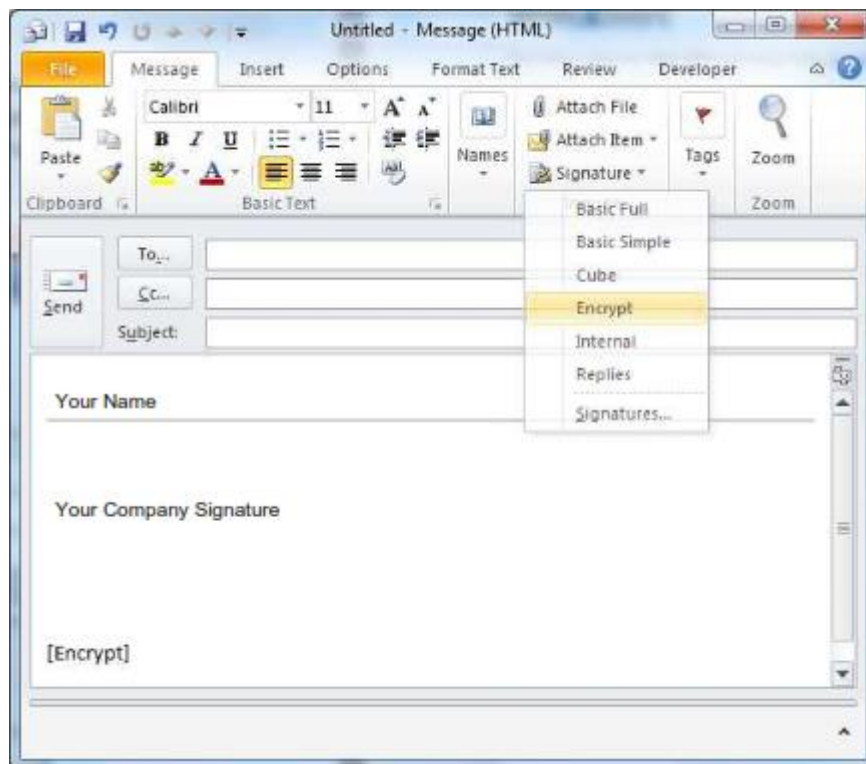## How to send Encrypted Email

It is possible to manually specify that an email should be encrypted by simply using the keyword: [encrypt] in the subject or body of an email– *It needs to be enclosed in the* **brackets**.

Note: Email sent from you, with [encrypt] in the body, to users outside of your office, will be automatically encrypted if they reply to your thread.

Sending and Encrypted Email with a Signature Option

The following method requires the use of the full Outlook client. To use an email signature **to send an encrypted email,** create a copy of your existing email signature and change its name to Encrypt. Add to the signature the text [encrypt] and save the new signature, example shown below. The next time you want to send an encrypted email, select the Encrypt signature option from the Signature drop down list in Outlook.

Note: If you have Outlook web interface, the Signature method will not work. Please add the text [encrypt] manually to the subject or body of an email, as stated in the Sending an Encrypted Email section, found above.