

# How to Apply Data Sensitivity Labels in Microsoft Office

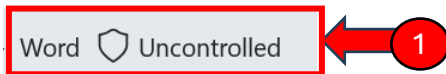
## Purpose of This Guide

This guide provides technical instructions on how to apply data sensitivity labels to your files using Microsoft Office applications (e.g., Word, Excel, PowerPoint, Outlook) on NMCI and Flank Speed networks.

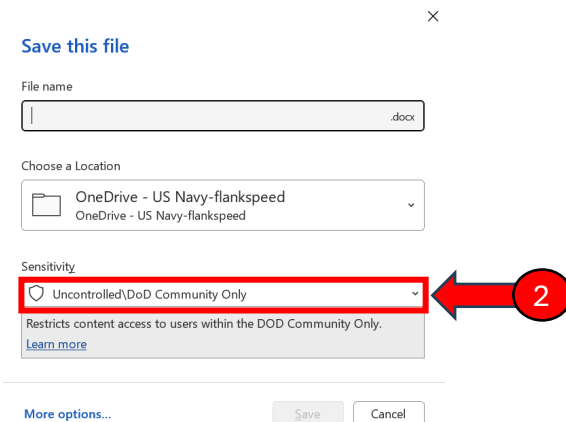
**Disclaimer:** This document does not provide guidance on which label you should select for your file. In accordance with EXORD 25-040, the user is solely responsible for understanding the content of their data and selecting the appropriate sensitivity label based on governing policies. This guide only covers the technical steps of applying the label you have determined is correct.

By default, all new documents are assigned the “**Uncontrolled\DoD Community Only**” label, which prevents the file from being emailed outside the DoD network. The following steps show how to change this default label.

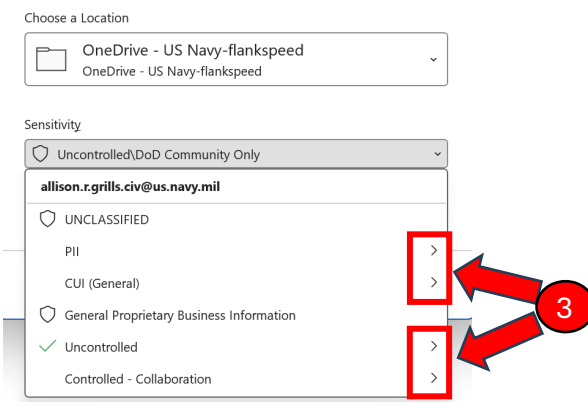
1. In your open document (Word, Excel, PowerPoint, or Outlook), locate the sensitivity button at the top of the window. It will show the current label next to a shield icon (e.g., ‘Uncontrolled’). **NOTE:** For Outlook emails, this button appears to the right of the Subject line that states ‘**No Label**’.



2. Click the sensitivity button currently showing ‘**Uncontrolled**’ and a window will open:



3. Click the block that shows ‘**Uncontrolled\DoD Community Only**’ and you will have a dropdown menu:



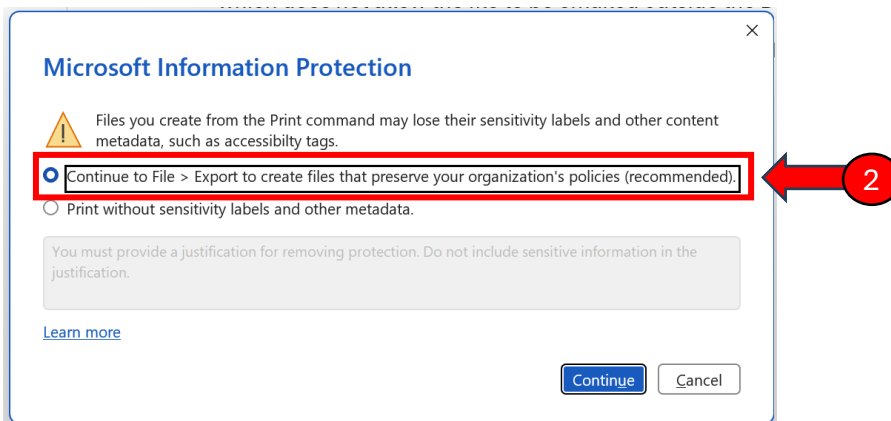
Click the arrow to view additional options, hold mouse over the label to get more detailed information.

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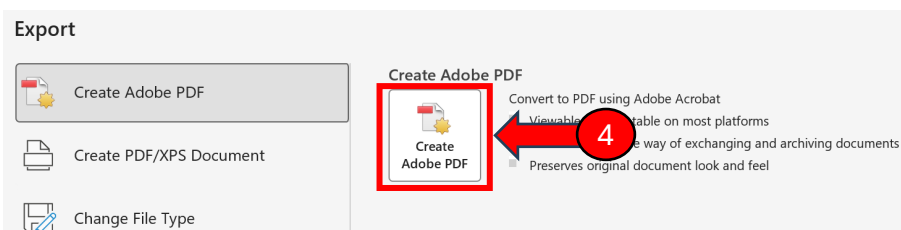
4. Review the options listed to find the applicable label for your file. **Note:** It is your responsibility to know your document's contents and choose the appropriate label as required by data handling policies.
5. After selecting a label, save your file as you normally would. The new sensitivity label is now applied.

## How to Preserve Labels When Saving as a PDF

1. From your document, navigate to **File > Print**.
2. Change the selected printer to **Microsoft Print to PDF**. You will get the following screen, keep the default option '**Continue to File > Export to create files that preserve your organization's policies**':



3. Click 'Continue'
4. Click 'Create Adobe PDF'



5. Save as usual.

This process ensures your chosen sensitivity label is carried over to the final PDF document.