How to Encrypt Emails

This guide walks through the steps required to encrypt emails from your Lander account using the Outlook desktop application or Outlook web mail.

You will need to have Outlook 365 installed to use this guide. If you need to update your version of Outlook, please call the ITS Service Desk at (864) 388-8234 to schedule the update.

1. Open **Outlook**.

2. Click **New Email**.
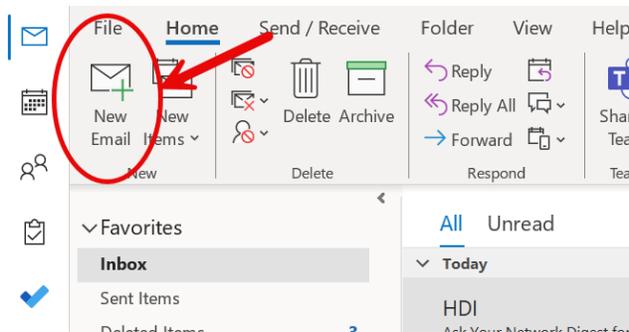
3. Click the **Options** button in the top menu.
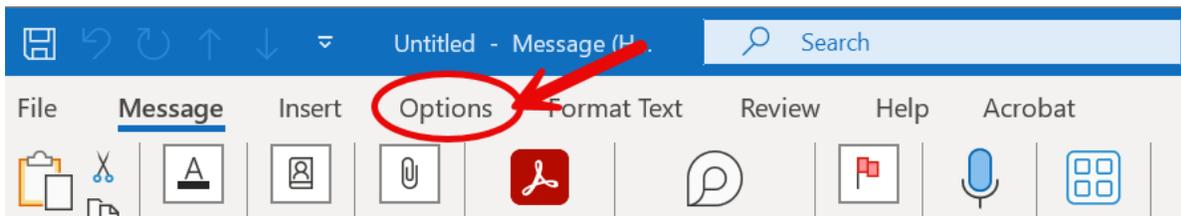
4. Under the **Options** tab, click the **Encrypt** drop-down menu.
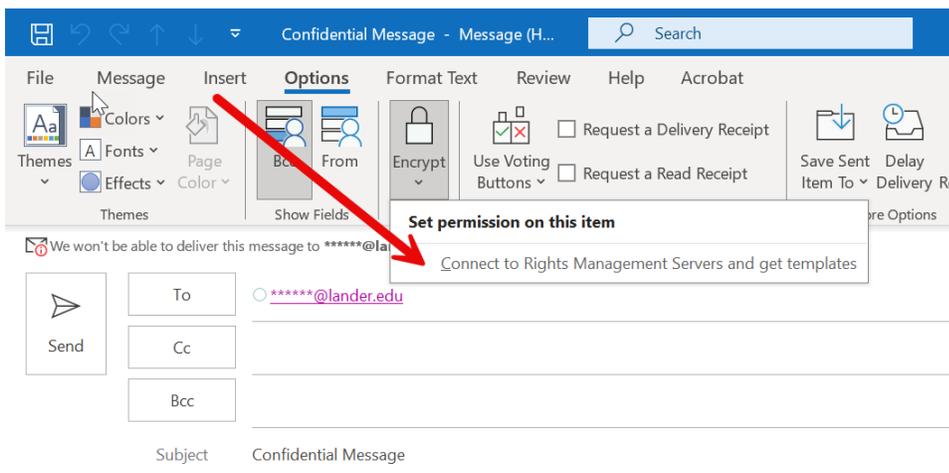
If you are prompted to **Connect to Rights Management Servers and get templates**, Connect now. This prompt should only appear the first time you use the Encrypt Option.
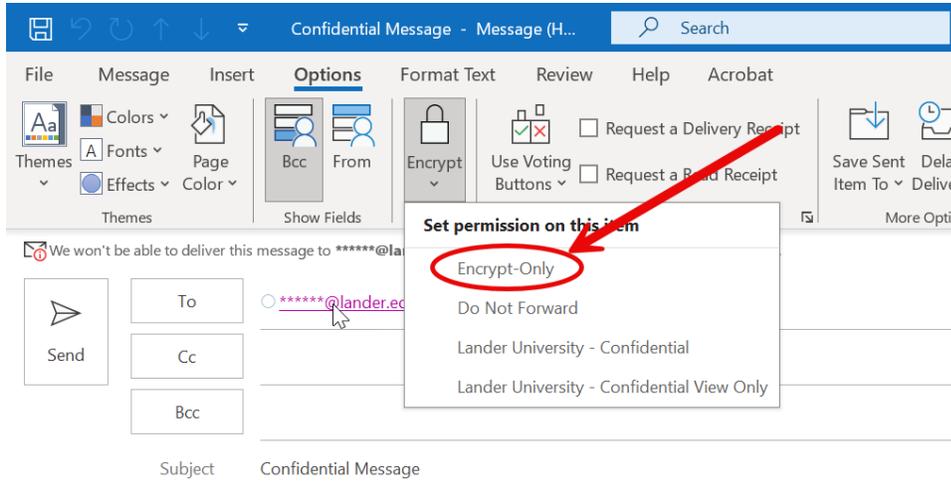
5. Select the **Encrypt-Only** option. (More information about other options is available in Service Desk.) Compose and send your email as you normally do.

