How to Encrypt Email Message

For Outlook 2019 and 2016,. In an email message top menu, select File >



Properties >



Click Security Settings >

Place a Check Mark in the box "Encrypt Message Contents and Attachments"

| Security Properties | \times |
|--|----------|
| Encrypt message contents and attachments | |
| Add digital signature to this message | |
| Send this message as clear text signed | |
| Request S/MIME receipt for this message | |
| Security Settings | |

Then Click OK and then Close.

When your message is sent, it will be sent with Encryption and the recipient will receive instructions on what to do to Unencrypt the message on their side.