# 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<br>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                | V | Developer                            | Η |  |
|---|---|----------------|---------------------------------|-------------------------|---|--------------------------------------|---|--|
| icc                                     | From                                      | Perr           | mission                         | Use Voting<br>Buttons • | _ | Request a Delive<br>Request a Read F | Ĩ |  |
| Show Fields Set permission on this item |   |                |                                 |                         |   |                                      |   |  |
| ted. Recipients cai<br>.edu             |   |                | Unrestricted Access             |                         |   |                                      |   |  |
|   |   | ~              | ✓ Encrypt-Only                  |                         |   |                                      |   |  |
| ï                                       |   | Do Not Forward |                                 |                         |   |                                      |   |  |
|   |   | -              | Emory University - Confidential |                         |   |                                      |   |  |
|   | Emory University - Confidential View Only |                |                                 |                         |   |                                      |   |  |
|   |   |                | 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