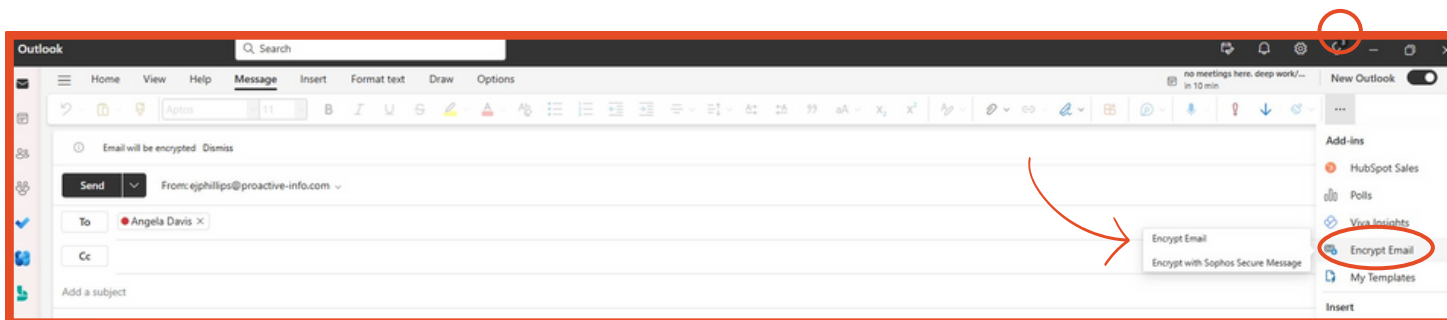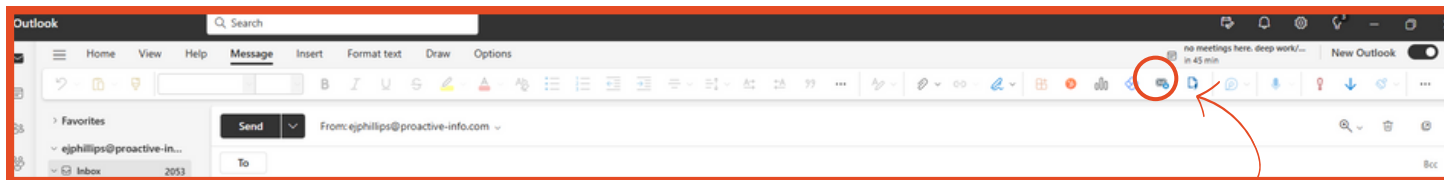# Sending an encrypted email with SOPHOS

Email encryption keeps your messages safe from unauthorized readers. Only the people you choose can see what you write.

TO ENCRYPT AN EMAIL:

OPTION 01. WHEN USING OUTLOOK:

When using Outlook, you can click on the **Encrypt Email** button in the ribbon menu. This will automatically encrypt your email before sending it. You may have to hunt for the button, depending upon how you have your add-in ribbon set up.

OPTION 02. WHEN NOT USING OUTLOOK:

If you are not using Outlook, or you cannot find the Encrypt Email button, you can type @encrypt in the subject line of your email. This will also encrypt your email before sending it.