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 one 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.

- 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.
Send an encrypted email message if you are an Emory email user

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

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

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

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