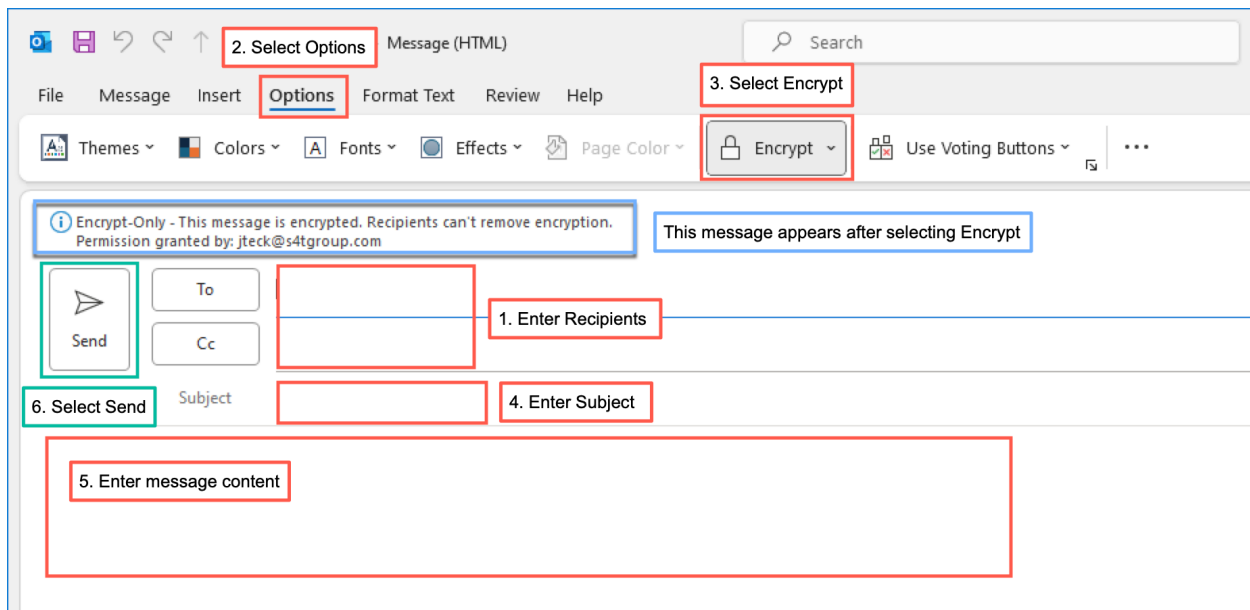


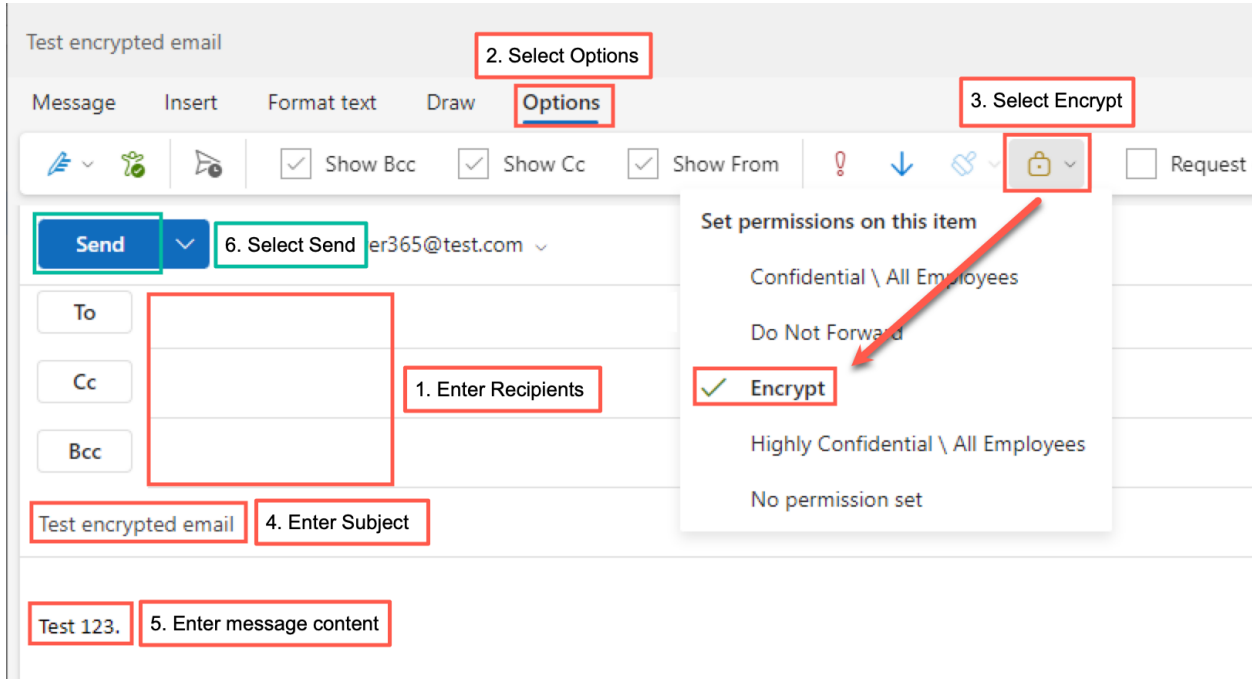
Sending Encrypted Email with Outlook Microsoft 365

Sending Encrypted Email - Classic Outlook 365 on PC



- **First, enter the email recipients.**
- **Select Options and then select Encrypt.**
- **Next, enter the subject and body.**
- **Select Send to send the encrypted email.**

