


Sending a Secure Email

1. Please send a test email to ensure your account is setup for email encryption **before** sending a real email. If it is not, you can submit a support request to have email encryption enabled for your company.
2. Open Outlook and start a new email
3. Include the word "secure:" (without quotes) to send a secure email message:

To...	<input type="text" value="recipient@domain.com"/>
Cc...	<input type="text"/>
Bcc...	<input type="text"/>
Subject	secure: your email subject goes here

4. The recipient will receive a message from Microsoft like the email below. They will need to save the attachment to their Desktop. They will need to open the "message.html" attachment and follow the instructions to read and respond to the encrypted email. They do not need a Microsoft account to read and respond to your secure email.

 If there are problems with how this message is displayed, click here to view it in a web browser.



You've received an encrypted message from **[redacted]**
To view your message
Save and open the attachment (message.html), and follow the instructions.
Sign in using the following email address: **[redacted]**

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

 Message encryption by Microsoft Office 365