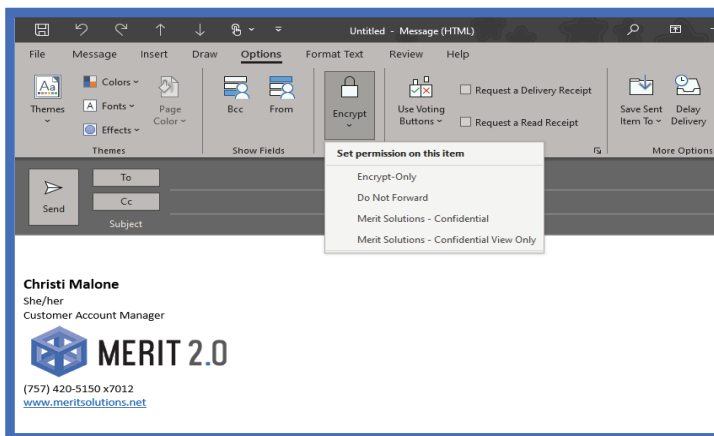


How to Send Encrypted Email from M365 with Outlook



The MERIT Quick Guides are a series of step-by-step instructions to help you harness the power of technology.

- 1 Open a new email.
- 2 At the top, navigate to **OPTIONS**.
- 3 Click on **ENCRYPT**. Enter your password and 2FA code, if prompted.
- 4 There will be four options. Select one that matches your use case. The description will appear at the top of your email.



- 5 Write and send your email as normal.

ENCRYPTION TYPES

> *Encrypt only:*

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

> *Do Not Forward:*

Recipients can read this message, but cannot forward, print, or copy content. The conversation owner has full permission to their message and all replies.

> *Confidential:*

This content is proprietary information intended for internal users only. This content can be modified but cannot be copied and printed.

> *Confidential View Only:*

This content is proprietary intended for internal users only. This content cannot be modified.

About MERIT 2.0

MERIT was founded in 1983 and was re-branded in 2020 as MERIT 2.0. Our Mission Statement is *To educate every worker at every client and provide them the technology to improve.*

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