	References	Mailings	Review	View	Hel	p RCM	Q	Tell me	what y	you want t	o do	₽ Shar	e
→ <sup>abc</sup> A		= - <sup>1</sup>   = = ■ ■ -   ☆ -		Sensitivi		AaBbCcDເ ୩ Normal			AaB <sub>Headi</sub>	Ψ.	Editing		
	G.	Paragraph	Es.	Sensitivi	ty		Sty	/les		Es.			~

2. Click the **Sensitivity icon** and select **Show Bar**, then a new AIP bar is shown.





You can use it to label and protect your documents if necessary.

## 3. MIP Policy, Classification, Labeling and Protection

3 default settings in the MIP policy are configured:

- It is **NOT mandatory** to have a classification label for all documents or emails.
- There is **NO default classification label** for documents or emails.
- It is **REQUIRED to provide justification** to remove the classification label and protection in a protected document or email.

When you are going to protect your documents, you can either use:

- 1. the pre-defined classification labels with permission controls
- 2. the custom permission which allows more flexibility for selecting the authorized persons, permissions and expiry date.

### 3.1. Pre-defined Classification Labels and Permission Controls

Classification	Label	Permissions Gra	anted	Protection with Encryption	Visual Markings	Offline Access and Expiry Date
Confidential	Confidential – All Staff	Editable by All CUHK Staff	Permission includes: - View, Edit, Save, Save as, Export, Copy, Print, Reply, Reply all, Forward	Yes	<ul> <li>Header &amp; Footer in <u>both</u> MS Office files and emails</li> </ul>	<ul> <li>Allows 7 days offline access</li> <li>No expiry date</li> </ul>
Strictly Confidential	Strictly Confidential – All Staff	Viewable by All CUHK Staff	Permission includes: - View, Reply, Reply all	Yes	<ul> <li>Header, Footer &amp; Watermark in MS Office files</li> <li>Header &amp; Footer in emails</li> </ul>	<ul> <li>Allows 1 days offline access</li> <li>No expiry date</li> </ul>

The following table describes the details about the default Classification, Labeling and Protection controls pre-defined.

### 3.2. Custom Permissions

If it is not applicable to use the pre-defined classification labels in Section 3.1, you can use the custom permissions by assigning the appropriate user role:

User Role	Operations for authorized person	Permis	Permissions Granted						
		View	Edit, Save	Save As, Export	Сору	Print	Reply, Reply All	Forward	Full Control
Viewer	View the protected file only	Y					Y		
Reviewer	View and edit the protected file only	Y	Y				Y	Y	
Co-Author	All permissions as the document owner except changing the permissions	Y	Y	Y	Y	Y	Y	Y	
Co-Owner	Full control as the document owner	Y	Y	Y	Y	Y	Y	Y	Y

Also, you can freely select different individuals or groups of users who can access to the file, and define the expiry date as well.

## 4. File Protection in Windows

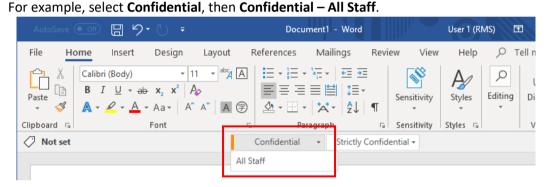
### 4.1. Create a Protected File with Classification

After AIP client is installed, and signed-in your CUHK O365 account, you can start to label and protect (with encryption) your files if necessary. However, the labeling and protection steps on MS Office files (i.e. Word, Excel & PowerPoint) and non-MS Office files are different.

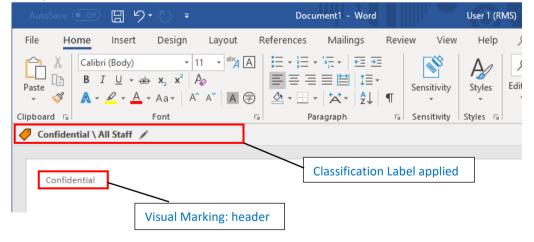
### 4.1.1. For MS Office Files

Steps: (The following steps can be applied to MS Excel & PowerPoint as well)

 Open MS Word, on the Information Protection toolbar, select an appropriate classification label to classify and protect the document with pre-defined permissions.



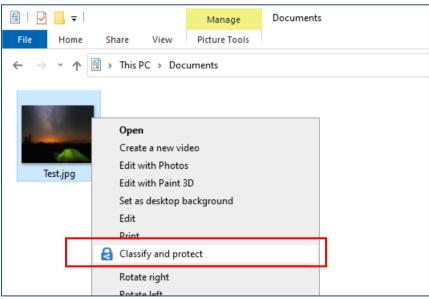
2. After the classification, you can see the sensitivity has changed to "Confidential" and visual markings, header and footer in this case, also indicate the current classification level.



### 4.1.2. For Non-MS Office Files

#### Steps:

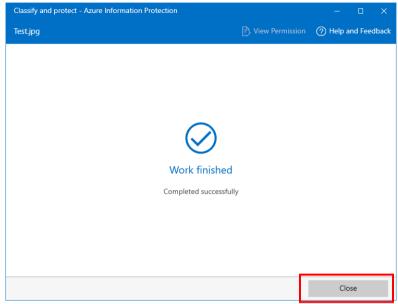
1. Select a non-MS Office file, e.g. jpg, txt or pdf file, right click and select "Classify and protect" on the context menu.



 All available classification labels are shown, select an appropriate classification label and sublabel to classify and protect the file with pre-defined permissions.
 For example, click Confidential and Confidential – All Staff, then click Apply button.

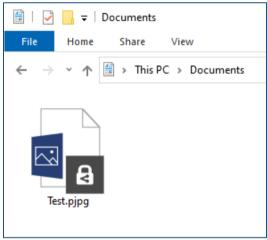
Classify and protect - Azure Information Protection	– o ×
Test.jpg	🖹 View Permission 🕜 Help and Feedback
Ø Not set	
Confidential 👻	Strictly Confidential 👻
All Staff	

3. Click **Close** button to close the window.



4. After the classification is applied, the file format has changed to an AIP protected file format.You can see a on the file icon which indicates that the file is AIP protected.

Also, the file extension is changed from \*.jpg to \*.pjpg which indicates that it is a protected jpeg file.



