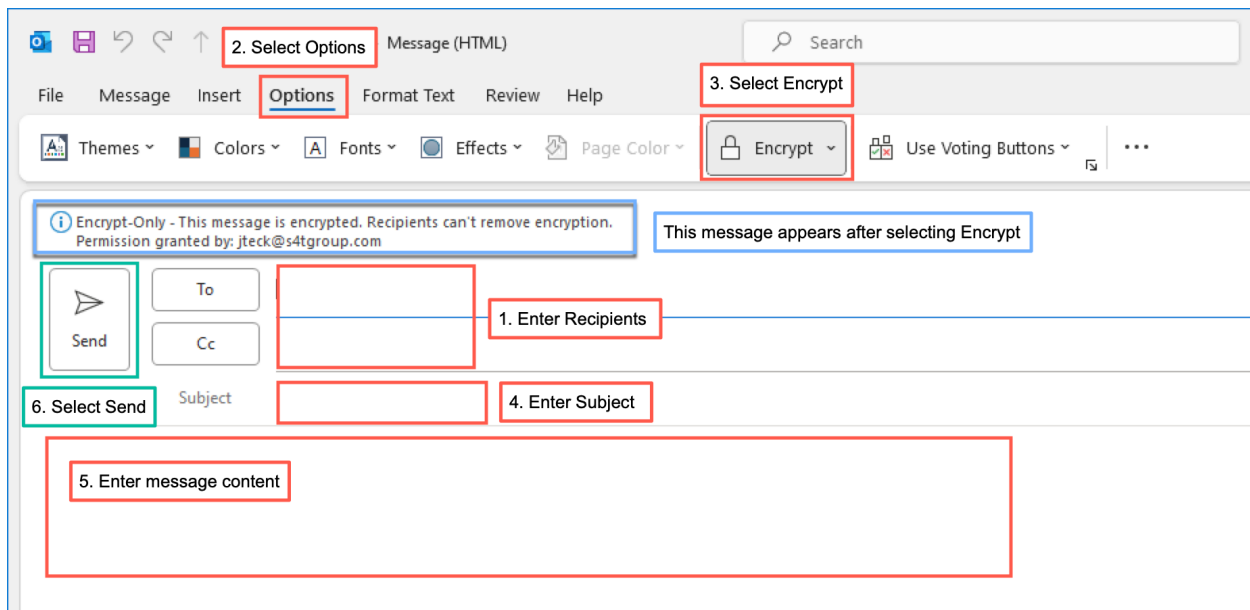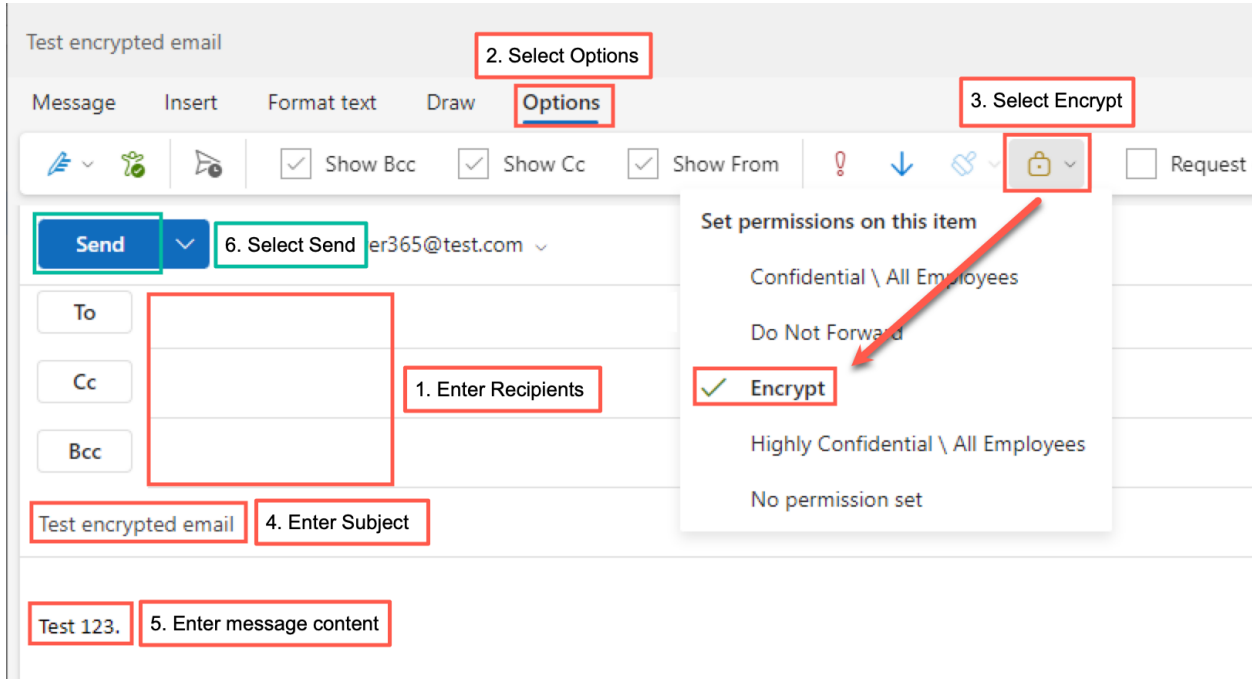# Sending Encrypted Email with Outlook Microsoft 365

