Purpose: Email encryption is one of the best methods to protect information sent online. This is done by controlling who can see the information, as well as to whom the information can be sent. This Documentation provides steps on how to send an encrypted email and ensure the contents are secure. Part A details how to encrypt via Outlook 2016 and Outlook 2019; Part B shows how to send an encrypted email via Outlook.com; and Part C shows how to send an encrypted email via Mac.

Procedure:

A) Encrypting a single email via Outlook 2016/2019

1) Open Outlook and locate the "New Email" button in the top left of the window (Figure 1).

2) After composing the email, in the new email window, find and click the "Options" tab near the top of the screen (Figure 2).
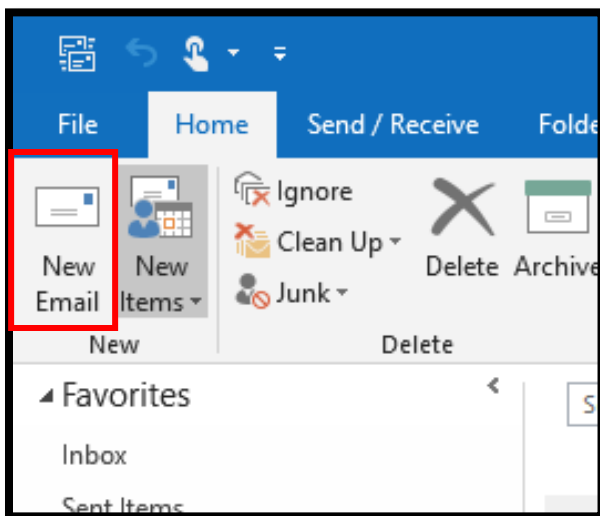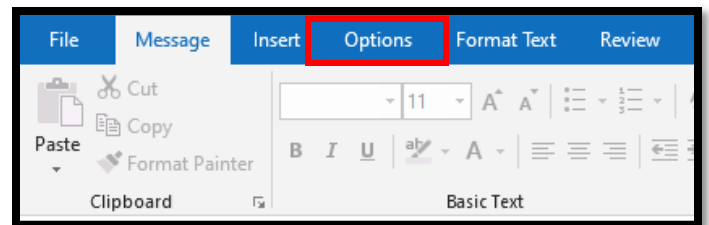

Figure 2

Figure 1

3) In the top menu there should now be one of two buttons (depending on your version of Outlook) – either a "Permissions" button, labeled with a yellow envelope and a red circle (Figure 3); or an "Encrypt" button, labeled with a padlock (Figure 4). Click the top section. This will display informational text above the "To…" line of the email (Figure 5)
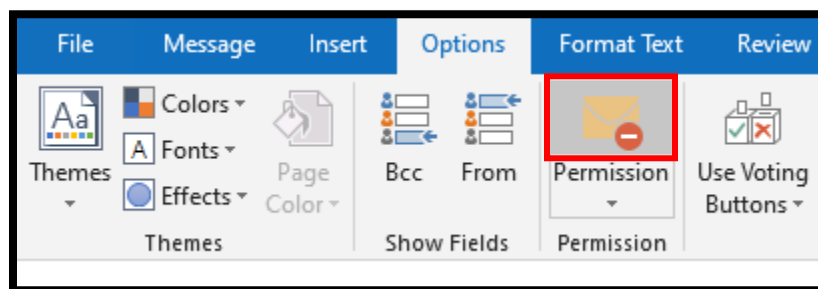

