

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.

	2 ℃ ↑	↓ ₹	Confidential N	Message - Message	н	✓ Search	
File	Message	Insert	Options	Format Text R	eview	Help Acrobat	
Aa Themes	Colors × A Fonts × Effects ×	Page Color ~	BCC From	Encrypt v Use Vot Buttons	ing • Req	uest a Delivery Receipt uest a Read Receipt	Save Sent Delay Item To ~ Delivery Re
	Themes		Show Fields	Set permission o	on this iten	n	ore Options
∑ <mark>∂</mark> We w	ron't be able to	deliver this me	essage to ******@	<u>C</u> onnect to F	ights Mana	agement Servers and get	templates
\triangleright		То	******@lander.	edu			
Send		Cc					
		Всс					
	Su	ibject C	onfidential Mess	sage			

If you are prompted to <u>Connect to Rights Management Servers and get templates</u>, Connect now. This prompt should only appear the first time you use the Encrypt Option.

	9 U	↑ ↓ ⊽	Confidential N	lessage - Message (H	,∕∕ Search			
File	Messa	ge Insert	Options	Format Text Review	w Help Acrobat			
Aa	Color A Fonts	s * Dage	Brc From		Request a Delivery Ree	ipt	Save Sent	
×	Effect	s v Color v	Bee	Buttons Y	Request a Read Receip	t	Item To ~	Delive
	Theme	5	Show Fields	Set permission on th	isitem	Ŀ	Mo	re Optic
Co We	won't be ab	le to deliver this	message to *****@ ;	Encrypt-Only				
	>	То	○ <u>*****@lander.e</u>	Do Not Forward				
Sen	d	Cc		Lander University	- Confidential			
		Всс		Lander University	- Confidential View Only			
		Subject	Confidential Messa	age				

- 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.

	File Home	Send / Receive	Folder Vi	ew Help	Acrobat	
	? 🛛 🛛	1		1		
	Help Contact Troubl Support	leshoot Feedback S a	Suggest Show Feature Training	What's Support New Tool	t Get Diagnostics	
Rq		Help	5		Tools	
ŕĊŋ	× Favorites	*	All Unre	ad		
\checkmark	Inbox	7	12 B 0	From	Subject	
•	Sent Items		✓ Today			
	Deleted Items	3		Rose Hatch	Encryp	ted Test
	Junk Ehnail	[2]		State Martin	Band	text UPA

7. Once the recipient opens the email, they will see an encryption notice at the top of the message.

	I	11	-	
Encry	pted Test			
i Encry Permi	To O pt- <mark>O</mark> nly - This message is encrypted. Reci ission granted by:	pients can't remove encryption.		
test				

That's it! If you have questions or need assistance, please call the ITS Service Desk at (864) 388-8234.