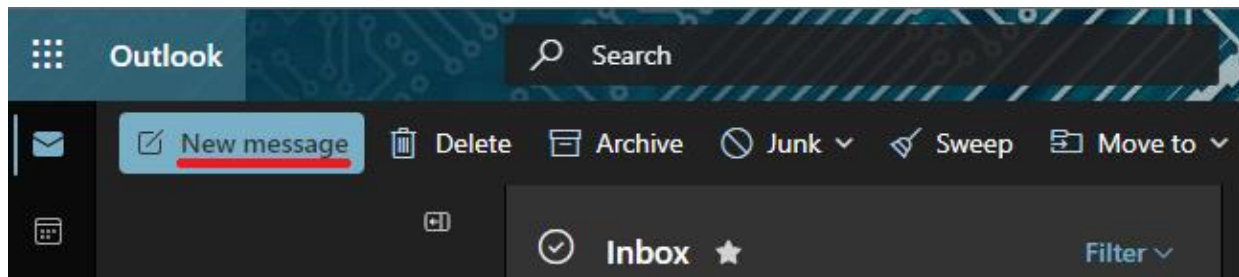
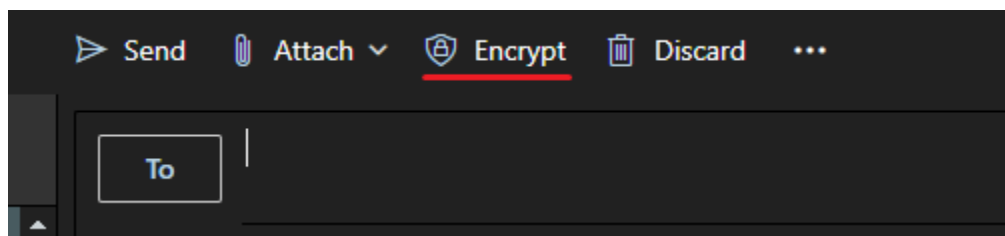


Encrypting E-mail in Outlook 365

- [1] Log in to Office 365, start Outlook, and select “New message.”



- [2] In the composition pane, simply click on the “Encrypt” button.



- [3] 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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