Figure 3
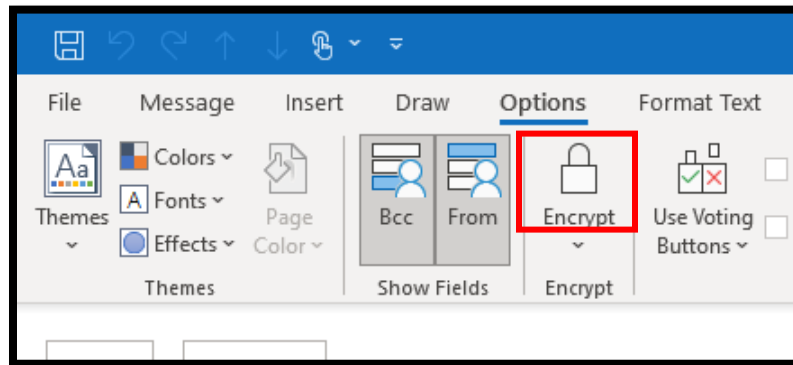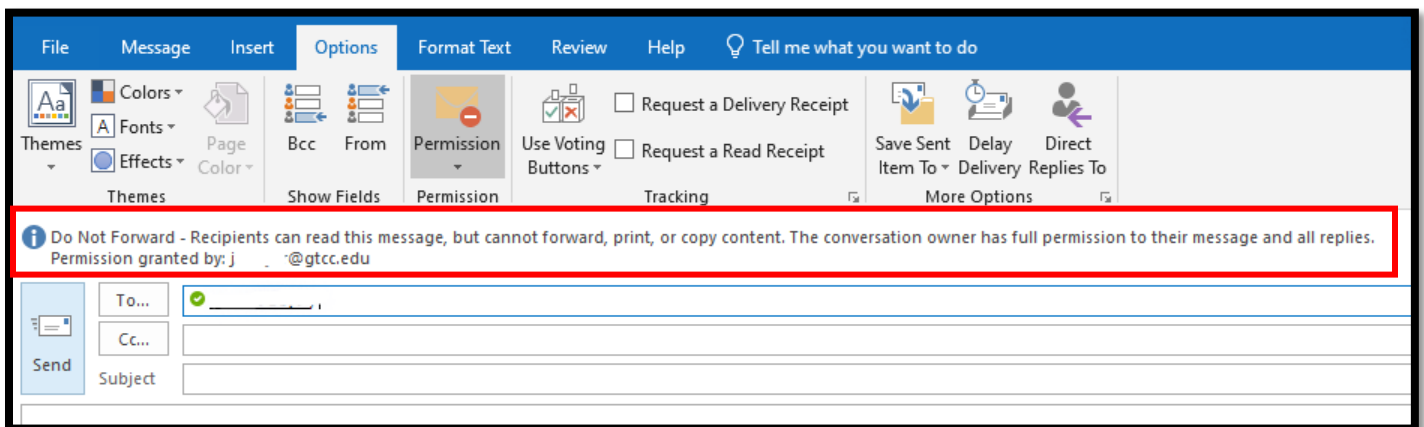
Figure 4

Figure 5

4) Click the bottom section of the "Permission" or "Encrypt" button to display a dropdown menu. On the resulting menu, click "Encrypt-Only" (Figure 6).
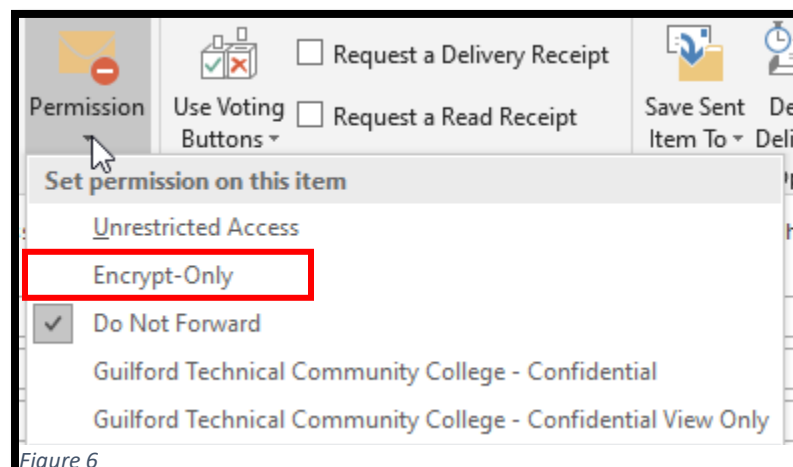

Figure 6

5) When the "Encrypt-Only" option is selected, the text above the "To…" line of the email will change (Figure 7).
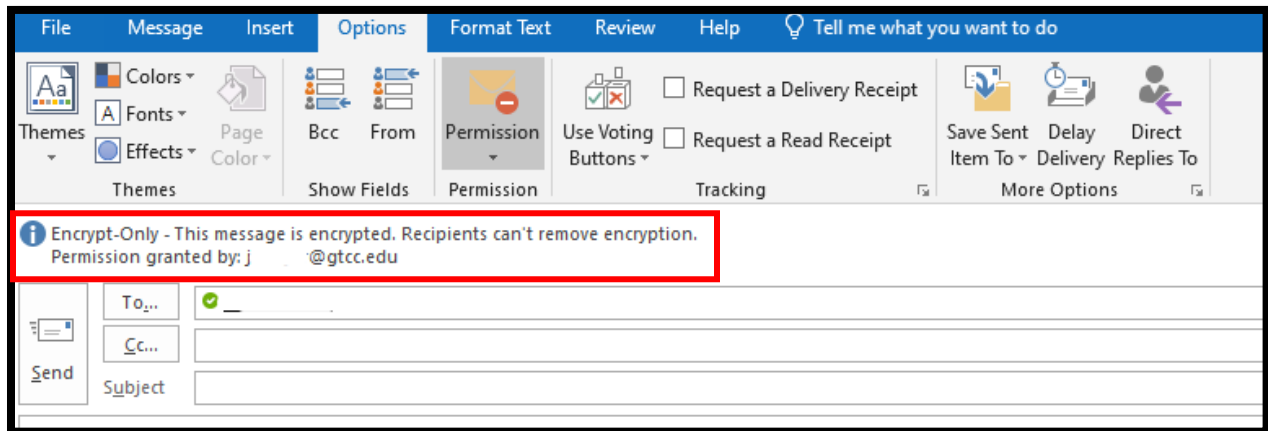

