**College of the Mainland Email Encryption Guide**

**Outlook Client**

To encrypt an email from the local Outlook client on your computer, click **“New Email”**



In the New Email window, in the ribbon at the top, click **“Options”** And then **“Encrypt”**



After clicking the **Encrypt button**, the email will be **Encrypt-Only**.



**It is important to understand that with the Encrypt-Only option, the email can still be forwarded and viewed by outside individuals. To ensure that the email is encrypted but cannot be forwarded, select “Do Not Forward”**

Office 365 Outlook (Internet Browser)

To encrypt an email from the online version of Outlook, click “New Message”

Then, in the message pane, **click the ellipses (…)** on the right side and a drop down will appear.

**Click Encrypt -> Encrypt**

