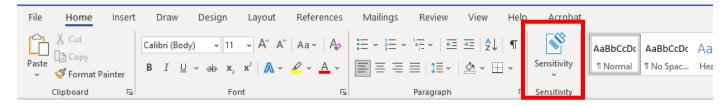


Applying Sensitivity Labels to Documents

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:

General	
UMB Custom Confidential	

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:

A Microsoft Azure Information Protection	×
Sensitivity	CITS Confidential
Select permissions	Select Permission \checkmark
Select users, groups, or organizations	Example: John@contoso.com ;
Expire access	Never (Click to set an expiration date)
	Apply Cancel

- 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:

(i) RESTRICTED ACCESS Permission is currently restricted. Only specified users can access this content. Change Permission...

• Click Change Permission.

Permission		?	×
	ission to this document) mail address or domain (Fr. omeone@example.com' or '@example.com') separated by semicolons or click the Read or Change buttons to select from the ac	ldress b	ook.
Read		8	RR
	Can read this document, but can't change, print or copy content.		
🙀 Change		<mark>8</mark> 9	RQ
	Can read, change, and copy content from this document, but can't print it.		
More Options			
	OK	Ca	ncel

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