Figure 7

6) At this point, the email is ready to send and will be encrypted. The only people that have permission to see the contents are those listed in the "To…" box.

B) Encrypting a single email via Outlook.com
1) From the Home screen of outlook.com, start a new email by clicking the "New Message" button in the top left (Figure 8).
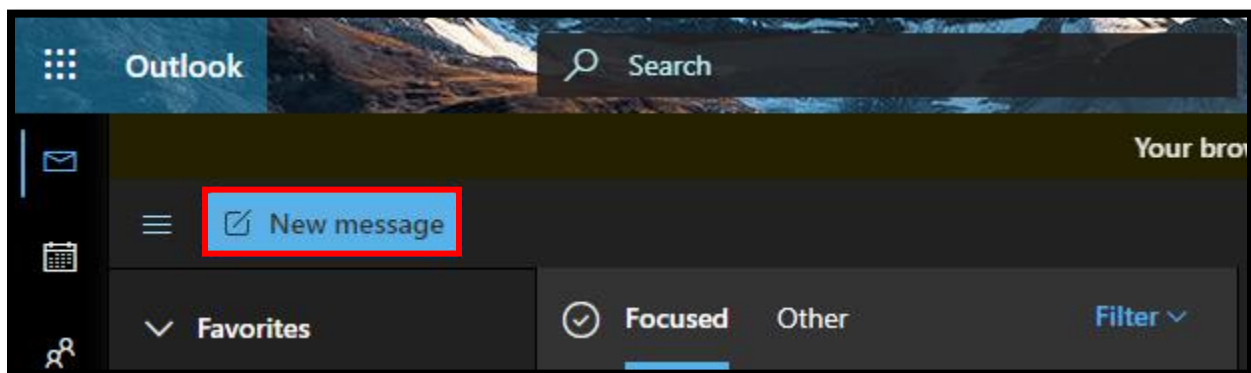

Figure 8

2) To the right of the "Send" and "Attach" buttons on the top of the email will be an "Encrypt" button (Figure 9). Click it and a bar of text should appear above the email with a padlock (Figure 9).
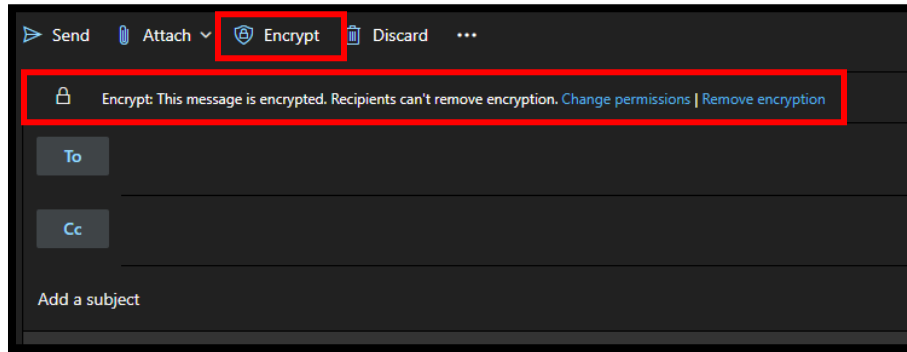

Figure 9

3) If the email matches what is displayed in Figure 9, it is now encrypted and ready to be sent.

C) Encrypting a single email via Outlook on Mac
1) First, navigate to the top left of the Outlook window and open a new email (Figure 10.
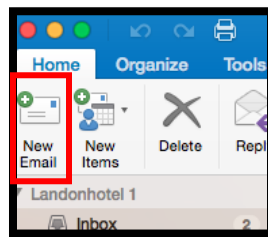

Figure 10

2) Next, in the top menu navigate to "Options" (Figure 11).

Figure 11

3) In the Options tab find the Envelope with a padlock symbol, labeled "Security" (Figure 12). Click on the symbol to display a drop-down menu, and select "Encrypt Message" from the resulting menu.

Figure 12

4) After "Encrypt-Only" is selected, the email is ready to be sent and will be encrypted.