### 4.2. Create a Protected File with Custom Permission

If the pre-defined classification labels are not suitable, you may apply custom permissions.

### 4.2.1. For MS Office File

### Steps:

1. Click File > Info > Protect Document > Restrict Access > Restricted Access.

	Document1 - Word User 1 (RMS) 🙂 🤅
e	Info
斺 Home	
🕒 New	Protect Document Properties * Control what types of changes people Size
🗁 Open	Protect can make to this document. Pages
	Always Open Read-Only Prevent accidental changes by asking  Vords  Total Editing Time
Info	readers to opt-in to editing.
Save	Encrypt with Password     Are Tags     Password-protect this document     Comments
Save As	uthor's
Print	Control the types of changes others can make
Share	Grant people access while removing
Export	their ability to edit, copy, or print.
	Add a Digital Signature Ensure the integrity of the document Strictly Confidential - All Staff
Close	by adding an invisible digital signature Mark as Final
	Let readers know the document is final.

 A custom permission window open, check the box "Restrict permission to this document", then you can grant different permissions to different persons. You can click "More Options..." button to find more permission options.

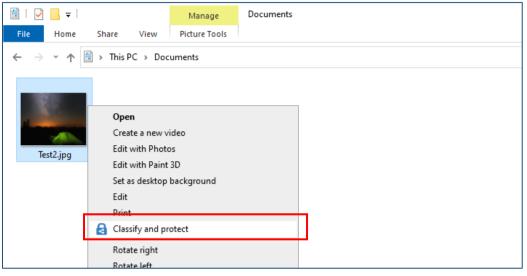
Permission	7	' ×
Restrict perm	ission to this document	
'someone@examp	ddresses of users in the Read and Change boxes (e ble.com'). Separate names with a semicolon(;). To se ddress book, click the Read or Change button.	
Read		<mark>ع</mark> م
	Users with Read permission can read this document, but cannot change, print or copy content.	
Change		
	Users with Change permission can read, edit, co content from, and save changes to this documer but cannot print content.	
More <u>O</u> ptions		
	ОК	Cancel

P	ermission			?		Х
	<u>Restrict permission to this docume</u>	nt				
	The following <u>u</u> sers have permission to	this documer	nt:			
	Name	Access Level		<u>A</u> d	ld	
	test@cuhk.edu.hk	Full Control		Ren	no <u>v</u> e	
	Additional permissions for users:					
	This document expires o <u>n</u> :					
	$\sim$					
	Enter date in format: M/d/yyyy					
	Print content					
	<ul> <li>Allow users with read access to</li> <li>Access content programmatical</li> </ul>					
	Additional settings:	y				
	Users can request additional pe	rmissions from	1:			
	mailto:test@cuhk.edu.hk	_			9	2
	Reguire a connection to verify a	user's permis	sion			
	Set Defaults					
			ОК	(	Cance	el

### 4.2.2. For MS-Office & Non-MS Office File

#### Steps:

1. Select a file, e.g. jpg, pdf or MS Office file, right click and select "Classify and protect" on the context menu.



### 2. On the pop-up window, check the box "Protect with custom permissions".

Classify and protect - Azure Information	Protection					$\times$
A Test2.jpg		8	Ciew Permission	⑦ Help a	and Feed	lback
Not set						
Confidential	•		Strictly Confid	ential		•
Delete Label						
Protect with custom permissions						
Select permissions	Select Permissio	on				$\sim$
Select users, groups, or organizations	Viewer - View (	Only				
	Reviewer - Viev	w, Edit				
	Co-Author - Vie	iew, Edit, Copy,	Print			
	Co-Owner - All	l Permissions				
	Only for me					
Expire access	Never (Click to	set an expirati	on date)			
			Apply	Clo	ose	

3. Select an appropriate **permission**, there are 5 types of permission available. Details about the permissions can be found in Section 3.2.

Select **user**, from the Global Address List or type in the email address directly.

Select the date for **expire access**, if necessary.

Then, click "**Apply**" button to confirm the protection settings.

Classify and protect - Azure Information	n Protection				—		×
ြ Test2.jpg		🕑 View Permi	ssion	(?) H	lelp an	id Feed	dback
Not set							
Confidential	-	Strictly C	Confide	ntial			•
Delete Label							
Protect with custom permissions							
Select permissions	Co-Author - Vi	ew, Edit, Copy, Print					$\sim$
Select users, groups, or organizations	chantaiman@c	uhk.edu.hk					Ш
			•	Jan	uary 202	21	•
			3 10 17 24 31	4 5 11 12 18 19 25 26	6 7 13 14 20 21 27 28	1 1 2 8 9 4 15 1 1 22 2 8 29 3	2 9 6 3 0
Expire access	Never (Click to	set an expiration date)					<b>†</b>
		Apply			Clos	,e	

### 4.3. Open a Protected file and View Permission

### 4.3.1. In Windows

### 4.3.1.1. View a Protected MS Office File

#### Steps:

- 1. To access an AIP-protected MS Office file that granted the access to you, please make sure you have **signed-in your CUHK O365 account** in the Office application.
- 2. Open the protected file, an information bar indicating the sensitivity level (confidential, or strictly confidential) and the permission of the file would be shown.

A	lutoSave	• Off	e 19	• Ū •		tes	t-confidential			User 1 (F	(MS)	<b>a</b> –		×
Fil	e H	ome	Insert	Design	Layout	References	Mailings	Review	View	Help	Q	Tell me	ß	P
Pa	- 🗳	B ▲ -				■ = = = ● ▲ • ⊞	· ';= ·   = = = = =   ‡= •   ☆ •   2↓	s ¶	ensitivity	Styles	Editing	*		
Clipt	board 🗔			Font		ral P	aragraph	G S	Sensitivity	Styles 🗔		Voice		~
()	) CONFI	DENTIA	L - ALL STA	FF This file	contains data	that has been c	assified as 'Conf	idential' ar	nd accessik	ole by staff	only.	View Perr	mission	×
<i>&lt;</i>	Confide	ential \/	All Staff 🖌	>										×
	Confid	dential	This is	a test docur	nent									

If the file is protected with custom permissions, information about 'only specified users can access' and other information would be shown.

