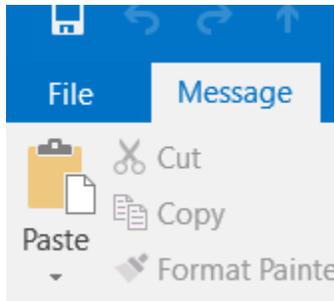
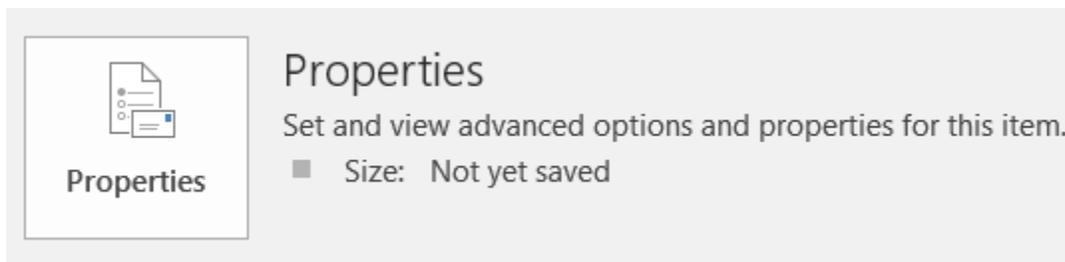


# How to Encrypt Email Message

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”



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.