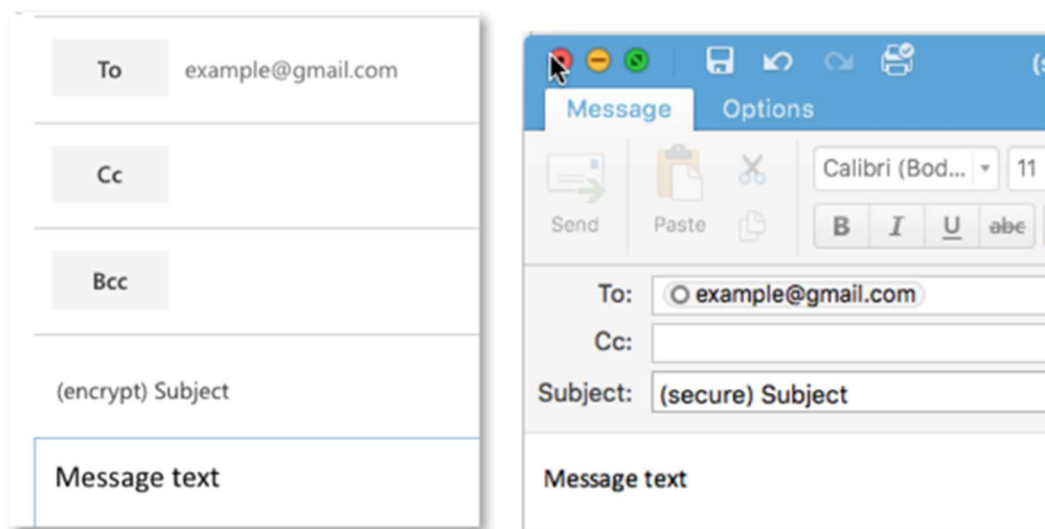# Send an encrypted email message if you are an Emory email user

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.


- 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.

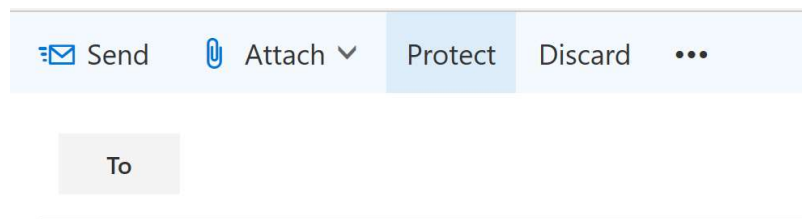# Send an encrypted email message if you are an Emory email user

Option 2: Protect Button or Rights Management setting
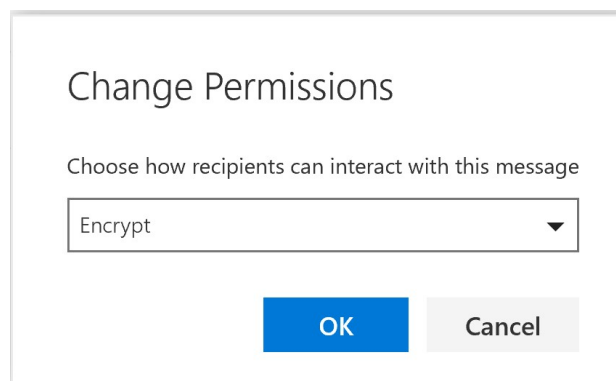
For OWA (Outlook Web):

Step 1 - Compose an email, and you can simply click the Protect button.
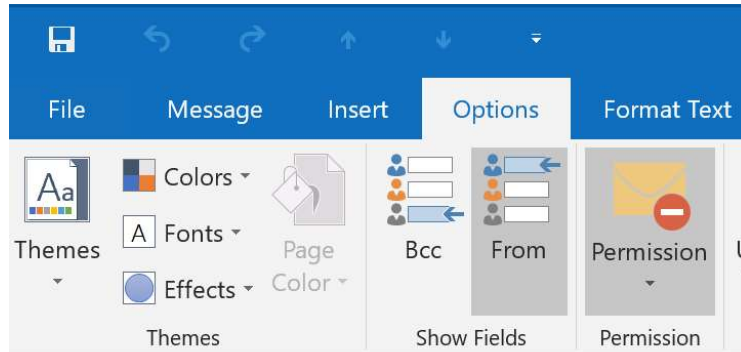
Step 2 - By default, it will default to the Do Not Forward permission.

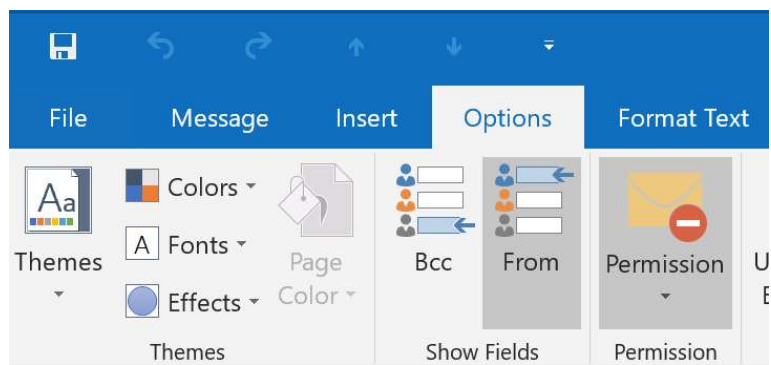Step 3 - Click on Change Permissions and choose Encrypt
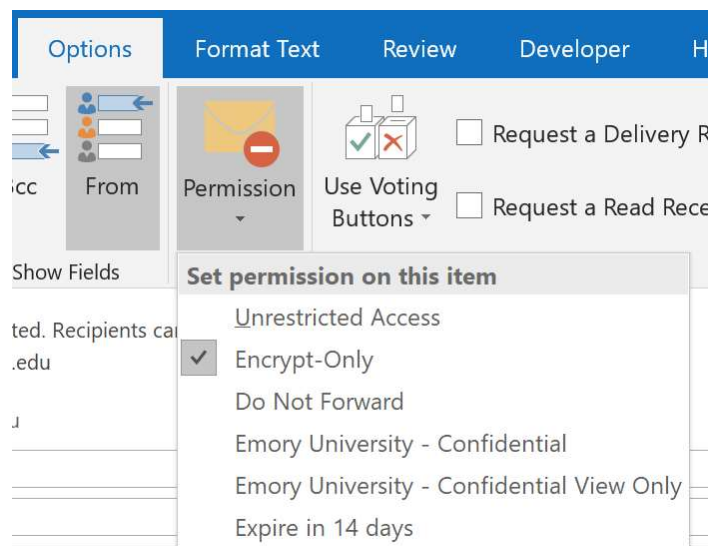
Step 4 - Finish your email and send.

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: