# Send an encrypted email message if you are an Emory email user

### **Option 1 – Subject**

 Create a new e-mail message in your e-mail client of choice (i.e., Outlook). In the subject line, add (any <u>one</u> of these) to your subject: (encrypt) or [encrypt] or {encrypt} or !encrypt! (secure) or [secure] or {secure} or !secure!

Adding one of these two tags to your e-mail subject is what tells the e-mail system to encrypt your message.

To example@gmail.com	See			
Cc	Send Paste Calibri (Bod • 11			
Всс	To: O example@gmail.com Cc:			
(encrypt) Subject	Subject: (secure) Subject			
Message text	Message text			

- Add the recipient(s) e-mail address(es), compose the message as you normally would, and hit Send when you're finished.
- If you send an e-mail to a mix of Emory and non-Emory recipients, the non-Emory
  recipients will receive an encrypted copy, and the Emory recipients will receive the
  message as normal. Always double-check the addresses to ensure that you're sending
  the message to the intended recipient(s).
- The recipient of your message will receive an e-mail informing them that they have an encrypted message waiting for them, and they will be instructed on how to access it.

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#### **Option 2: Protect Button or Rights Management setting**

### For OWA (Outlook Web):

Step 1 - Compose an email, and you can simply click the Protect button.



Step 2 - By default, it will default to the Do Not Forward permission.



Step 3 - Click on Change Permissions and choose Encrypt

Step 4 - Finish your email and send.

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#### From Outlook (Windows Outlook 2013 or later or Mac Outlook 2016 or later):

Options File Message Insert Format Text Colors <sup>•</sup> Aa A Fonts Bcc U Themes Page From Permission E Color \* Effects -Show Fields Themes Permission

Step 1 - Compose a new email, and choose the Options Tab

Step 2 - Click on the Permission button, and it will display a dropdown menu

Options		Format Text		t Review	N	Developer	H	
	From	Perr	nission	Use Voting Buttons *		Request a Deliver Request a Read R	ry R lece	
Show Fields Set permission on this item								
ted. Recipients car .edu			Unrestricted Access					
		~	✓ Encrypt-Only					
1		Do Not Forward						
			Emory University - Confidential					
	Emory University - Confidential View Onl							
			Expire in 14 days					

- Step 3 Choose Encrypt Only
- Step 4 You will see a MailTip like this:

Encrypt-Only - This message is encrypted. Recipients can't remove encryption.
 Permission granted by: email@emory.edu