

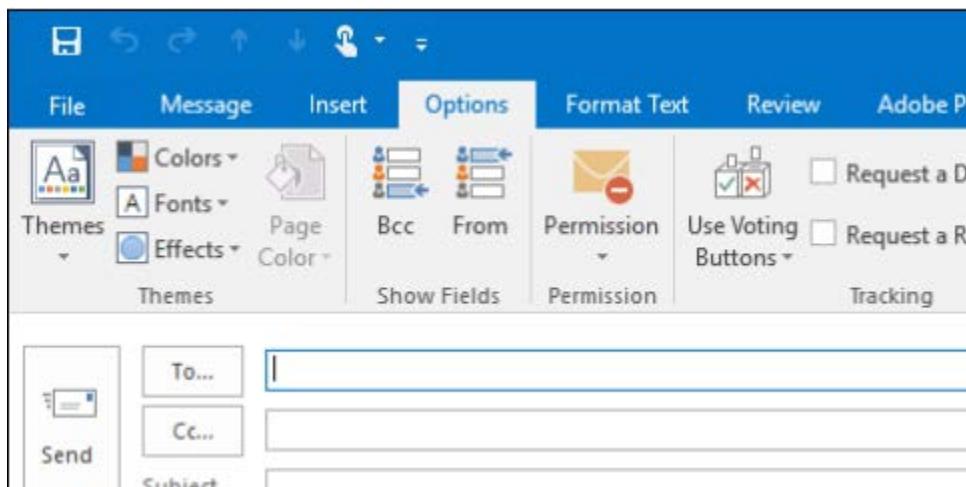


Security Tips

Encrypt with Microsoft Outlook & 365 Message Encryption

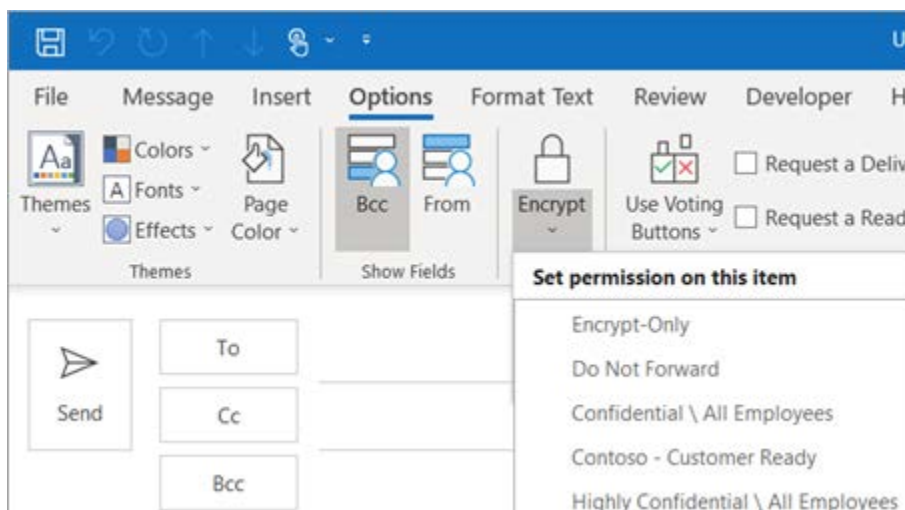
- **For Outlook 2019 and 2016:**

In an email message, select **Options** > **Permissions** and pick the encryption option that has the restrictions you'd like to enforce, such as Do Not Forward.



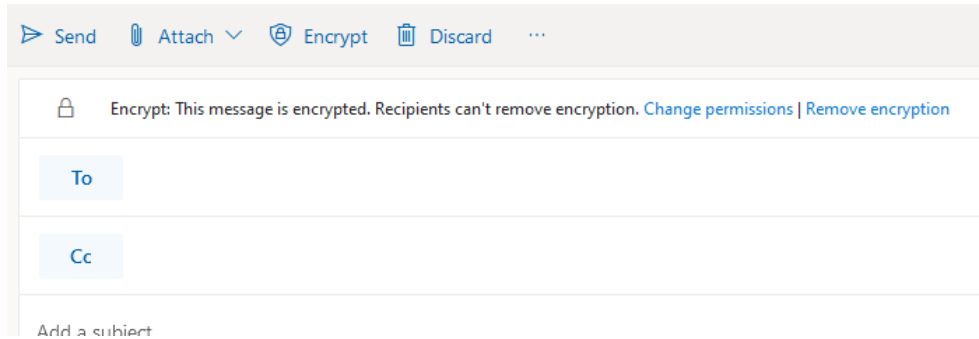
- **If you have the Office365 desktop application installed:**

In an email message, choose **Options**, select **Encrypt** and pick the encryption that has the restrictions you want to enforce, such as **Encrypt-Only** or **Do Not Forward**.



- **If you use Office 365 online:**

When sending an email message, simply select **Encrypt** at the top of the message.



Encrypt a single message

1. In message that you are composing, click **File > Properties**.
2. Click **Security Settings**, and then select the **Encrypt message contents and attachments** check box.
3. Compose your message, and then click **Send**.

Encrypt all outgoing messages

When you choose to encrypt all outgoing messages by default, you can write and send messages the same as with any other messages, but all potential recipients must have your digital ID to decode or view your messages.

1. On the **File** tab, choose **Options > Trust Center > Trust Center Settings**.
2. On the **Email Security** tab, under **Encrypted email**, select the **Encrypt contents and attachments for outgoing messages** check box.
3. To change additional settings, such as choosing a specific certificate to use, click **Settings**.