

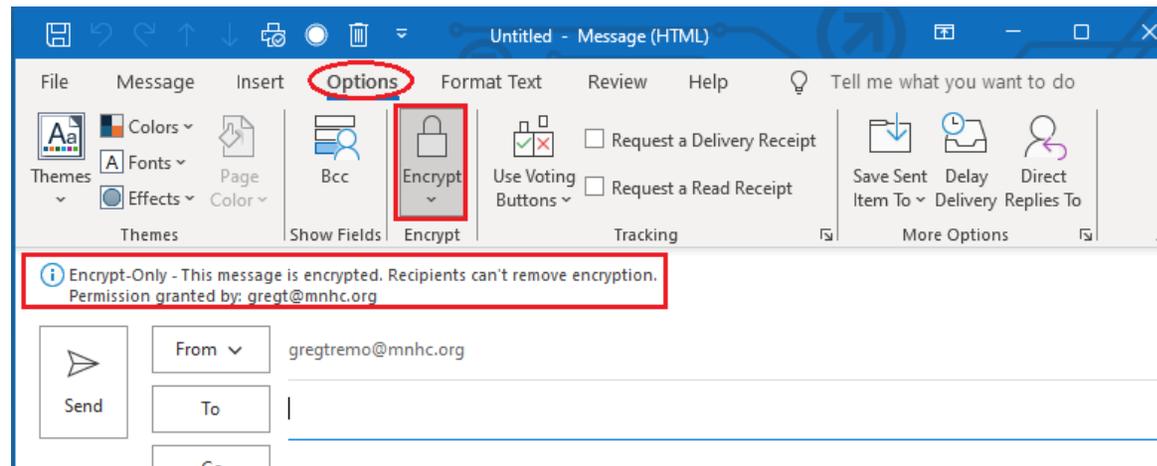
Encrypting Email Messages

Outlook on the Desktop:

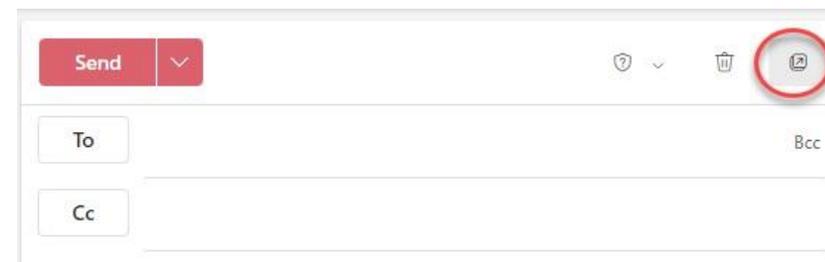
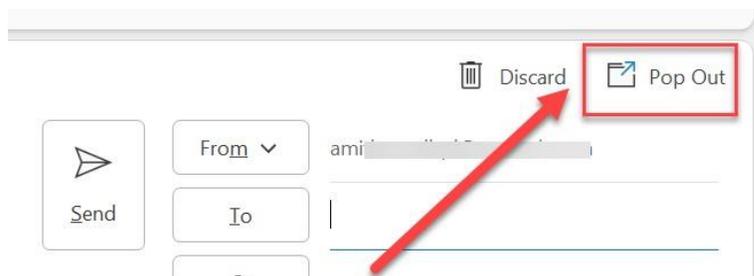
- Compose a new message
- Select the “Options” menu at the top of your Outlook message window. (If Options is missing – See Below)
- In the Options tab, click the “Encrypt” button. Select “Encrypt-Only”.

This will encrypt the message to its destination. The Receiver will be prompted to log into Office 365 website secure server to retrieve the email.

- Most Free email clients do not offer encrypted messages to be Decrypted such as G-Mail, Hotmail or Yahoo, etc.



If you are missing the Options Tab, you will need to “Pop-Out” your message, Click Red as Indicated.



How to change your Outlook to ALWAYS Pop Out

- Open Outlook
- Select File > Options
- Select the Mail tab
- Scroll down to the Replies and forwards section
- Check the box next to Open replies and forwards in a new window
- Click OK