6. When you Send your email, the email will appear in the recipient's email with a lock beside it.
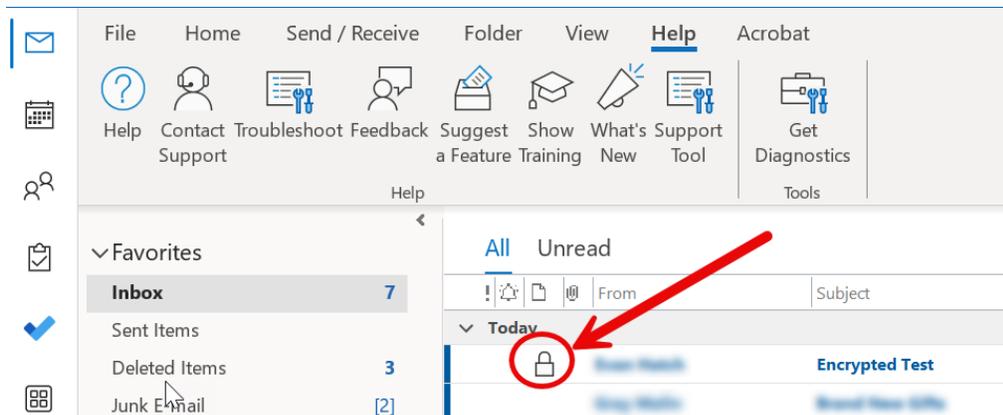
7. Once the recipient opens the email, they will see an encryption notice at the top of the message.
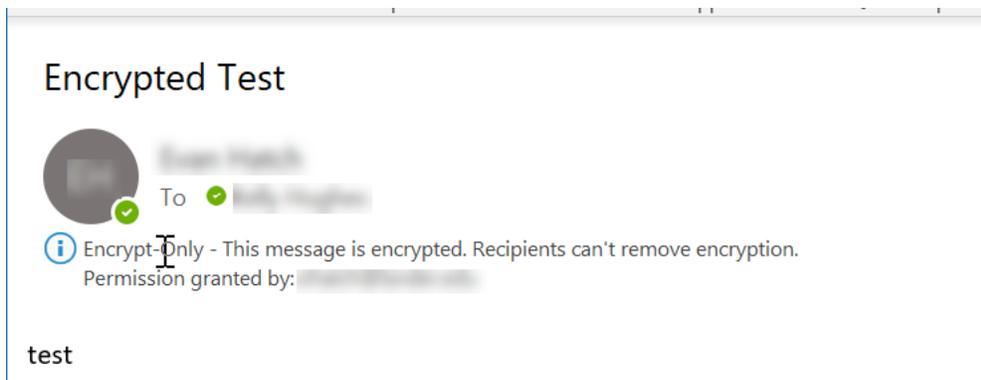
That's it! If you have questions or need assistance, please call the ITS Service Desk at (864) 388-8234.