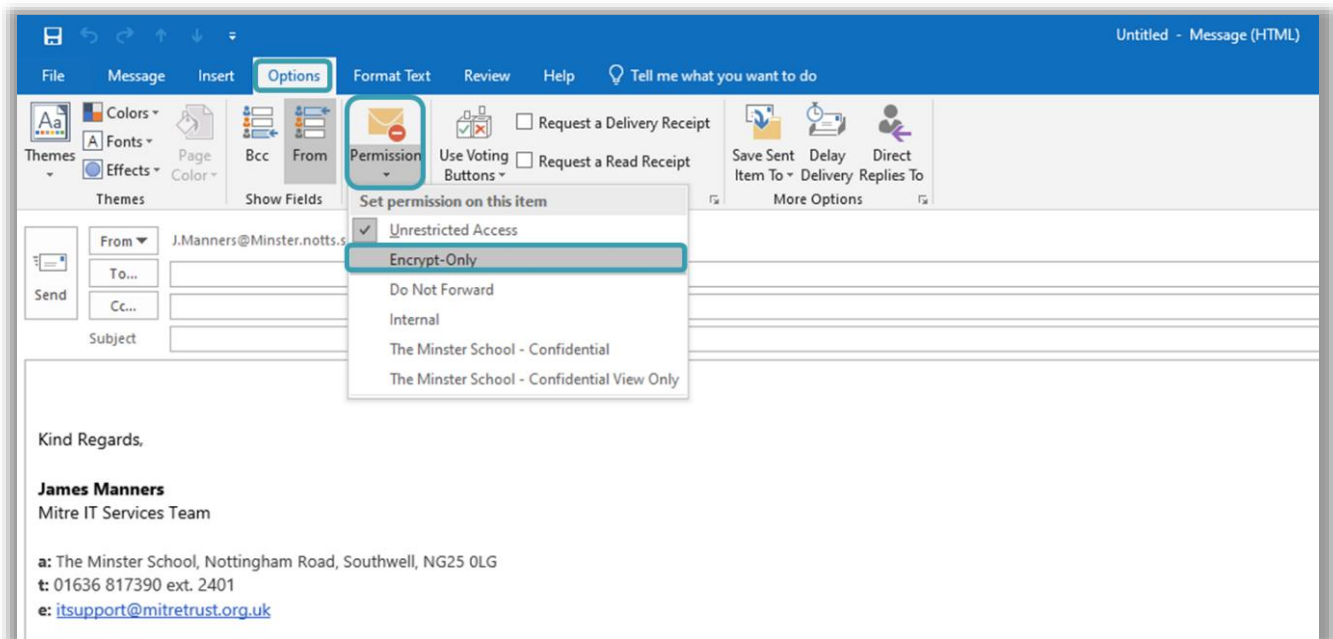## - Sending encrypted emails using Outlook

1. Create a **New Email** in Outlook. Select the **Options** tab and select the **Permission** dropdown. You will now see a range of permissions, one of which is **Encrypt-Only**.

Note: the first time you click on the permission you will be asked to "Connect to rights management servers and get templates." This will allow you to view the following options.

- **Unrestricted Access**
  standard email.
  Encrypt Only
  used for emails containing highly sensitive data.
  [This message is encrypted. Recipients can't remove encryption.]
- **Do Not Forward**
  removes the ability to forward the email.
  [Recipients can read this message, but cannot forward, print, or copy content. The conversation owner has full permission to their message and all replies.]
- **Internal**
  can only be viewed by users with a Minster School email address including students
  [This content is for internal viewing only.]
- **The Minster School – Confidential**
  [This content is proprietary information intended for internal users only. This content can be modified but cannot be copied or printed.]
- **The Minster School – Confidential View Only**
  [This content it proprietary information intended for internal users only. This content cannot be modified.]