HOW TO ENCRYPT AN OUTLOOK EMAIL

Go to my.connorsstate.edu and log on using your **Connors C-Key** login information.

Select the 'Cowboy Mail' icon (see below).



Select the 'New Message' icon at the top left of the screen (see below).



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Next click the 'Encrypt' button at the top of the page (see below).

⊳ Send	🛿 Attach 🗸 🕲 Encrypt 🛍 Discard …
A	Encrypt: This message is encrypted. Recipients can't remove encryption. Change permissions Remove encryption
То	
Cc	
Add a s	subject

You can now choose your 'To' person and attach your file using the below icon (see below).

