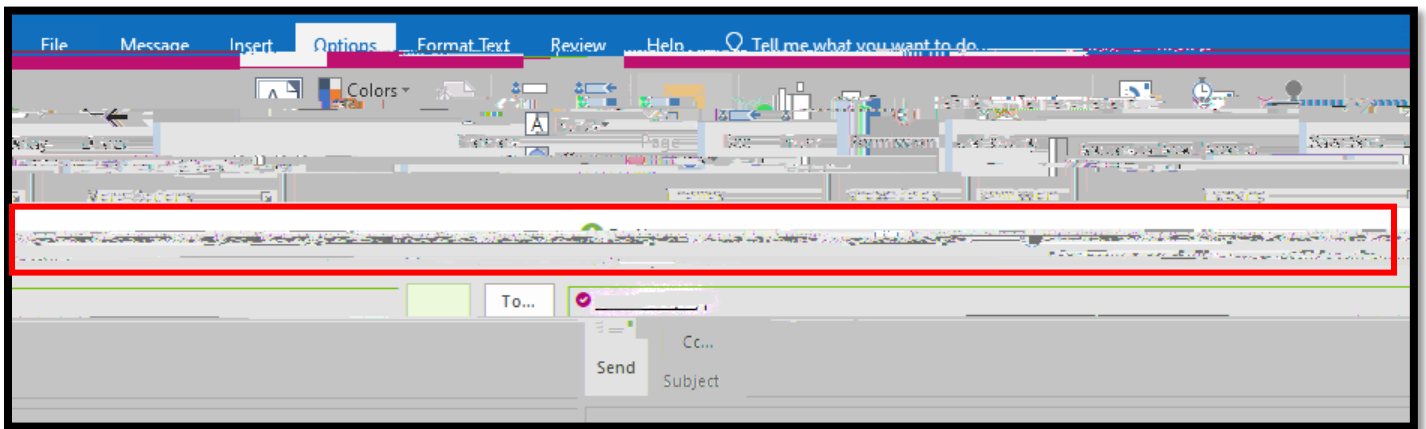
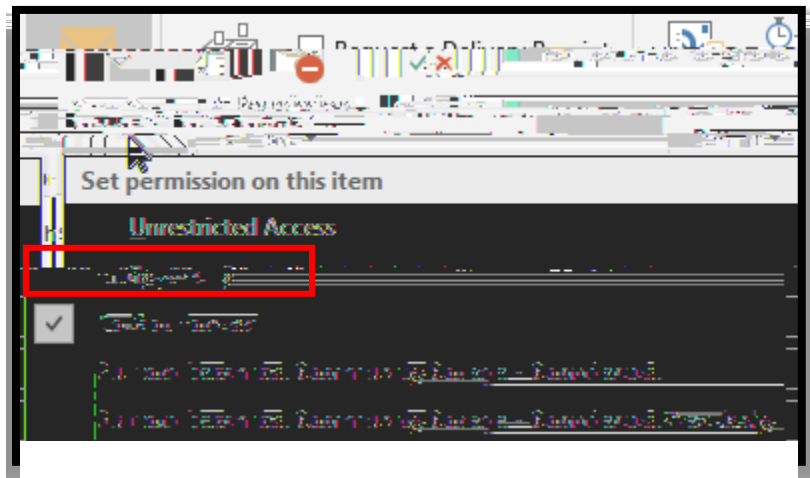


Purpose: Email encryption is one of the best methods to protect information sent online. This is done by controlling who can see the information, as well as to whom the information can be sent. This Documentation provides steps on how to send an encrypted email and ensure the contents are secure. Part A details how to encrypt via Outlook 2016 and Outlook 2019; Part B shows how to send an encrypted email via Outlook.com; and Part C shows how to send an



- 4) Click the **Options** button to display a dropdown menu. On the resulting menu, click **Options** (Figure 6).



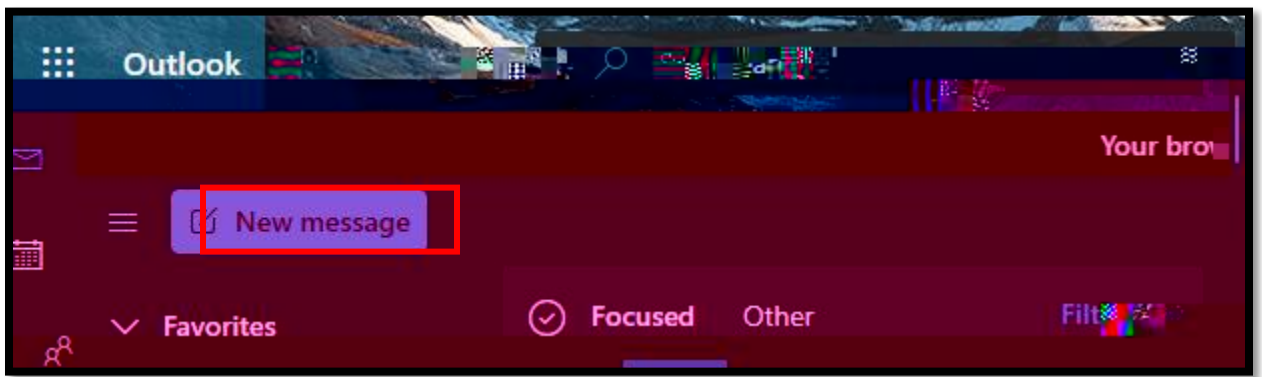
- 5) The text above will change (Figure 7).



- 6) At this point, the email is ready to send and will be encrypted. The only people that have access to the email are the sender and the recipient.

B) Encrypting a single email via Outlook.com

- 1) From the Home screen of outlook.com, start a new email by clicking the "New message" button in the top left (Figure 8).



2) To the right of the

- 3) In the Options tab find the Envelope with a padlock symbol, Security+ (Figure 12). Click on the symbol to display a drop-down menu, and select Message+ from the resulting menu.