	AutoSave 💽 👘 📳 🥠 🏷 🔻 test-custompermission - Saved to this PC User 1 (RMS) 🖻 —	
	File Home Insert Design Layout References Mailings Review View Help $ ho$ Tell me	2 V
	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	
	Clipboard         E         Font         Paragraph         E         Sensitivity         Styles         Voice           (j)         RESTRICTED ACCESS         Permission is currently restricted. Only specified users can access this content.         Change Permission         Change Permission	×
L	V Not set         Confidential         Strictly Confidential •	×
		A
	This is a document with custom permission.	

3. Click View Permission button, you can view details permissions granted to you.

	My Permission	?	×				
Г	You are currently authenticated to view t	his docu		03	65 a	ccount	7
L	testuser2@cuhk.edu.hk			-	00 u	ccount	
	Confidential - All Staff - This file contain: been classified as 'Confidential' and acce only.					Sensit label	ivity
	You have the following permissions:				`	applie	d on
	View:	Yes				this fil	
	Edit:	Yes			Į		
	Copy:	Yes					1
	Print:	Yes		Deta	ils		
	Save:	Yes		pern	nissi	ons	
	Export:	No		gran	ted		
	Access the document programmatically:	Yes					
	Full control:	No					
		(	ОК				

4. If your account is not authorized to view the file, below message box will be prompted.

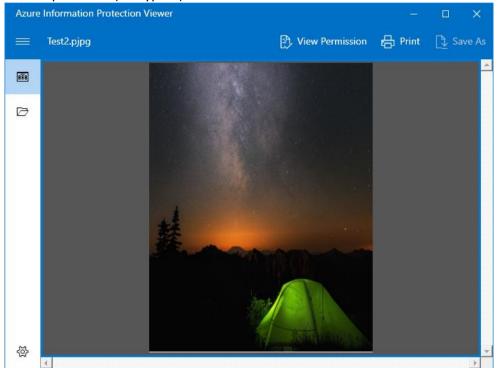
Microsoft Word	×
You do not have credentials that allow you to open this document. You can request updated permission from test2@cu Do you want to request updated permission?	hk.edu.hk.
<u>C</u> hange User <u>Y</u> es <u>N</u> o	

### 4.3.1.2. View a Protected Non-MS Office File

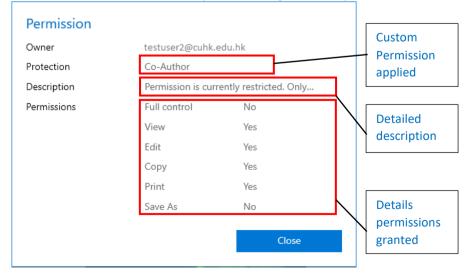
You need to have the Azure Information Protection Client installed before you can open a protected non-MS Office file.

#### Steps:

1. Double click to open the protected non-MS Office file, e.g. \*.pjpg or \*.ppdf, it will launch the Azure Information Protection Viewer automatically which allow you see the content inside the protected (encrypted) file.



2. Click "View Permission" button to view details permissions granted to you.

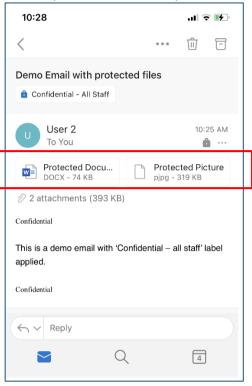


3. If your account is not authorized to view the file, below message box will be prompted.

Azur	e Information Protection Viewer		
т	You don't have permission to open this file his file has restricted permissions, set by test2@cuhk.edu.hk. o open it, you must have a view permission.		
	Contact the file owner for a version of this file that includes that permis or example, Co-author.	sion for you.	
	Request permission	Close	
췋			 

### 4.3.2. In iOS & Android

Most probably, in mobile platforms, you would receive a protected file via emails.



In order to open the protected file, you need to download and install the following apps in your mobile in advance (as mentioned in Sec 2.1):

Microsoft Word, Excel, and PowerPoint apps for opening MS Office files



AIP Viewer app for opening non-MS Office files



After the above apps are installed, **login these apps with your O365 account** for authentication and authorization checking when you open any protected files.

### *4.3.2.1.* Open the Protected Word file (MS Office file)

### Steps:

[Take iOS as an example, you can apply similar steps in Android OS.]

1. Click on the MS Word attachment in the email.

10:28			al 🗟	•				
<			Ŵ	-				
Demo Email with pro		les						
U User 2 To You			10:2	25 AM				
Protected Docu. DOCX - 74 KB		Protec pjpg - 3	ted Pic 319 KB	ture				
<ul> <li>2 attachments (393 KB)</li> <li>Confidential</li> <li>This is a demo email with 'Confidential – all staff' label applied.</li> <li>Confidential</li> </ul>								
← → Reply								
	Q		4					

2. If the file access is granted to you, and you had login your O365 account, it will open the Word app automatically and open the protected word file.

Click on \_\_\_\_\_ icon, you can check the Sensitivity label applied on this document.

11:11		1:11 tlook	.ııl 🗢 📭
Protected Document		Protected Docume	ent Done
	6	AutoSave	
This is a test document	Cha	nges are automatically saved to iPhon	le
	A	Read Aloud	
	+	Save a Copy	
	Û	Send a Copy	
	$  \rightarrow$	Export	>
	Ś	Sensitivity	All Staff >
	Ģ	Print	>
	5	History	
	()	Properties	>
	?	Help & Feedback	>

### *4.3.2.2. Open the protected JPG file (non-Office file)*

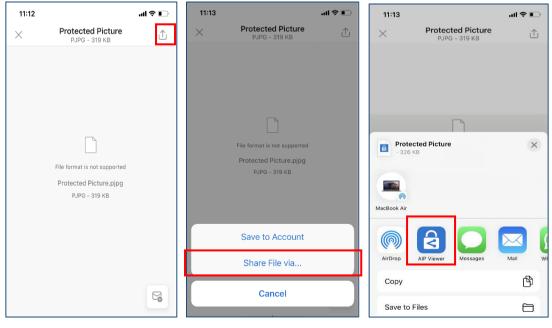
### Steps:

[Take iOS as an example, you can apply similar steps in Android OS.]

