# Information Technology Services

## Microsoft Information Protection (MIP) Labels
## Thursday, November 7, 2024
## Written by Foster A. Scotland

## Abstract

Using Microsoft Information Protection (MIP) labels is crucial for safeguarding sensitive data within an organization. These labels help classify, label, and protect data based on its sensitivity level, ensuring that only authorized personnel have access to it. By applying labels such as Public, General, Confidential, or Restricted, users can easily identify the appropriate handling and sharing protocols for each document or email. This not only helps in preventing data breaches but also ensures compliance with regulatory requirements, enhancing the overall security posture of the organization.

## Label Definitions

Below is the name of each label followed by a description of when each label is to be used.

1. **Public**: Information is **for the public**. Information is **not encrypted** or protected and can be shared outside of UWG.

2. **General**: Information is **not meant for the public**. Information is **not encrypted** or protected and can be shared with other UWG employees, contractors, non-FTE's, and partners as needed.

3. **Restricted**

   1. **UWG Students:** Use this label for **encrypted** and protected information. This information may be emailed **external ONLY to students** and **former students** and may include transcripts, grades, or any FERPA related data.

   2. **UWG Employees:** Use this label for **encrypted** and protected information. This information may be emailed **internally** to another UWG employee.

   3. **UWG External:** Use this label for **encrypted** and protected information. This information may be emailed to **external vendors or partners**. Use with CAUTION!
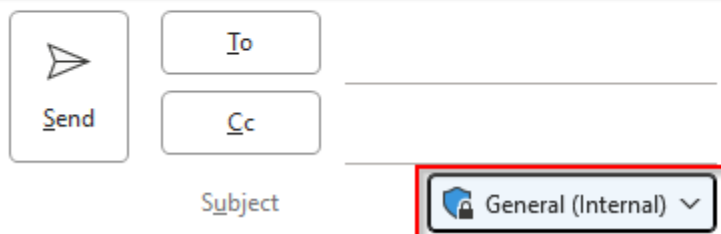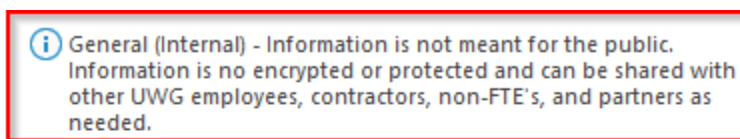
## Using Labels in Outlook

1. When you click "New Email" at the end of the subject line you will see "No Label"



2. When you click on the drop-down arrow, you will see the information protection labels
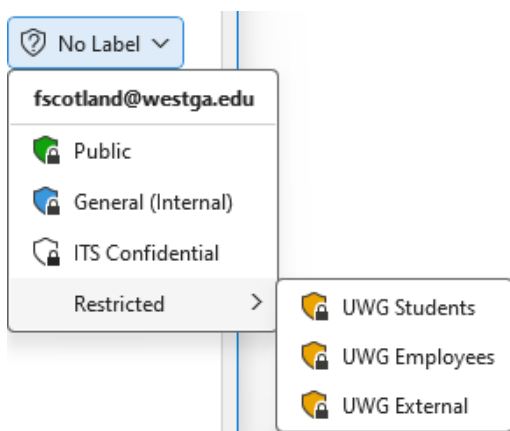


3. Once you have selected the label, a message will appear at the top with a description of how the label is to be used
    a. If the description does not match your intended audience, simply select another label
    b. Then proceed to send the email as normal

## Using Labels in Microsoft Office

1. When using Microsoft Word, Excel, etc., look at the top of the document and you will see "No Label", click on "No Label"



2. A box will appear and you will click on the drop-down where it says "No Label"
3. At this time, give your file a name and select where you would like to save the file
4. Select the label you would like to use
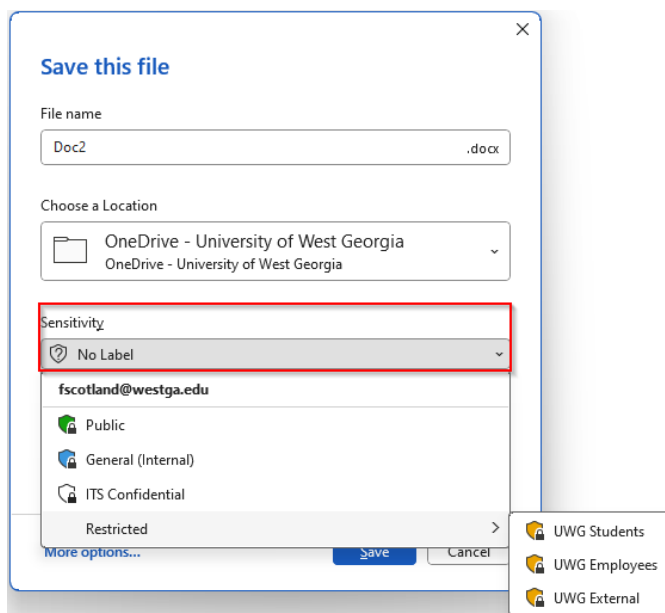


5. Once you have selected the label, a message will appear below the label with a description of how the label is to be used
   a. If the description does not match your intended audience, simply select another label
   b. Then proceed to save the document as normal