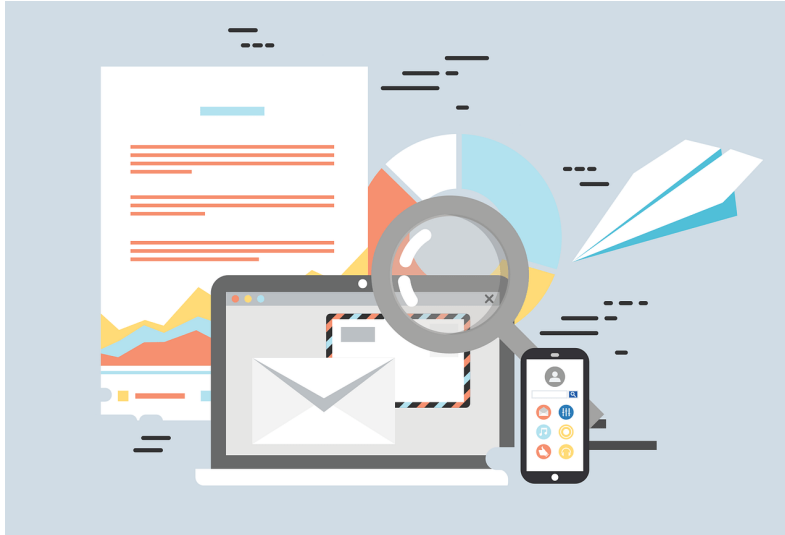


## Encrypted emails



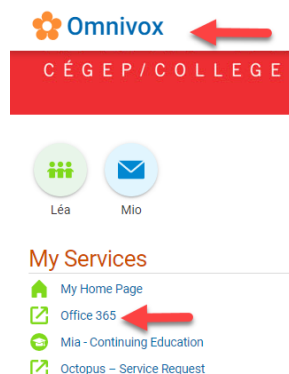
### How to send an encrypted email within the organization?

*The purpose for needing to send an encrypted email message internally is to prevent the main recipient from changing or altering the original message content before forwarding it to another recipient.*

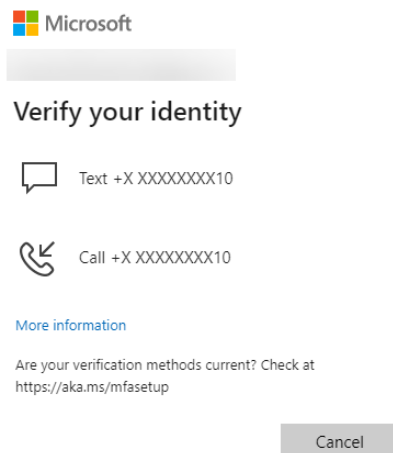
In order to start sending an encrypted email, the user will have to access Outlook from Microsoft Office 365, so this **cannot be done using the Outlook application on the PC.**

But to be able to read this email, the user can open it in an Outlook application, either on his PC or his portable device.

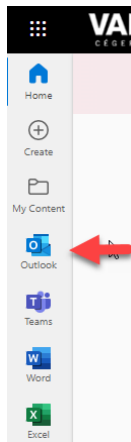
1. There are 2 ways to access Outlook/Office 365:
  - a. Direct login <https://outlook.office365.com/mail/> or
  - b. Login to Ominvox and click on the **Office 365** link



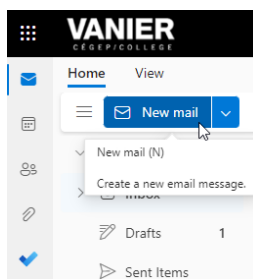
2. A new Microsoft page will open in which you will need to authenticate yourself using either an Auth App or your phone by receiving a Text or call.



3. Click on Outlook icon to open it

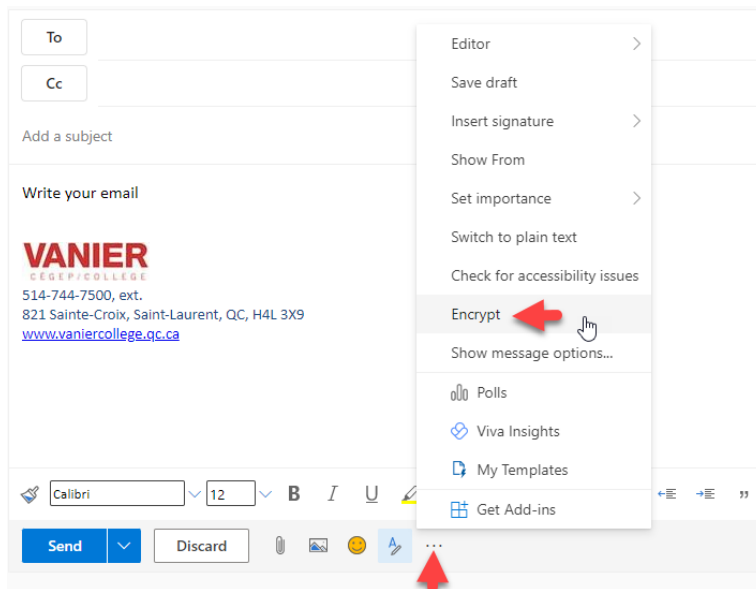


4. Click on New Email

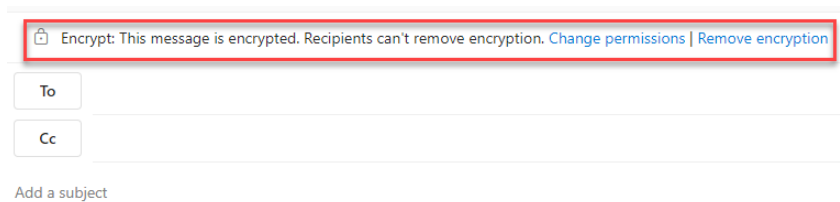


5. You can either start writing your email then choose to encrypt it or the other way round.

6. Click on the 3 dots underneath and choose Encrypt:



7. You will see this message above:



8. Choose your recipients then send it.