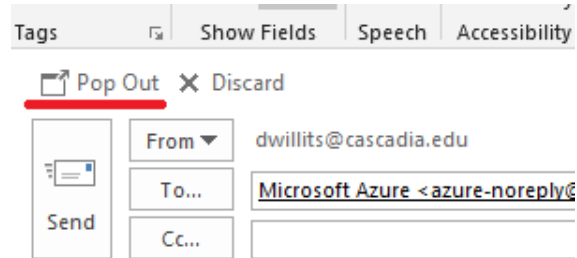
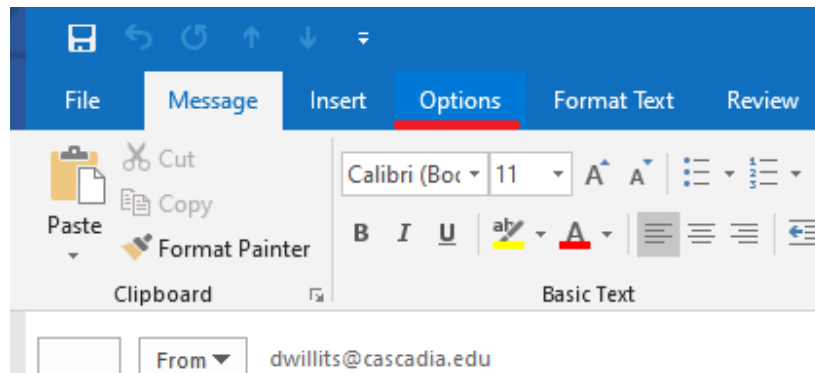


Encrypting E-mail in Outlook 2019

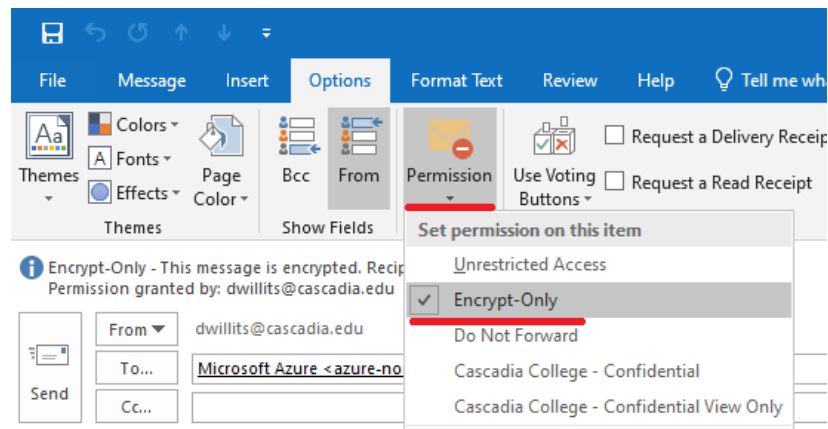
- [1] Start a 'New Email' or if replying in the preview pane, select 'Pop Out'.



- [2] With the email in its own window, select the 'Options' tab.



- [3] Click on the down arrow under 'Permission' and then click on 'Encrypt-Only'.



Your email is now encrypted and can be sent knowing that the data within is secure.

If you have any problems, please contact the Information Services Help Desk. Reference what documentation you have tried and provide a synopsis of the issue you are having. You can call the Helpdesk at 425-352-8228 (ext. 2-8228), chat with us at support.cascadia.edu or email us at helpdesk@cascadia.edu.

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To request disability accommodations for student events, please contact Disability Support Services at

425.352.8128 or disabilities@cascadia.edu at least ten days prior to the event.