## 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. CJI 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.

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- 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.

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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.

