

Gmail Confidential Mode

You can send messages and attachments with Gmail's confidential mode to help protect sensitive information from unauthorized access. Confidential mode allows you to set an expiration date for emails, or revoke access at any time. The options to forward, copy, print, and download will be disabled for recipients of confidential messages.

Note: Although confidential mode helps prevent the recipients from accidentally sharing your email, it doesn't prevent recipients from taking screenshots or photos of confidential information.



Inbound and Outbound Recipients

Anyone in the [@uwf.edu](#) and [@students.uwf.edu](#) domains may send and receive confidential emails from either domain, and they may also send to email addresses outside of UWF.

However, **NO** UWF domains will receive inbound Google Confidential Mode emails from outside entities.

[blocked URL](#)

Send Emails Confidentially

1. In Gmail, click **Compose**.
2. In the bottom right of the window, click Turn on confidential mode [blocked URL](#).

Note: If you've already turned on confidential mode for an email, go to the bottom of the email, then click **Edit**.

3. Set an expiration date and passcode. These settings impact both the message text and any attachments.
 - **If you choose "No SMS passcode,"** recipients using the Gmail app will be able to open it directly. Recipients who don't use Gmail will get emailed a passcode.
 - **If you choose "SMS passcode,"** recipients will get a passcode by text message. Make sure you enter the recipient's phone number, not your own.
4. Click **Save**.

Open Emails sent with Confidential Mode

If the sender used confidential mode to send the email:

- You can view the message and attachments until the expiration date or until the sender removes access.
- Options to copy, paste, download, print, and forward the message text and attachments will be disabled.
- You might need to enter a passcode to open the email.

See the google support documentation [Send & open confidential emails](#) for more details.

Related articles

Content by label

There is no content with the specified labels