

Send Secure / Encrypted Email through Outlook

(This user guide is applicable to Outlook 2010 or above)

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1.	Make a new e-mail in Outlook.	Dil M a) 0 + → 1=
	Under Options tab, click Encrypt	File Message Insert Options Format Text Review
	icon to encrypt the e-mail. To	A Colors * 🔊 🚼 🖂 A Encrypt
	sign the e-mail, click Sign icon .	A Fonts -
		Themes Page Permission Sign Use V
		Themes Show Fields Permission
		From - @cuhk.edu.hk
		Send
		Bcc
		Subject:
2.	Type your e-mail content and send out the e-mail.	Image: Send Image: Themes Image: Theme
		Bcc
		Subject: This is an encrypted and signed e-mail
3.	From Sent Items folder, you can t	ie encrypted icon 🔎 and signed icons 冬 shown at right hand side

of the sent e-mail.

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