1. Click on the file JPG attachment in the email.

10:28	.ul 🗟 🚱								
<	•••• 🔟 🗖								
Demo Email with protec	ted files								
🔒 Confidential - All Staff									
User 2 To You	10:25 AM								
Protected Docu DOCX - 74 KB Protected Picture pjpg - 319 KB									
⊘ 2 attachments (393 KB	)								
Confidential									
This is a demo email with 'Confidential – all staff' label applied.									
Confidential									
← ∨ Reply									
	4								

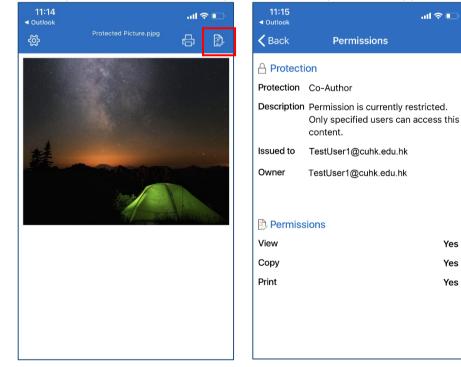
2. Click on the heta icon and click Share File via..., then choose AIP Viewer app to open the file.



3. If you have not sign in AIP Viewer before, the AIP Viewer apps will be triggered, **sign in with your CUHK 0365 account**, and you can open the file if permission is granted to you.

11:14 ◀ AIP Viewer
Cancel
Microsoft Azure Information Protection
Microsoft
Sign in
Email address, phone number or Skype
Can't access your account?
Sign-in options
Next
Terms of use Privacy & cookies •••

4. After the file is opened, click on icon, you can view the permission applied on this file.



### 4.4. Change Classification and Protection

Please note that only the file owner can change the classification or permission of a protected file.

### 4.4.1. For MS Office File

### Steps:

1. Click the Edit Label icon to edit classification label.

AutoSave (		- Ű - (	test-confide	ntial.docx - S	aved to this P	c	User 1 (RI	vis) 🖻	- /	
File Ho	me Insert	Design Lay	yout References	Mailings	Review	View	Help RCI	мр	Tell me	
Paste	Calibri (Body) <b>B</b> I <u>U</u> → · <u>A</u> → <u>A</u> → <u>A</u>	$ \begin{array}{c c} \mathbf{x} & \mathbf{x} \\ \hline \mathbf{x} \\ \mathbf{x}$				Sensitivity *	Styles	D Editing	Dictate	
Clipboard 🗔		Font	Es l	Paragraph	E	Sensitivity	Styles 🕞		Voice	
(i) CONFID	ENTIAL - ALL ST	AFF This file con	tains data that has bee	n classified as '	Confidential'	and accessi	ble by staff c	only.	View Perm	nission
🧭 Confiden	tial \ All Staff	/								
Confide	ntial									
	 This is	s a test docume	ntl							

2. You can select another appropriate label or delete current selected label:

AutoSave 💽 🗄 灯	₹ tes	t-confidential.docx	ų	ser 1 (RMS) 🗖	- 1				
File Home Insert De	esign Layout References	Mailings Review	View Help	RCM 🔎	Tell me	ß			
	Aa• 🗛 🗛 🖌 A 🗇	E • \\[- \] E =                   E •	*	Kyles Editing	Dictate				
	This file contains data that has been	Paragraph 🕞		yles 🖬 🔤	Voice View Permiss	ion			
Confidential \ All Staff 🖌									
Confidential									
	act document								

3. If delete a classification label, or change the label to a lower level, you need to provide the justification to explain the reason.

8	A Microsoft Azure Information Protection							
	ustification Required	provide an explan	ation:					
0	O The previous label no longer applies							
0	O Previous label was incorrect							
۲	) Other (explain)							
			<u>^</u>					
		Change	Cancel					

4. If a custom permission was applied on the document, you can click **Change Permission** button to change the permission or add other user with different permissions.

AutoSave 🤇	ि 🛛 🖓 र ए	) =	test-custompermission	n.docx	User 1 (RM	4s) 🖻 –	
File Hor	ne Insert Des	ign Layout I	References Mailings	Review View	Help RCN	и 🔎 Tell me	ß
Paste	Calibri (Body) <b>B</b> $I \sqcup - ab x_2$ A - P - A - Aa	x² 🗛		≣ - Sensitivity	Styles	Editing Dictate	
Clipboard G	Fon		Paragraph	র Sensitivity	-	Voice	
-	TED ACCESS Permissi	on is currently restric	ted. Only specified users can a		Change P	ermission	
V Not set			Confidential - Stric	tly Confidential 🝷			
		Permission		?	×		
	 This is a doo 	Enter the e-mail a 'someone@examp names from the A	ission to this document ddresses of users in the Read a ole.com'). Separate names with ddress book, click the Read or Users with Read permission of document, but cannot chang content. Users with Change permissio content from, and save chang but cannot print content.	a semicolon(;). To selec Change button. can read this ge, print or copy on can read, edit, copy			
		More <u>O</u> ptions	]	ОК Са	ancel		

5. Click "More Options" button to view all users, edit their rights and other settings.

Permission			?		×			
Restrict permission to this document								
The following users have permission to	The following users have permission to this document:							
Name	Access Leve		A	dd				
itest2@cuhk.edu.hk	Custom 🔽			emo <u>v</u> e	•			
	Read	ł						
	Cha	nge						
Full Control								
Additional permissions for users:								
This document expires o <u>n</u> :								
1/31/2023 🗸								
Enter date in format: M/d/yyyy								
Print content								
Allow users with read access to <u>c</u> Access content programmatically	opy content							
Additional settings:								
Users can request additional per	nissions fro	m:						
S.								
Reguire a connection to verify a user's permission								
<u>S</u> et Defaults								
		ОК		Cano	el			

### 4.4.2. For Non-MS Office File

### Steps:

1. Right click the file icon and select "Classify and protect" in the context menu.

🖹   📝 📙 🖵   Documents							
File Home Share View							
← → × ↑ 🗎 > This PC > Documents							
Test.pjpg Open							
Classify and protect							
<ul> <li>Scan for viruses</li> <li>Check reputation in KSN</li> </ul>							
ld Share Open with							
Give access to >							

2. You can select another classification label, or delete current label with the **Delete Label** button, then click "**Apply**" button to confirm.

