

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.

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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.

Popular Commands	•
Popular Commands	
Commands Not in the Ribbon	
All Commands	
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File Tab	
Message Tab	
Insert Tab	
Options Tab	
Format Text Tab	=
Review Tab	-
Developer Tab	
Add-Ins Tab	
Adobe PDF Tab	
SmartArt Tools Design Tab	
SmartArt Tools Format Tab	
Chart Tools Design Tab	
Chart Tools Layout Tab	
Chart Tools Format Tab	
Drawing Tools Format Tab	
Picture Tools Format Tab	
Table Tools Design Tab	
Table Tools Layout Tab	
Equation Tools Design Tab	

4. Scroll down till you see "Digitally Sign Message" and select it.





5. Click "Add".

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6. Do the same for "Encrypt".

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7. Click **"OK"**.

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

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