

Procedure to encrypt mail on outlook.

1. create a **New Email**: Click on **New Email** to start composing your message.
2. **Access Options**:
In the new message window, go to the **Options** tab on the ribbon.
3. **Encrypt the Email**:
Click on the **More Options** button represented "three dots" symbol, or ellipsis (...)
And select Message Options
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4. A new window will open, select **Security Settings**
5. In the Security Properties window, check the box for **Encrypt message contents and attachments**. Now click send to send the mail.
6. Receiver gets mail as encrypted.
7. Once the receiver clicks the read the message option in their mail, the receiver gets the OTP.
8. Once the receiver enters the OTP, then the receiver will be able to read the mail.
Note: internal mail does not require OTP even if we encrypt the mail.