Classify and protect - Azure Information Protection		– 🗆 X
🖞 Test.pjpg	E View Permission	⑦ Help and Feedback
Confidential \ All Staff		
This file contains data that has been classified as 'Confidential' and accessible by staff only.		
Confidential 🗸	Strictly Confidential	Ţ
	Strictly Connidential	
Delete Label		
Protect with custom permissions		
	Apply	Close

3. If you delete a label, click Delete label button and then click Apply button, you will be asked to provide an explanation.

Classify and protect - Azure Information Protection		– 🗆 🗙
Test.pjpg	Diew Permission	⑦ Help and Feedback
To delete this classification label, you must provide an explanation:		
O The previous label no longer applies		
O Previous label was incorrect		
• Other (explain)		
		<u>^</u>
		~
	Confirm	Back

## 5. Email Protection for O365 Email

### 5.1. Send Protected Email with AIP Client

As the AIP is integrated with the MS Exchange Online, users of the Exchange servers which had been joined to the CUHK University AD can use the AIP to protect their emails.

#### Prerequisites:

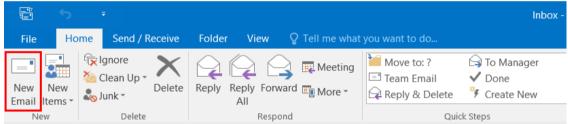
- Departmental Exchange server joined to the University AD
- Client PC installed AIP Client (refer to Section 2.3.1)

### 5.1.1. In MS Outlook 2016, 2019, Office 365

#### 5.1.1.1. Activate AIP Protection in MS Outlook for Windows

#### Steps:

- 1. Open MS Outlook.
- 2. Login with your CUHK Exchange account.
- 3. Click 'New Email' icon on the toolbar



4. In the new compose window, if you have not signed-in to the AIP service before, click **Sign** in button and sign in with your O365 account.

						Untitled - Message (HTML)							
File	Messa	ge	Insert	Options	Format Text	Review	v ₽	Tell me	what yo	u want to	do		
Paste	B I	Ū	aby - A		= + <sup>1</sup> / <sub>3</sub> →   A = =	Address Book	Check Names		Attach Item •	Signature	-	Do Not Forward	<ul> <li>Follow Up -</li> <li>High Importa</li> <li>Low Importan</li> <li>Tags</li> </ul>
You	To <u>.</u> <u>C</u> c S <u>u</u> bject	<mark>sign</mark> ] [_ [	in to the A	Azure Inform	nation Protectic	on service	Sig	n in					

5. When you are signed-in, click 'Sensitivity' icon, then click Show Bar, the AIP bar would appear.

890↑↓ •	Untitled - Message (HTML)	
File       Message       Insert       Options       File         Image: Calibri (Body) $\checkmark$ 11 $\land$ $\land$ $\land$ $\land$ Paste       Image: Calibri (Body) $\checkmark$ 11 $\land$ $\land$ $\land$ Paste       Image: Calibri (Body) $\checkmark$ 11 $\land$ $\land$ $\land$ Paste       Image: Calibri (Body) $\checkmark$ 11 $\land$ $\land$ $\land$ Image: Calibri (Body) $\checkmark$ 11 $\checkmark$ $\land$ $\land$ Paste       Image: Calibri (Body) $\checkmark$ 11 $\checkmark$ $\land$ Image: Calibri (Body) $\checkmark$ 11 $\checkmark$ $\land$ $\land$ Paste       Image: Calibri (Body) $\checkmark$ 11 $\land$ $\land$ Image: Calibri (Body) $\checkmark$ Image: Calibri (Body) $\checkmark$ Image: Calibri (Body)         Paste       Image: Calibri (Body) $\checkmark$ Image: Calibri (Body) $\checkmark$ Image: Calibri (Body) $\checkmark$ Paste       Image: Calibri (Body) $\checkmark$ Image: Calibri (Body) $\checkmark$ Image: Calibri (Body)         Paste       Image: Calibri (Body) $\checkmark$ Image: Calibri (Body) $\checkmark$ Image: Calibri (Body)       Image: Calibri (Body)       Image: Ca	ormat Text Review Help Q Tell me Q Attach File * Address Check Book Names Signature * Signature *	what you want to do
Clipboard Is Basic Text Is Send Subject	Strict Show	idential  Voice My Templates  Voice My Templates  Variation  Variatio Variation  Variatio Variation  Variation  Variation  Variation  Variation

### The AIP toolbar with pre-defined classification labels will be shown.

<b>8</b> 90			Untitle	d - Message (HTML)			Ŧ	- 0	×
File Mes	age Insert	Options	Format Text R	eview Help	Q Tell me	what you want to	do		
Paste	Calibri (Body) ▼ B I U Ξ ▼ ℓ ▼ <u>A</u> ▼ Ξ		Address Check	0 Attach File ▼ № Attach Item ▼ 2 Signature ▼	Sensitivity	Assign Policy ▼ ↓	Dictate	View Templates	
Clipboard 🕞	Basic Te	xt	Names	Include	Sensitivity	Tags 🗔	Voice	My Templates	~
Not set			Confidentia	I 👻 Strictly Cor	fidential 🕶				×
Send To									
1									

### 5.1.1.2. Apply a Classification Label in MS Outlook

#### Steps:

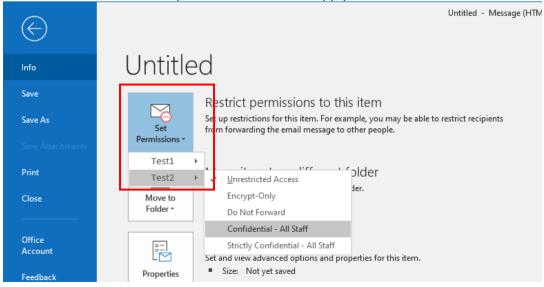
1. Click 'New Email' icon on the toolbar in MS Outlook								
F. S			Inbox -					
File Hom	ne Send / Receive	Folder View Q Tell me what	you want to do					
Now Now	Glean Up + ↓ Junk +	Reply Reply Forward More -	Image: Move to: ?       Image: Gradient Control         Image: Control       Image: Contrel         Image: Contro <t< td=""></t<>					
New	Delete	ete Respond Quick Steps						

2. Choose a classification label, for example, click **Confidential** on the AIP toolbar.

	Untitled - Message (HTML)
File Message Insert Options F	Format Text Review Help Q Tell me what you want to do
$\begin{array}{c c} & & \\ & & \\ & & \\ Paste \\ & & \\ &$	Address Check       Image: Attach File *         Book Names       Signature *
Clipboard 🕞 Basic Text 🕞	Names Classification Label vity Tags 🕞 Vo
🧭 Confidential \ All Staff 💉	
i Confidential - All Staff - This file contains data that Permission granted by: test1@cuhk.edu.hk	has been classified as 'Confidential' and accessible by staff only.
То	
Сс	
Send Subject	
The information about the permissio	n granted win be shown.

