

Sending Encrypted Email Through Outlook

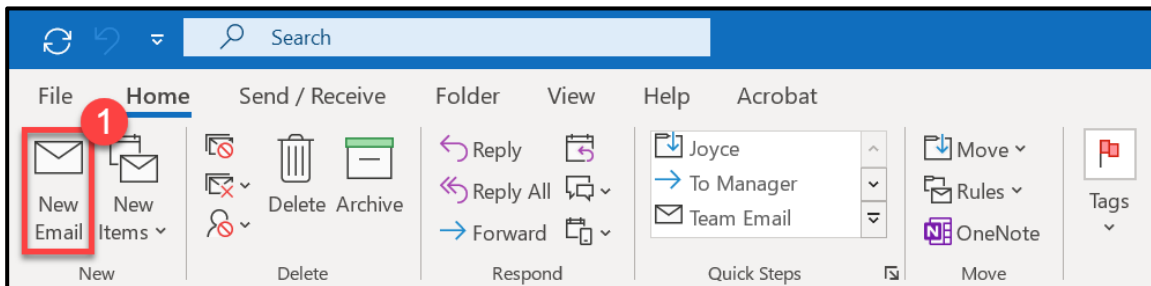
Any email that will be sent outside of Travis County offices containing private or protected information **must** be encrypted. Some examples of private or protected information include:

1. PHI – Protected Health Information
2. PCI – Payment Card Information
3. CJ – Criminal Justice Information

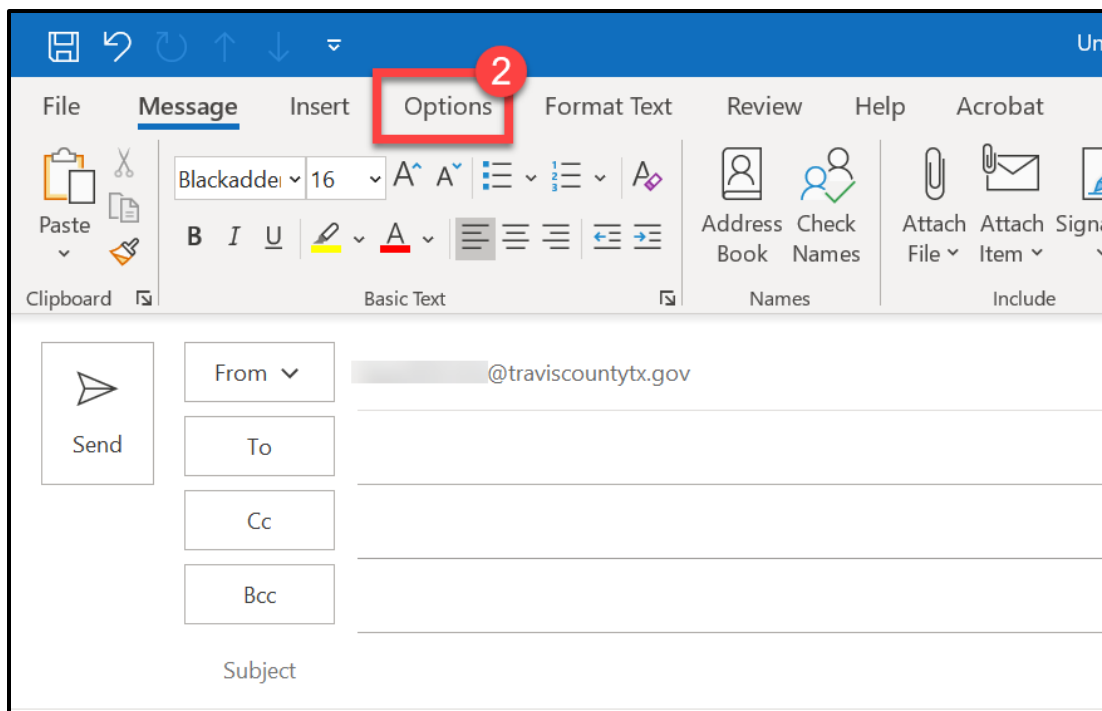
Email sent to Travis County recipients **only** (email addresses that end with @TravisCountyTX.gov) does not require extra encryption.

