

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.

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File Message Inse	ert Options	Format Text	Review Help	Grammarly
Aa Colors * A Fonts * Page	Bcc Perm	ission Use Voting Buttons	Request a Delive	ry Receipt Receipt
Themes	Show Fields Set a	ermission on this	item	
I Encrypt-Only - This message is e Permission granted by: tblack1@ From ▼ tblack1@dcc To	ncrypted. Reci dcc.edu	<u>U</u> nrestricted Acces Encrypt-Only Do Not Forward Delgado Commun Delgado Commun	ity College - Confident	tial tial View Only

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

 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.

Encrypted messa	age	
From tblack1@dcc.edu		
To tblack1@dcc.edu		
To view the message, sig passcode.	gn in with a Microsoft account, your work or school account, or use a one-tim	ne
→ Sign in		
Use a one-time passe	code	