3. If there are **more than 1 profile** in your MS Outlook, please make sure to select the correct permission owner for applying a classification label.

To select the permission owner, in your email composing window, click File > Info > Set Permissions, then select the permission owner and apply the classification label.



### 5.1.1.3. Change / Delete the Classification Label in MS Outlook Windows

### Steps:

1. You can cl	ick Edit Label icon	to change	the classifica	tion label.		
<b>B</b> 90′			Untitled - Messag	e (HTML)		
File Messag	e Insert Options	Format Text F	Review Help	Q Tell me what	t you want to	do
	bri (Body) ▼ 11 ▼ A^ A <sup>*</sup> I <u>U</u>   <b>∠</b> ▼ <u>A</u> ▼   <u>=</u> =		Address Check Book Names	0 Attach File ▼ 2 Attach Item ▼ 2 Signature ▼	Sensitivity *	Assign ↓
Clipboard 🗔	Basic Text	Est.	Names	Include	Sensitivity	Tags 5
🥏 Confidential \	All Staff 💉					
	Staff - This file contains data th ed by: test1@cuhk.edu.hk	at has been classified	as 'Confidential' and	l accessible by staff on	ly.	
From To	test1@cuhk.edu.hk					
Send Cc						
Subject						

2. To remove the classification label, click **Edit Label** icon 🖍 and then **Delete Label** icon 🔟.

- □ 9 ひ ↑ ↓ -	Untitled - Messa	ge (HTML)	
File Message Insert Options Forma	at Text Review Help	Q Tell me what yo	ou want to do
$\begin{array}{c c} & & \\ & & \\ \hline \\ Paste \\ & \\ \hline \\ \bullet \\ \hline \\ \bullet \\ \hline \end{array} \begin{array}{c} \\ B \\ \hline \\ B \\ I \\ U \\ \hline \\ \hline \\ \hline \\ U \\ \hline \\ \hline \\ \hline \\ \hline \\ \hline$			ensitivity ▼ Policy ▼ ↓
Clipboard 🕞 Basic Text	تي Names	Include	ensitivity Tags
🥏 Confidential \ All Staff 💉	Confidential 👻 St		
Confidential - All Staff - This file contains data that has be Permission granted by: test1@cuhk.edu.hk	en classified as 'Confidential' ar	in accessione by star	ete Label ete the selected label.
From▼     test1@cuhk.edu.hk       To			
Subject			

### The classification is **Not set** now.

890				Untitled	- Messag	ge (HTML)		
File Messa	ige Insert	Options	Format Text	Review	Help	Q Tell me what	t you want to	do
	libri (Body) → 1 I <u>U</u> <mark>2</mark> →		╡┋╺┋ ┋ ┋ ┋	Address	Check Names	0 Attach File ▼ 2 Attach Item ▼ 2 Signature ▼	Sensitivity	Assign Policy ▼ ↓
Clipboard 🕞		Basic Text		na Na	mes	Include	Sensitivity	Tags
Not set				Confidential	▼ S	trictly Confidential 🕶		
Send From To Cc Subject	test1@cuhk.ed	u.hk						

### 5.1.1.4. Attach File in a Protected Email

### Steps:

1. In a protected email with classification label applied, you can attach any file as usual by clicking the **Attach File** icon.

Different classification /	protection	between	email	and	attachment	would	have	different
behavior:								

Email	Attachment	Behavior in Email	Authorized Recipient	Unauthorized Recipient
Protected	Unprotected	Classification label applied to the email will be applied to attached MS Office files as well, while non-MS Office remains unprotected	✓ Can access both email and attachment	× Cannot access both email and attachment
Protected	Protected	Email and attachment will apply their own classification label.	✓ Can access both email and attachment	× Cannot access both email and attachment
Unprotected	Protected	No protection would be applied to the email.	✓ Can access both email and attachment	<ul> <li>✓ Can access the email</li> <li>× Cannot access the attachment</li> </ul>
Unprotected	Unprotected	No change in both email and attachment	✓ Can access both email and attachment	✓ Can access both email and attachment

## 5.1.2. In Outlook Web Access (OWA)

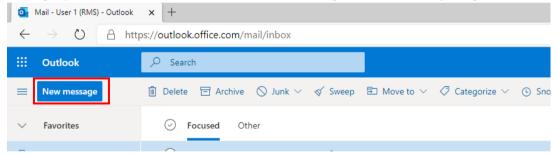
Types of protection	Description
Confidential	Encryption would be applied to the email.
	Accessible by all CUHK Staff only
	Permission includes:
	View, Edit, Save, Save as, Export, Copy, Print, Reply, Reply all,
	Forward
Strictly Confidential	Encryption would be applied to the email.
	Viewable by all CUHK Staff only
	Permission includes:
	View, Reply, Reply all
Encrypt	Encryption would be applied to the email.
Do Not Forward	Recipients can read the email, but they cannot forward, print, or
	copy content.

In OWA, 4 types of protection can be applied to an email:

## 5.1.2.1. Apply a Permission in OWA

#### Steps:

1. Login your O365 account in OWA, click New message button for composing a new email:



2. In the New Email window, click **Sensitivity** button, then select the classification label, e.g. **Confidential > All Staff**.

💁 Mail - User	2 (RMS) - Outlook	: - Profile 1 - Microsoft Ed	lge		-				
A https	A https://outlook.office.com/mail/deeplink/compose?version=20201228001.01&popoutv2=1								
⊳ Send	🛯 Attach 🗸	Sensitivity $\vee$	🗎 Disc	ard …					
		Confidential	>	All Staff					
То		Strictly Confider	ntial 🗦						
Cc		Learn more							
Add a sub	oject								

## The information about the classification label chosen will be shown.

Mail - User 2 (RMS) - Outlook - Profile 1 - Microsoft Edge —
https://outlook.office.com/mail/deeplink/compose?version=20201228001.01&popoutv2=1
▷ Send 🕼 Attach ∨ 💽 Sensitivity ∨ 🛅 Discard …
A Sensitivity: Confidential\All Staff
То
Cc
Add a subject

# 5.2. Send Protected Email with Subject Tag

In Exchange Online, 2 transport rules had been setup for email protection in case AIP client is not applicable in some platforms, e.g. mobile environment.