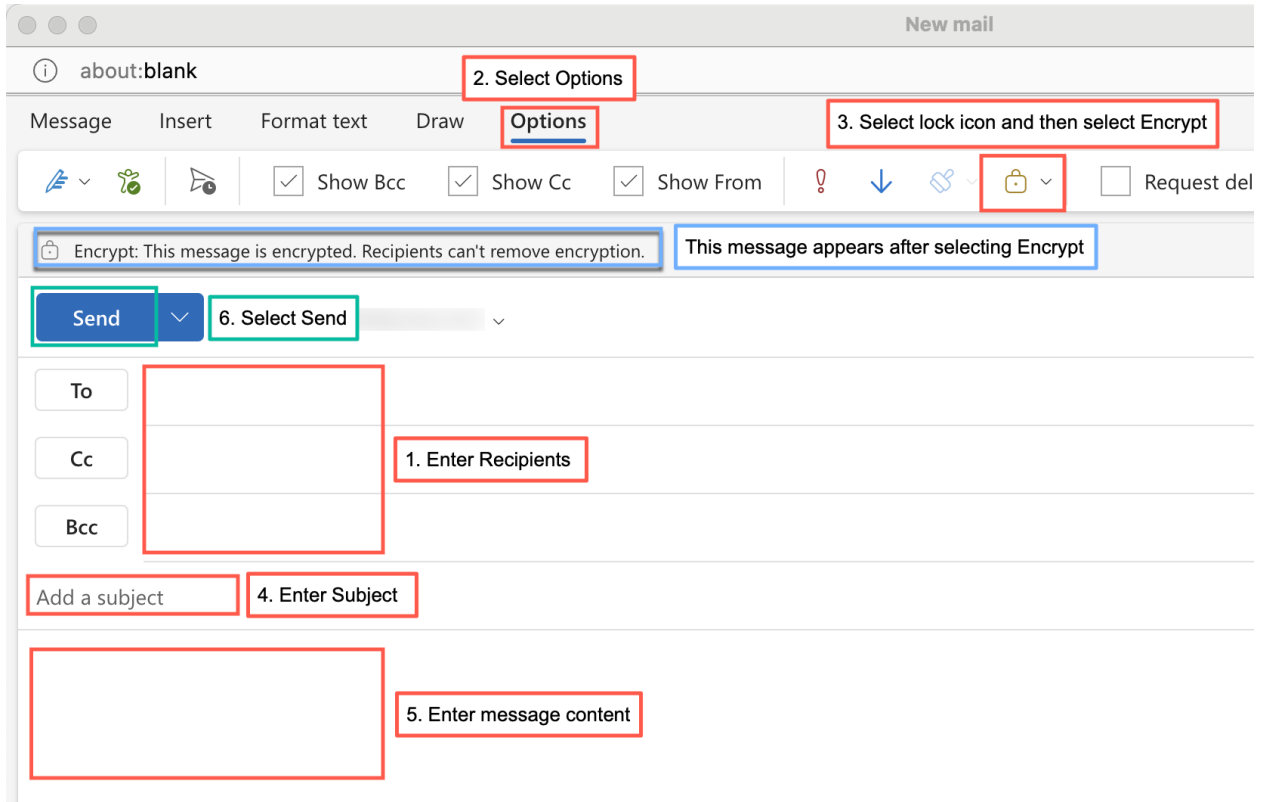
Sending Encrypted Email - New Outlook 365 on PC



The screenshot shows the Outlook 365 interface for composing an email. The title bar reads "Test encrypted email". The ribbon includes "Message", "Insert", "Format text", "Draw", and "Options". The "Options" group contains a lock icon (highlighted with a red box and labeled "3. Select Encrypt") and a "Request" checkbox. A dropdown menu is open from the lock icon, showing "Set permissions on this item" with options: "Confidential \ All Employees", "Do Not Forward", "Encrypt" (checked and highlighted with a red box), "Highly Confidential \ All Employees", and "No permission set". A red arrow points from the lock icon to the "Encrypt" option. The "Send" button is highlighted with a green box and labeled "6. Select Send". The "To" field is empty and highlighted with a red box, labeled "1. Enter Recipients". The "Subject" field contains "Test encrypted email" and is highlighted with a red box, labeled "4. Enter Subject". The message body contains "Test 123." and is highlighted with a red box, labeled "5. Enter message content". The "Options" tab is highlighted with a red box, labeled "2. Select Options".

- **First, enter the email recipients.**
- **Select Options**
- **Select Encrypt icon and then select Encrypt from the drop-down list**
- **Next, enter the subject and body.**
- **Select Send to send the encrypted email.**

Sending Encrypted Email - Outlook for Web



The screenshot shows the Outlook for Web interface for sending a new email. The browser address bar shows 'about:blank'. The ribbon includes 'Message', 'Insert', 'Format text', 'Draw', and 'Options'. The 'Options' group contains 'Show Bcc', 'Show Cc', 'Show From', a lock icon, a dropdown arrow, and 'Request del'. A status bar at the top indicates 'Encrypt: This message is encrypted. Recipients can't remove encryption.' and 'This message appears after selecting Encrypt'. The 'Send' button is highlighted with a dropdown arrow. The 'To', 'Cc', and 'Bcc' fields are empty. The 'Add a subject' field is empty. The main body of the email is empty.

2. Select Options

Options

3. Select lock icon and then select Encrypt

Encrypt: This message is encrypted. Recipients can't remove encryption. This message appears after selecting Encrypt

Send

6. Select Send

To

Cc

Bcc

1. Enter Recipients

Add a subject

4. Enter Subject

5. Enter message content

- **First, enter the email recipients.**
- **Select Options**
- **Select Encrypt icon and then select Encrypt from the drop-down list**
- **Next, enter the subject and body.**
- **Select Send to send the encrypted email.**