Email containing private information sent to **any** outside party must be encrypted using the process below.

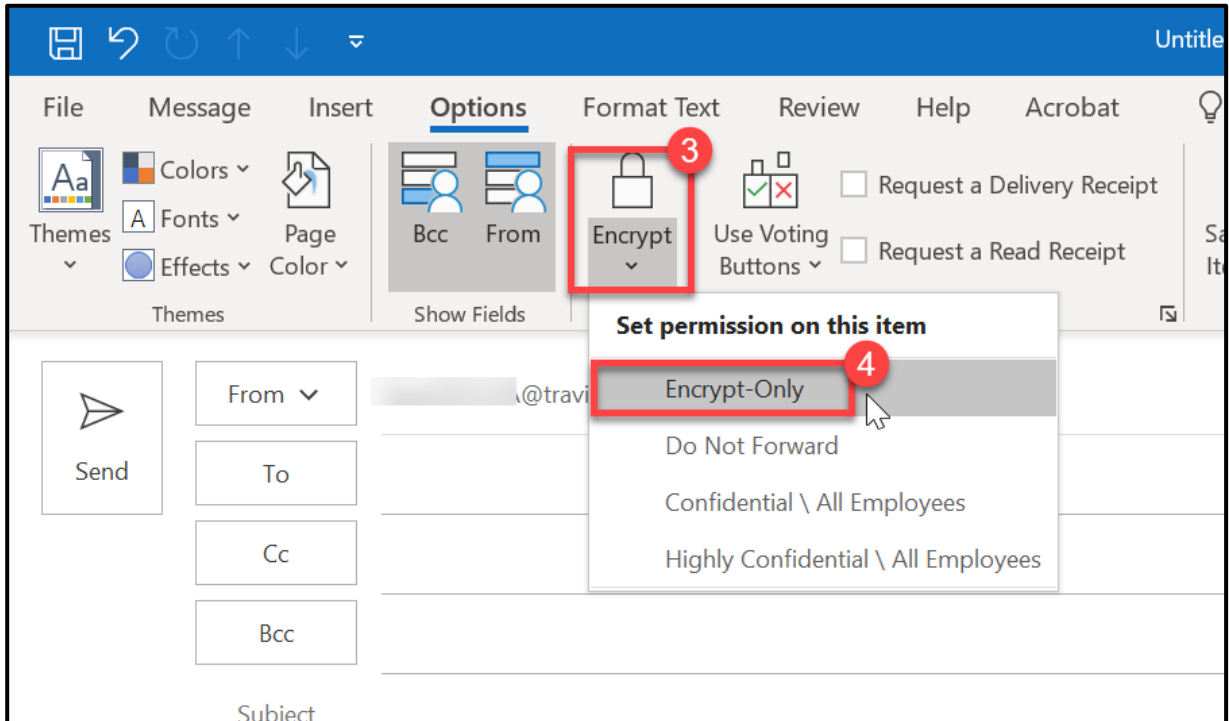
1. Click **New Email**.



2. Click **Options**.



3. Click the arrow beneath **Encrypt**.
 - a. **PLEASE NOTE:** The first time you use this process, the system might ask you to confirm your connection to the Rights Management Server – this is normal and should only happen once.
4. Select **Encrypt-Only** or **Do Not Forward**, depending on your needs.
 - a. Encrypt-Only will keep your message private, but it CAN be forwarded by the original recipient.
 - b. Do Not Forward encrypts your message AND prevents the recipient from forwarding it to anyone else.



5. Compose and **send your message** as usual.

If you are on mobile or for any reason do not have access to the Encrypt button, **add @encrypt to the subject line**, which will accomplish the same as the process above.

