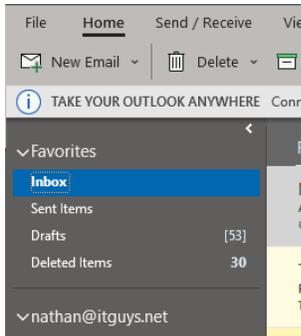


# Sending Encrypted Emails

If you are getting this guide, it is because you now have the ability to send secure emails. This is very helpful for sending anything that should not get out into the wider world. Any of you who have ever sent/received a password from anybody at the IT Guys have seen one of these emails before.

## How to send an encrypted email:

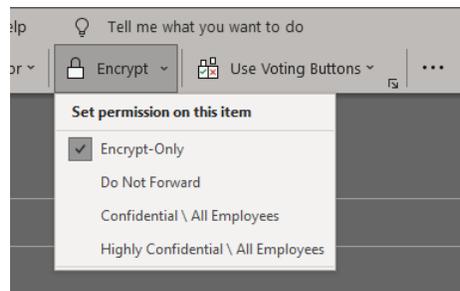
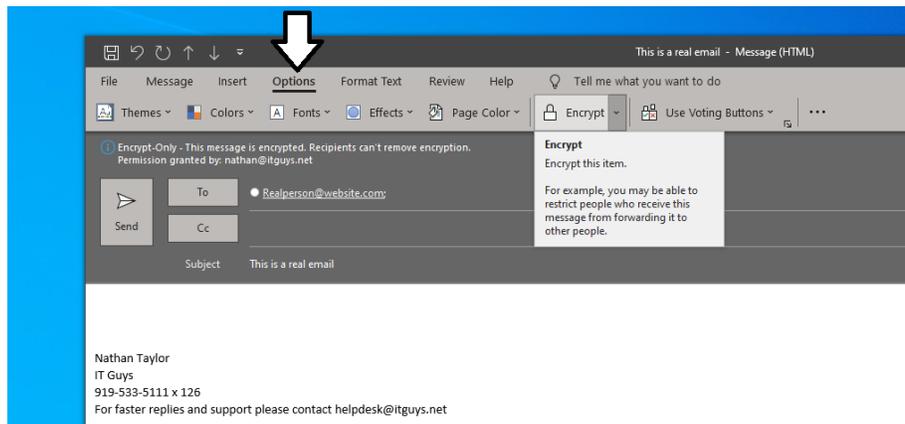


Create a new email in the usual way or double click an existing email to reply.

The important thing is to open the email in a new window, as it is not possible to encrypt one in the main Outlook window.

In the new-email window go to “Options” along the top bar, and select “Encrypt”.

If you click the  character, you will be presented with more encryption options.



### Do Not Forward:

- Prevents the recipients from forwarding the email to anyone else
- Prevents printing
- Protects the contents using encryption.

### Confidential \ All Employees:

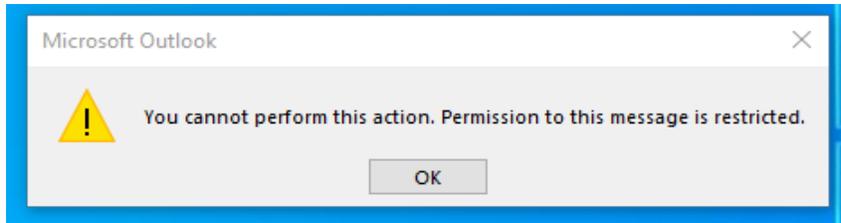
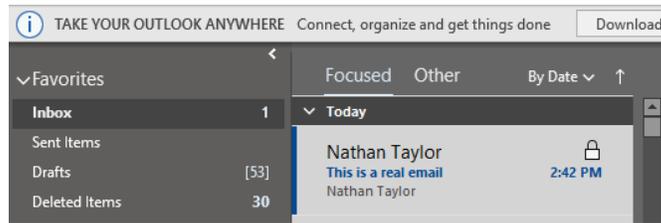
- Prevents external recipients from being able to view the email
- Prevents the recipients from forwarding the email to anyone else
- Prevents printing
- Protects the contents using encryption.

### Highly Confidential \ All Employees:

- Prevents external recipients from being able to view the email
- Prevents the recipients from forwarding the email to anyone else
- Prevents recipients from replying
- Prevents printing
- Protects the contents using encryption.

## Receiving Encrypted emails:

Emails that are encrypted will be denoted by a lock symbol.



If the email was set to not allow forwarding or other actions, attempting to do them will result in this error notification.

## Gmail:

If you send an encrypted email to somebody using Gmail, they will receive this message instead. Clicking the "Read the Message" button will open the message in a protected tab of their web browser to ensure that it is encrypted and has any other protections you have placed on it.