You can include the following <u>tags</u> in the email subject to apply the same permission control as the classification labels in MS Outlook.

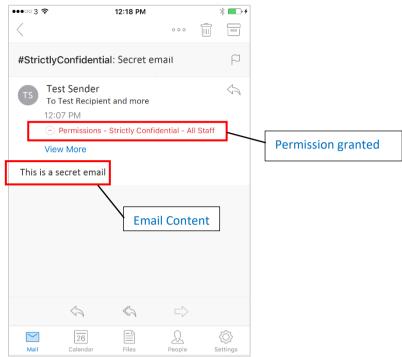
- Email subject with keyword "#Confidential"
  - Apply permission control: Confidential All CUHK Staff
- Email subject with keyword "#StrictlyConfidential"
  - Apply permission control: Strictly Confidential All CUHK Staff

For example, try to send an email with the email client in your mobile device, include with keyword "#StrictlyConfidential" in the email subject.

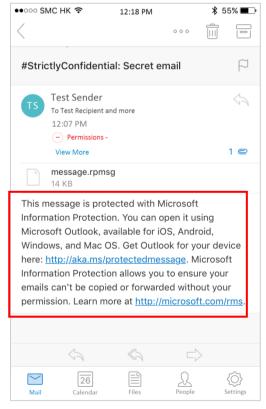
••••ः 3 🗢		1	2:16 PI	M			* 💼 +		
$\times$	te		Mes er@cu	<b>sage</b> hk.edu.	hk		$\triangleright$		
To: Test F	lecipient	t							
Cc: test-r	Cc: test-recipient2@microsoft.com								
Bcc:	Bcc:								
Subject: <mark>#</mark>	StrictlyC	Confid	ential:	Secre	t emai	il			
This is a s	ecret er	mail.							
						Û	6		
I			The			l'm	I		
QW	EF	٦ ٢		ι	J		) Р		
AS	D	F	G	Н	J	к	L		
A S		F C	G V	H B	J	к м	L		

After the email is sent:

i. **Authorized recipient** can access the email content & see the classification and permission granted.



ii. If you are **unauthorized recipient**, you cannot access the email and below message about the email is AIP protected would be shown.



# 5.3. Read Protected Email

## 5.3.1. In Outlook for Windows

#### Steps:

- 1. Open MS Outlook.
- 2. Login with your CUHK Exchange account.
- 3. Locate the protected email in your mailbox, there is a 🗢 icon indicating the email is protected.

			Inbox - test-recip	ient@cuhk.ed
File Ho	me Send / Receive	Folder View 🖓 Tell me what	t you want to do	
New New Email Items •	lgnore iso Ignore Clean Up - Delete Delete	Reply Forward More *	Image: Move to: ?       Image: Gradient Control         Image: Gradient Control       Image: Gradient Control	Move
New	Delete	Respond	Quick Steps	Est.
Favorites	•	All Unread Search Current Ma	ilbox (Ctrl+E)	
Inbox 8		! ☆  🗅 🔘   FROM	SUBJECT	RECI
Inbox 8 Sent Items		!☆ D @ FROM <b>Date: Last Week</b>	SUBJECT	RECI

4. Open the protected email by double clicking the email subject.

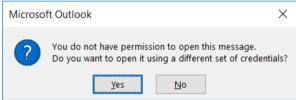
Authorized recipient can access the email content & attachment according to the permission granted.

⊟ 9 ひ ↑ ↓ •	Test email - confidential to all staff - Message (HTML)
File Message Help Q Tell me w	vhat you want to do
Image: Constraint of the second s	Image: Second secon
Delete Respond	neithigh Ouick Steps 12 Move Tags 12 E
Class	ification Label
U User 1	
Test email - confidential to all s	
Confidential - All Staff - This file contains data that Permission granted by: test2@cuhk.edu.hk	t has been classified as 'Confidential' and accessible by staff only.
Protected Doc.docx 75 KB Protected 116 KI	cted Jpg.pjpg B Description about the
	Classification Label
Confidential	
test email content	Email Content Header & Footer for the classification label
Confidential	
·	

5. If you are unauthorized recipient, you will not be able to access the content of email and the attachment. In the reading pane, the following message about the email is AIP protected would be shown.

be sh	5wn.
ok	
<b>.</b>	Search People
Rules One	
Move	Tags Find Add-ins
Mailbox 🔻	🚘 Reply 🛱 Reply All 🚔 Forward
west 🎍 🔺	Test Sender <test-sender@cuhk.edu.hk></test-sender@cuhk.edu.hk>
AM	Secret email with protected file
AM	message.rpmsg       The protected email with *.rpmsg extension (i.e. right protected message).
	This message is protected with Microsoft Information Protection. You can open it using
PM	Microsoft Outlook, available for iOS, Android, Windows, and Mac OS. Get Outlook for your
Û	device here: http://aka.ms/protectedmessage. Microsoft Information Protection allows you to
PM	ensure your emails can't be copied or forwarded without your permission. Learn more at <a href="http://microsoft.com/rms">http://microsoft.com/rms</a> .
PM	
PM	

Open the protected email by double clicking the email subject, the following message will popup. Click **Yes** to open the email with an authorized account, click **No** to close the window.



## 5.3.2. In Outlook for iOS and Android

#### Steps:

- 1. Open MS Outlook.
- 2. Login with your CUHK Exchange account.
- 3. Locate the protected email in your mailbox, and click on the email to view details. Authorized recipient can access the email content & attachment according to the permission granted.

