

Encrypt email messages

Outlook for Office 365 Outlook 2019 Outlook 2016 Outlook 2013 Outlook 2010 [More...](#)

When you need to protect the privacy of an email message, encrypt it. Encrypting an email message in Outlook means it's converted from readable plain text into scrambled cipher text. Only the recipient who has the private key that matches the public key used to encrypt the message can decipher the message for reading. Any recipient without the corresponding private key, however, sees indecipherable text. Outlook supports two encryption options:

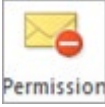

1. **S/MIME encryption** - To use S/MIME encryption, the sender and recipient must have a mail application that supports the S/MIME standard. Outlook supports the S/MIME standard
2. **Office 365 Message Encryption** (Information Rights Management) - To use Office 365 Message Encryption,

the sender must have Office 365 Message Encryption, which is included in the O365 E3 license.

New Encrypt button and updates to email encryption

With the new Office update, email encryption in Outlook got better.


🔒 This feature is available to [Office 365 Subscribers](#) only.

- The **Permissions** button  is replaced with the **Encrypt** button  .
- The new Encrypt button contains both encryption options (S/MIME and IRM). The S/MIME option is only visible if you have S/MIME certificate configured in Outlook.

For detailed instructions on adding encryption check [Encrypting with S/MIME](#) or [Encrypt with Office 365 Message Encryption](#).

Newer versions **Office 2010** **Office 2007**

Encrypt a single message

1. In the message that you're composing, on the **Options** tab, in the **More Options** group, click the dialog box launcher  in the lower-right corner.
2. Click **Security Settings**, and then select the **Encrypt message contents and attachments** check box.
3. Compose your message, and then click **Send**.

Encrypt all outgoing messages

When you choose to encrypt all outgoing messages by default, you can write and send messages the same as you do with any other messages. All potential recipients, however, must have your digital ID to decode or view those messages.

1. On the **File** tab, click **Options > Trust Center > Trust Center Settings**.
2. On the **E-mail Security** tab, under **Encrypted e-mail**, select the **Encrypt contents and attachments for outgoing messages** check box.
3. To change additional settings, such as choosing a specific certificate to use, click **Settings**.