**Classification and Labeling Taxonomy**

This information affects:

* Contoso Executive and Staff (visible only to the Contoso’s Senior Leadership)
* Contoso FTE (visible to all Full-Time Employees (FTE))
* Contoso Extended (visible to FTE + non-FTE)

Examples:

1. By applying the "Non-Business" label, recipients can view, forward, print, save the content. The content is not Encrypted.

2. By applying the "Confidential \ Recipients Only" label, recipients can view, reply, print & save the content. However, recipients cannot forward the content or remove Encryption.

3. By applying the "Confidential \ Contoso Executive and Staff" label, only members of ExecStaff & ExecDir can view, forward, reply, print and save the content. However, only members of ExStaff can remove the Encryption - while members of ExecDir cannot.

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