•••• 3 🗢	5:06 PM	* ∎⊃	••• 3 🗢	5:06 PM		* •
$\equiv Q$	Inbox		<		000	
Test Sender		Thursday	Secret email	with protected	file	
Secret email with Confidential Sec	h protected file cret email with protected file	e	U Test Se		Classificat	ion Label
Confidential			30 Mar 2	2017 IISSIONS - Confident	ial - All Staff	
			View Mo	ore		2 @
			W Protecte 75 KB	ed Doc.docx		
			Protecte	ed Jpg.pjpg		
			Confidential			
	Header & Fo the classifica		Secret email w	ith protected file	Email	Content
	the classifica		Confidential			
				5	$\Box \!$	
				25	Q	Ô
		63	Mail Ca	lendar Files	People	Settings

4. Click on the Permissions, details permissions would be shown.

•••• 3 🗢	5:06 PM	* ■	••••• 3 🛜	5:06 PM	* ■_)
<	000		×	My Permissions	
Secret email w	ith protected file	7	You are using t test-sender@ci	he following credentials to view th J <b>hk.edu.hk</b>	nis content:
View More W Protected 75 KB Protected 116 KB	17 sions - Confidential - All Staff Doc.docx	2 @		All Staff ains data that has been classi and accessible by staff only.	fied as
Confidential Secret email with Confidential	protected file		Export Extract Forward Modify Recip Print Programmatic Reply All Reply Restrictions:		
4			None		

5. Back to the email content, you need specific apps to open the protected attachments.

••••፡፡ 3	Ŷ	5:06 PM			*∎⊃•
$\langle$			000		
Secre	et email with prot	ected file			Р
U	Test Sender 30 Mar 2017 — Permissions - Co View More	onfidential - Al	l Staff		2 @
w	Protected Doc.doo	cx			
Ľ	Protected Jpg.pjp	g			
Confide	ential		-		
Secre	t email with protecte	ed file			
Confide	ential				
	57	<->	$\Box \!$		
Mail	25 Calendar	Files	Q. People	S	ر ettings

You need to **download and install the following apps in your mobile** in advance (refer to Section 2.1):

o Microsoft Word, Excel, and PowerPoint for opening MS Office files



o Azure Information Protection for opening non-MS Office files

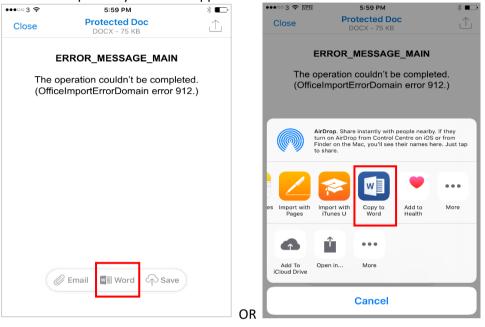


After the above apps are installed, **login your O365 account** with these apps for authentication and authorization checking when you open any protected files.

6. To open the protected Word file (Office file), click on the MS Word attachment in the email.

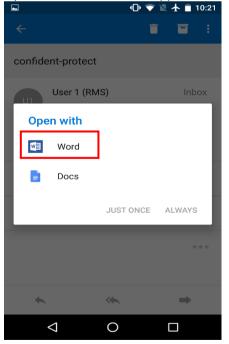
#### In iOS:

Click on the MS Word app to open the file. Alternatively, you can click  $\triangle$  icon and click **Copy to Word** to open it by MS Word apps.



## In Android OS:

Open with the MS Word apps.



7. To open the protected JPG file (non-Office file), click on the file JPG attachment in the email.



Click on the icon and click **Copy to AIP Viewer** to open it by AIP Viewer. Protected Jpg PJPG - 116 KB Close AirDrop. Share instantly with people nearby. If they turn on AirDrop from Control Centre on iOS or from Finder on the Mac, you'll see their names here. Just tap to share. ••• Mail Add to Not More Сору Û ... ß Add To iCloud Drive Open in... More Cancel

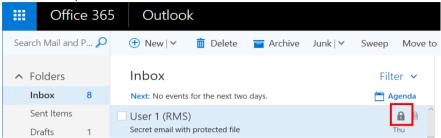
#### In Android OS:

It will call the AIP Viewer directly and open the file.

#### 5.3.3. In Outlook Web Access (OWA)

#### Steps:

1. Login O365 Mail, locate the protected email in your mailbox, there is a finite in a locating the email is protected



2. Open the protected email by double clicking the email subject.

Authorized recipient can access the email content & attachment according to the permission granted.

Seply all   ✓
---------------

3. If you are unauthorized recipient, below message about the email is AIP protected would be shown.

· · · ·							
Secret	email with protect	ted file					
TS	Test Sender <test-sender@cuhk.edu.hk>          Yesterday, 8:46 AM          Test Unauthorized Recipient <test-recipient2@microsoft.com></test-recipient2@microsoft.com></test-sender@cuhk.edu.hk>						
Inbox							
$\sim$	message.rpmsg 198 KB	~					
Download	Save to OneDrive - The Chir	nese University of Hong Kong					
	ed with Company Confide	s protected with Information Rights Management. The r ential usage restrictions and you don't have permission	9				

# 6. File Protection in SharePoint Online & OneDrive

# 6.1. Create a Protected document in SharePoint Online & OneDrive

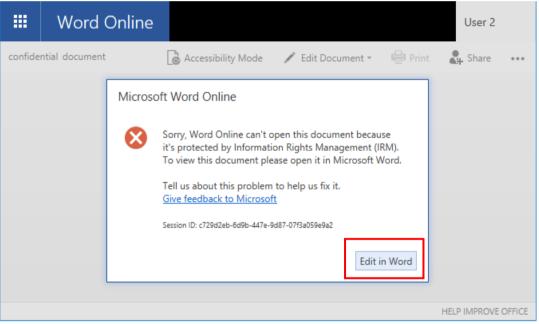
Currently, AIP is not integrated in MS SharePoint Online and OneDrive. However, you can upload a AIP protected file to these environment as usual, and the file should be protected in your local computer in advance. Detailed steps about File Protection can be found in Section 4.

## 6.2. Open a Protected document in SharePoint Online & OneDrive

Protected documents in SharePoint Online and OneDrive cannot be opened and edited with the Office Web App, error message would be shown.

#### Steps:

1. Open a protected Word document in SharePoint Online, the following message box will be shown:



- 2. Click **Edit in Word** to launch the MS Word in your local computer and access to the protected file.
- 3. If you have the permission to edit the file, you can edit and save the file as usual, the updated file would be saved in SharePoint or OneDrive.