All students, faculty and staff can send encrypted emails to any email address, using Outlook or Webmail. The emails are encrypted in transit and at rest in the recipient’s mailbox, including any attachments. Recipients cannot remove the encryption, so forwards and replies to the email remain encrypted.

How to send an encrypted email from Outlook(PC)

1. Click **New Email**
2. Click the **Options** toolbar
3. On the **Options** toolbar, click the **Encrypt** menu
4. On the **Encrypt** menu, click **Encrypt-Only**
5. Your new email is now encrypted

How to send an encrypted email from Outlook(Mac)

1. Click **New message**
2. Click ... and choose **Customize Toolbar**
3. Select and drag the **Encryption** icon to the toolbar on top and click **Done**
4. On the **Encryption** menu, click **Encrypt-Only**
5. Your new email is now encrypted

How to send an encrypted email from Webmail

1. Click **New mail**
2. Click the **Options** toolbar
3. On the **Options** toolbar, click the **Encrypt** menu
4. On the **Encrypt** menu, click **Encrypt**
5. Your new email is now encrypted
How to read an encrypted email