

How to add Sign and Encrypt Icons to Outlook Quick Access Toolbar

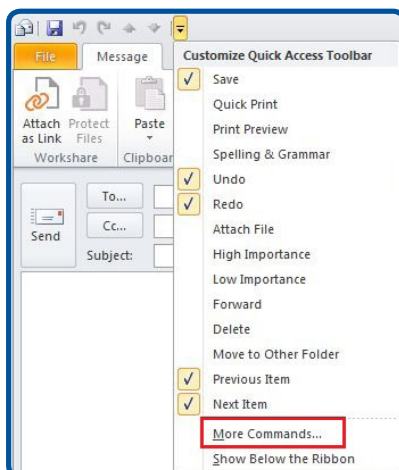
In order to sign and/or encrypt email in Outlook, you must have the Sign and Encrypt icons visible in the New E-mail menu bar. If you do not see the icons, use these instructions to add them to the menu bar.



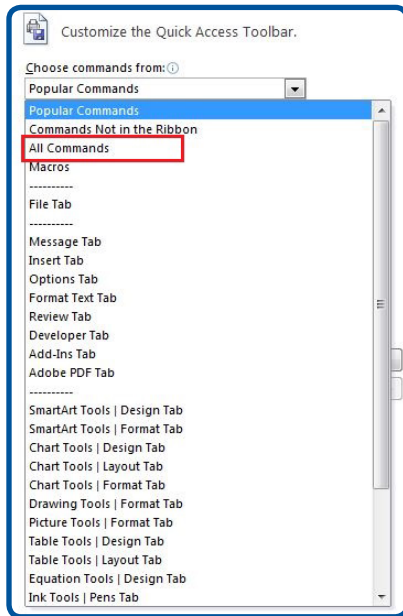
1. Start out by clicking **“New E-mail”**.



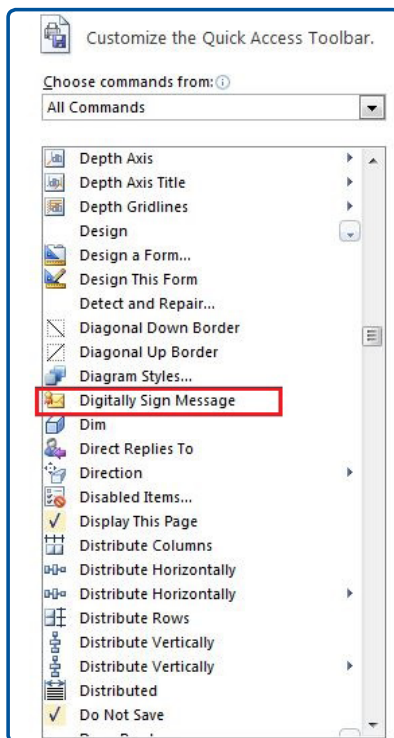
2. If the two icons are not there, click on the **Down Arrow**, and click on **“More Commands”**. This will bring up the menu where you can add more commands.



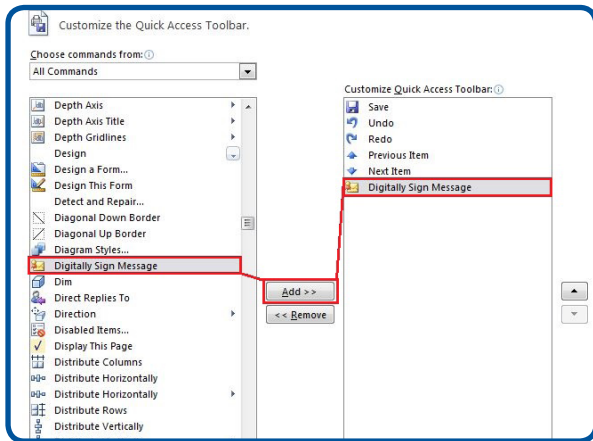
3. Select **“All Commands”** from the **“Choose commands from”** drop-down menu.



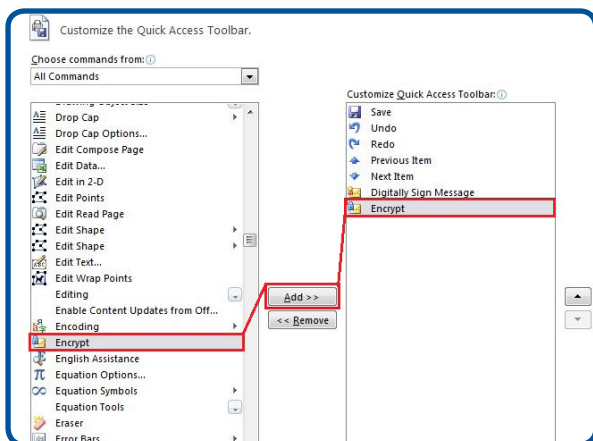
4. Scroll down till you see **“Digitally Sign Message”** and select it.



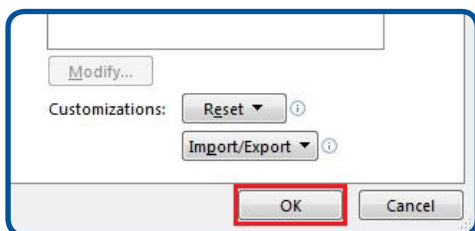
5. Click **“Add”**.



6. Do the same for **“Encrypt”**.



7. Click **“OK”**.



and both icons should now appear in the **Quick Access Toolbar** at the top of the **Compose Message** window.