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.**
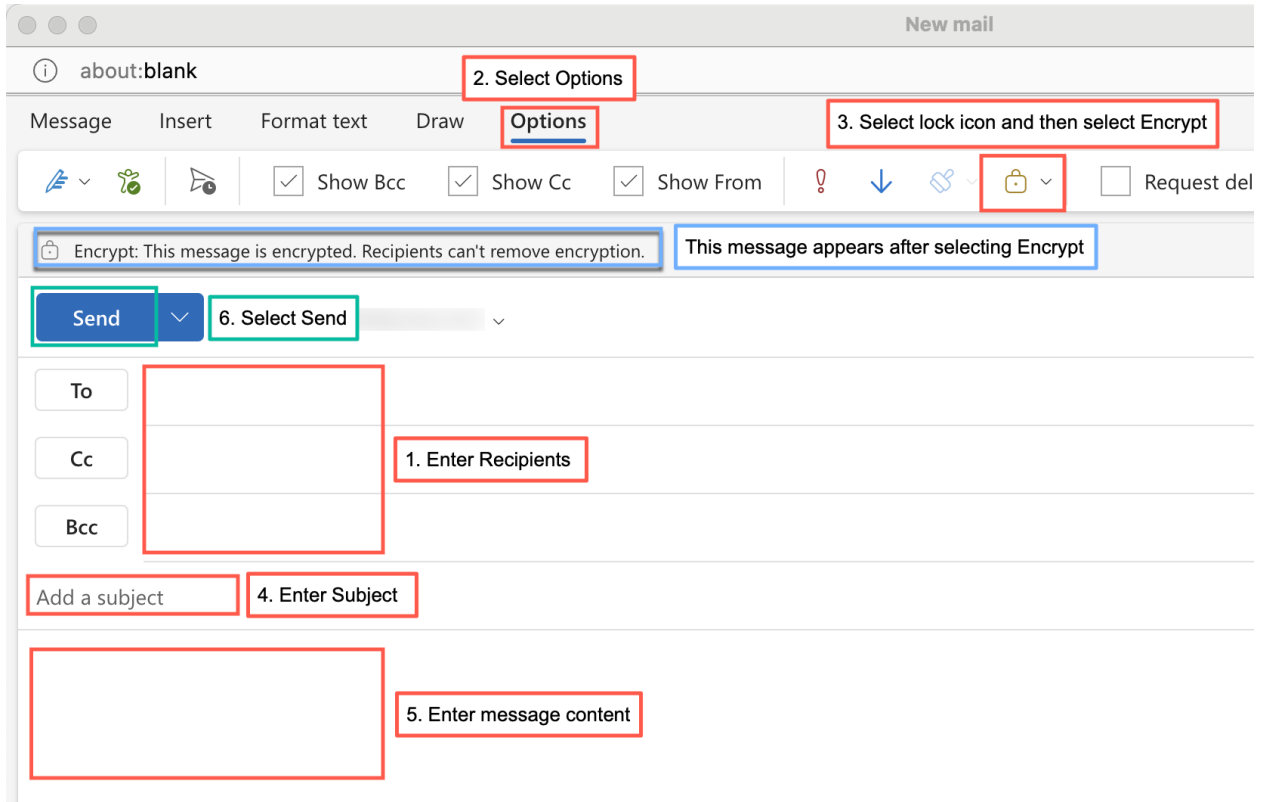- **Select Send to send the encrypted email.**

Sending Encrypted Email - New Outlook 365 on PC

- **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

- **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.**