

Email: Sending Encrypted Emails from Outlook and Webmail

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Below are instructions to encrypt desired emails for Outlook and Webmail. Office Message Encryption is enabled for all users. Users can send encrypted emails to any address.

How to Encrypt Emails on Outlook

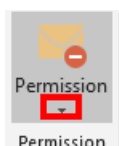
1. Click **New Email**



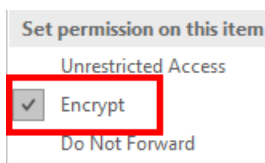
2. Click **Options**



3. Click the drop down arrow under **Permission**

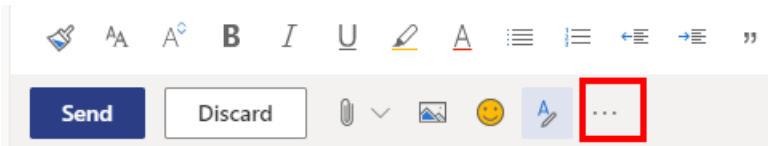


4. Click **Encrypt**



How to Encrypt Emails on Webmail

1. Click **New Email**
2. Click the three dots on the bottom of the email



3. Click **Encrypt**

