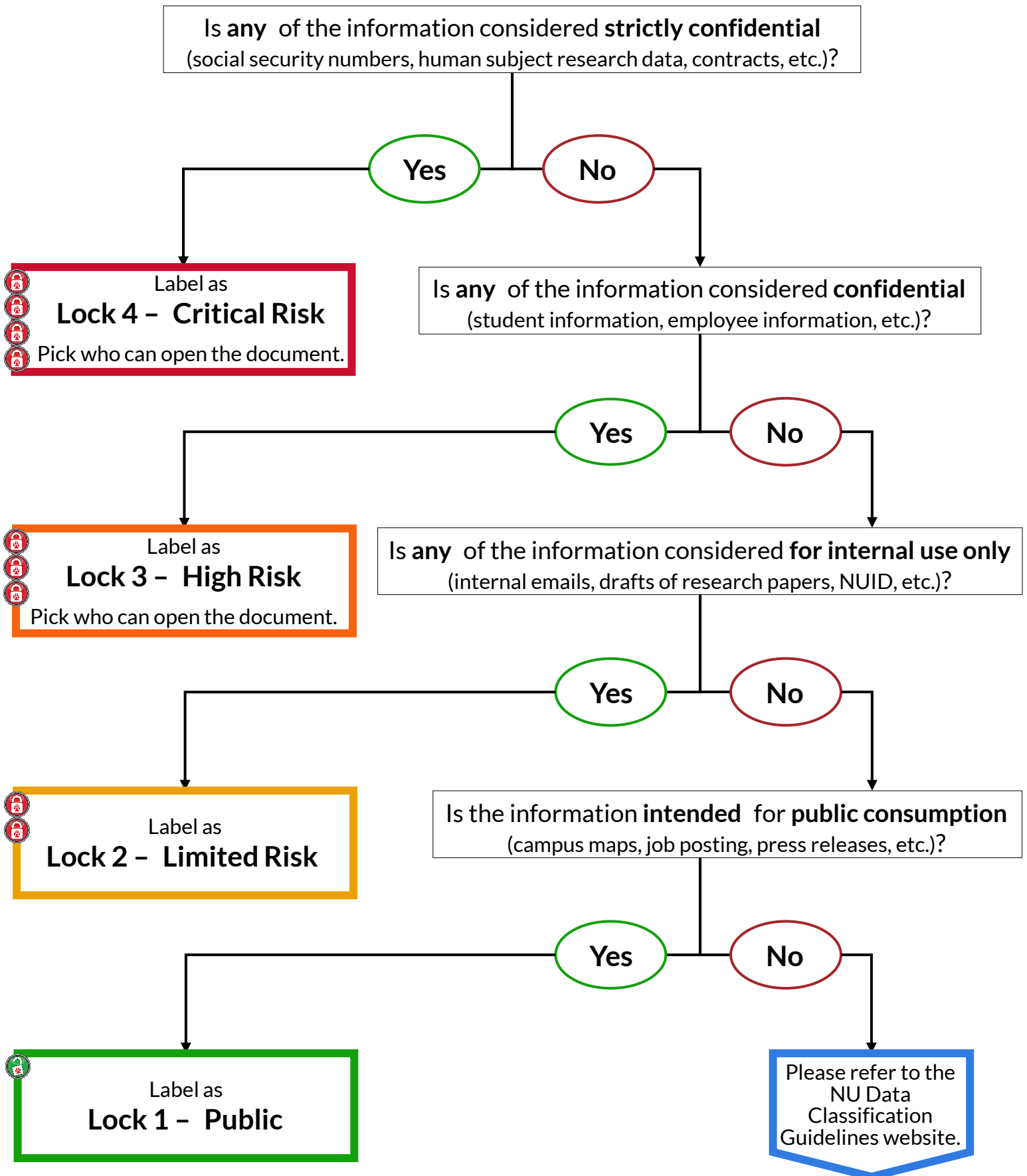
































What Label should I use?

Use this guide to determine the appropriate label for your files, folders, documents, data, etc.



 Lock 1 Public	  Lock 2 Limited Risk	   Lock 3 High Risk	    Lock 4 Critical Risk				
 Sharing Can share internally and externally.	 Sharing Can share internally and externally.	 Sharing Depends on sublabel chosen: <ul style="list-style-type: none"> • External Access Allowed • Northeastern Access Only Sharing restricted to Northeastern domains. • Faculty/Staff Only Sharing restricted to faculty/staff. 	 Sharing Depends on sublabel chosen: <ul style="list-style-type: none"> • External Access Allowed • Northeastern Access Only Sharing restricted to Northeastern domains. • Faculty/Staff Only Sharing restricted to faculty/staff. 				
 Permissions Allows <ul style="list-style-type: none"> • View, • Edit, • Save as, • Print, • Copy/Paste. 	 Permissions Allows <ul style="list-style-type: none"> • View, • Edit, • Save as, • Print, • Copy/Paste. 	 Permissions Allows <ul style="list-style-type: none"> • View, • Edit, • Save as, • Print, • Copy/Paste. 	 Permissions <table border="0"> <tr> <td>Allows</td> <td>Not Allowed</td> </tr> <tr> <td> <ul style="list-style-type: none"> • View, • Edit, • Print. </td> <td> <ul style="list-style-type: none"> • Save as, • Copy/Paste. </td> </tr> </table>	Allows	Not Allowed	<ul style="list-style-type: none"> • View, • Edit, • Print. 	<ul style="list-style-type: none"> • Save as, • Copy/Paste.
Allows	Not Allowed						
<ul style="list-style-type: none"> • View, • Edit, • Print. 	<ul style="list-style-type: none"> • Save as, • Copy/Paste. 						
 Offline Access Yes, indefinitely.	 Offline Access Yes, indefinitely.	 Offline Access Yes, indefinitely.	 Offline Access Yes, 7 days access.				
 Encrypted No.	 Encrypted No.	 Encrypted Yes.	 Encrypted Yes.				
 Reply/Forward All allowed.	 Reply/Forward All allowed.	 Reply/Forward All allowed.	 Reply/Forward <table border="0"> <tr> <td>Allows</td> <td>Not Allowed</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Reply, • Reply all. </td> <td> <ul style="list-style-type: none"> • Forward </td> </tr> </table>	Allows	Not Allowed	<ul style="list-style-type: none"> • Reply, • Reply all. 	<ul style="list-style-type: none"> • Forward
Allows	Not Allowed						
<ul style="list-style-type: none"> • Reply, • Reply all. 	<ul style="list-style-type: none"> • Forward 						