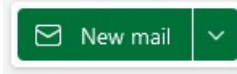
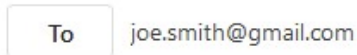


Outlook – How to Send Encrypted Emails to External Recipients

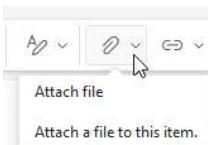
1. In your Outlook account (<https://outlook.office.com>), click on **New mail**.



2. Enter the email address of the external recipient(s) who will be receiving the confidential emails and attachments.



3. Include the attachments if needed with the email.



4. Then in the subject line (“Add a subject”), enter one of any of these key words: **Secure Message**, or **[Private]**, or **[Encrypt]**, or **(Private)**, or **<Private>**.

This step is important. If you do not include any of these key words in the subject line, the email and attachments will not be encrypted!

Example 1:



Example 2:




Example 3:

To: joe.smith@gmail.com

Cc:

Encrypt Please read

Hello this a test

5. **Send** the email.  The external email recipient(s) will get the encrypted email message in a moment.
6. External email recipient(s) will get a message and will need to click on **Read the message**:

 **hsolc.org** has sent you a protected message.



[Read the message](#)

[Learn about messages protected by Microsoft Purview Message Encryption.](#)

7. They will be asked to sign in with their own account or sign in with a one-time passcode sent to their email address to be able to view the message. In this example, the recipient has a Google Gmail account.

Sign in to view the message



[Sign in with a One-time passcode](#)

8. The external recipient(s) follow the instructions for either signing in their accounts or the one-time passcode. For one-time passcode example:

Your one-time passcode to view the message 

Microsoft Office 365 Message Encryption <MicrosoftOffice365@messaging.microsoft.com>
to me ▾

9. Recipients now can view the message, receive the attachment (if included), and reply to message.

Secure message test




Today, 9:30 AM
@gmail.com ✉

 Reply all ▾

Encrypt: This message is encrypted. Recipients can't remove encryption.

This is a secure message test