

How to Sign and Encrypt Emails in Microsoft[®] Outlook

Once your Outlook is configured, you are ready to sign and encrypt emails.

1. When you have an email open, click on the "Options" tab at the top of the email.

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2. In the **"Permission"** section, directly below the top tabs, you should see two (2) buttons named **"Encrypt"** and **"Sign"**.



3. Click on the "Sign" button to depress it to digitally sign this email.

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Click on the "Encrypt" button to depress it to encrypt this email.
Note: You must have the recipient's public key in order to encrypt an email.



5. Click on both buttons, "Sign" and "Encrypt", to digitally sign and encrypt the message.

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6. After you have finished typing the new email or preparing a reply or forward, press the **"Send"** button.



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