

Gmail - Confidential Mode

Confidential Mode in Gmail



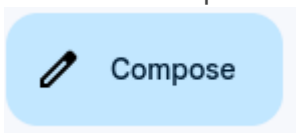
Sometimes you need to provide secure information to someone else, and email is the easiest way to do that. While the ease of sending an email is certainly a plus, there is a requirement to be aware of the security risks that come with sending students' personally identifiable information (PII).

In the event you need to send sensitive information, the Confidential Mode in Gmail is there to help you.

Confidential emails will be passcode protected, and will automatically expire after your determined length of time. In addition, the recipient may not forward, copy, print, or download the email.

To start, visit your Gmail.

1. Click on "Compose."



2. I recommend setting up your confidential settings before you type the email so that you don't forget to do it. Click on the small lock icon on the bottom toolbar.

Recipients

Subject



Cory Robbins
Network Administrator, West Fork Schools
(479) 839-2231 Ext: 4044 | crobbins@wftigers.org
<https://westforkschools.org>
359 School Ave. West Fork, AR 72774

Create your own [email signature](#)

  Sans Serif ▾  **B** *I* U A ▾     ▾

3. This will bring up the confidential mode settings screen:

Confidential mode

Recipients won't have the option to forward, copy, print, or download this email. This message may still be visible to your Google Workspace domain admins or [Vault](#) users for periods defined by the domain's [Gmail retention rules](#). [Learn more](#)

SET EXPIRATION

Expires in 1 week ▼

Tue, Sep 19, 2023

REQUIRE PASSCODE

All passcodes will be generated by Google. [?](#)

☒ No SMS passcode ☐ SMS passcode

Cancel

Save

4. Set an expiration. After this date, the email will automatically be removed from the recipient's inbox.

Confidential mode

Recipients won't have the option to forward, copy, print, or download this email. This message may still be visible to your Google Workspace domain admins or [Vault](#) users for periods defined by the domain's [Gmail retention rules](#). [Learn more](#)

Expires in 1 day

Expires in 1 week

Expires in 1 month

Expires in 3 months

Expires in 5 years

Tue, Sep 19, 2023

Google. 

☐ SMS passcode

Cancel

Save

5. Choose to require a passcode. This passcode will be sent as a text message to the recipient if they use Gmail, if not, they will receive a separate passcode via email.

Confidential mode

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SET EXPIRATION

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▼ Tue, Sep 19, 2023

REQUIRE PASSCODE

All passcodes will be generated by Google. [?](#)

☐ No SMS passcode

☒ SMS passcode

Cancel

Save

6. Click the “Save” button.

Confidential mode

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SET EXPIRATION

Expires in 1 week ▼ Tue, Sep 19, 2023

REQUIRE PASSCODE

All passcodes will be generated by Google. (?)

☐ No SMS passcode ☒ SMS passcode

Cancel **Save**

7. This will turn the message top bar blue, and it will show the confidential mode option below the email body.

New Message

Recipients

Subject



Cory Robbins

Network Administrator, West Fork Schools

(479) 839-2231 Ext: 4044 | crobbs@wftigers.org

<https://westforkschools.org>

359 School Ave. West Fork, AR 72774



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Edit

X





Sans Serif























Send































8. Go ahead and proceed with your email as normal, then click send.
9. If the user doesn't have a phone number in their profile, you will be asked to manually type one.

Confirm phone numbers

A phone number is required so recipients can verify their identity using an SMS passcode

Dante Applications

dante@wftigers.org



Cancel

Send

At this point, the recipient(s) should have received a verification email.

Confidential Inbox x



Cory Robbins <crobbsins@wftigers.org>
to me ▾

7:15 PM (0 minutes ago)



Verify identity

To view this email, you must first confirm your identity. A one-time passcode will be sent to (...) 22.

Send passcode

↩ Reply

When the recipient(s) click on the send passcode button, they will be prompted to enter the code that was just sent to the number you provided.

Confidential Inbox x



Cory Robbins <crobbs@wftigers.org>

7:15 PM (0 minutes ago)



to me ▾



Enter passcode

Passcode was sent to (...) 22.

Submit

[Resend passcode](#)

At this point, the email will be displayed until the expiration date is met.

Confidential Inbox x



Cory Robbins <crobbs@wftigers.org>

7:15 PM (2 minutes ago)



to me ▾

This is a test.



Cory Robbins

Network Administrator, West Fork Schools

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← Reply

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