HOW TO SEND ENCRYPTED EMAILS IN OUTLOOK
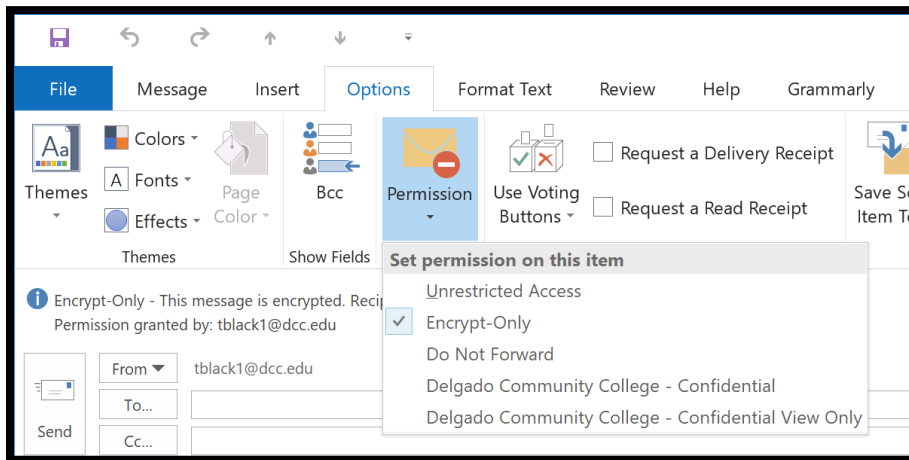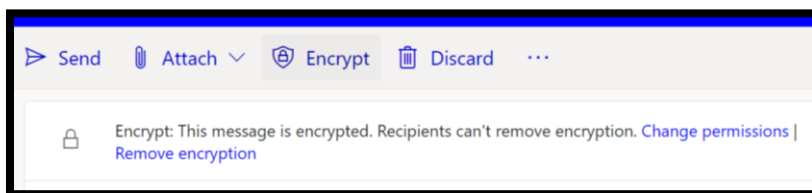
To send encrypted emails from the Outlook Desktop Client:

1. Select **New Email > Options > Permission > Encrypt Only.** A message will display indicating that the email is encrypted. Proceed to Steps 2-3.

To send encrypted emails from the Outlook Web App (OWA):

1. Select **New Message > Encrypt.** A message will display indicating that the email is encrypted. Proceed to Steps 2-3.

2. Draft and send the email to your intended recipient(s). **Optional: For added security, type [Secure] at the beginning of the Subject Line to prompt recipient(s) to log in or enter a one-time passcode to view the email.**

3. The recipient(s) will receive a confirmation message that the email is encrypted.