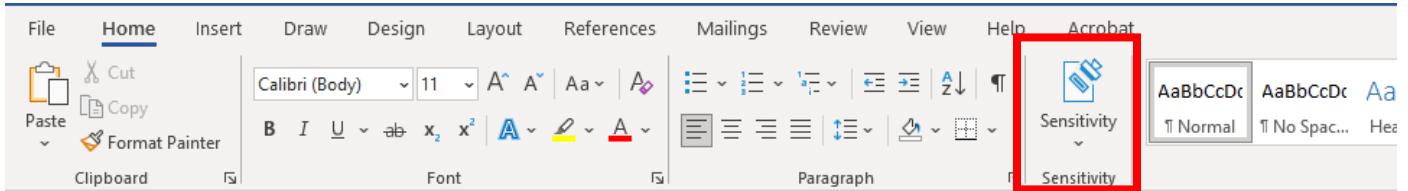


Applying Sensitivity Labels to Documents

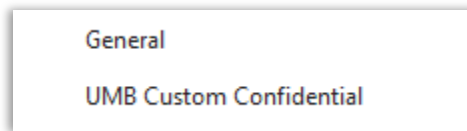
Within Microsoft Word, Excel and PowerPoint, the “Sensitivity” feature is available to apply a sensitivity label to a document where access should be restricted. This can be beneficial if a document should only be opened/viewed by specific people, or if a document should be read-only.

Accessing Labels

In Word, Excel and PowerPoint, the **Sensitivity** icon is located on the Home ribbon:

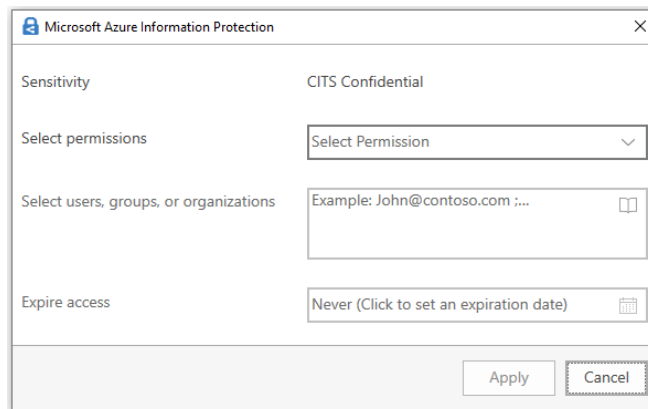


- To view and apply a label, click the **Sensitivity** icon. The following labels will appear:



Available Labels

- General** – no sensitivity or encryption will be applied. Available if a label is required but no sensitivity needs to actually be applied.
- UMB Custom Confidential** – this label offers the ability to manually specify level of permission and the user/group. Once selected, the following options appear:



- Select Permissions** – Available permissions include Viewer – View Only, Reviewer – View, Edit, Co-Author – View, Edit, Copy, Print, Co-Owner – All Permissions, Only for me.
- Select users, groups, or organizations** – select appropriate users or groups that should have the assigned access
- Expire access** – set if applicable

Once the appropriate selections are made, click **Apply**.

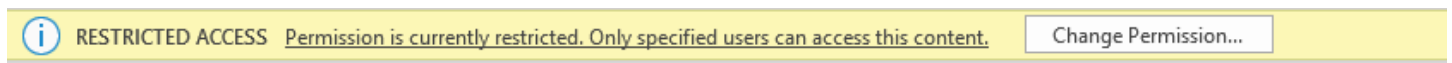
Understanding Labels

Once a label is applied, only the person who assigned the label can remove it. The label will follow the document, regardless if it is emailed or saved under a different name.

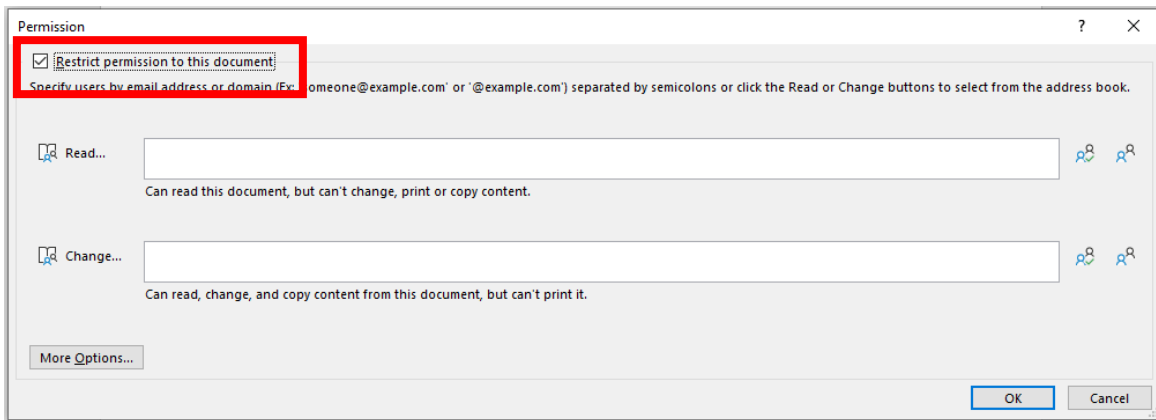
Removing a Sensitivity Label

If a Sensitivity label is no longer required, the owner of the document can remove the label. Permissions can also be changed instead of removed if necessary. To remove permissions:

- Open the document.
- Across the top of the document a banner will appear similar to the following:



- Click **Change Permission**.



- De-select **Restrict permission to this document**.
- Click **OK**.