**How to Use Encrypted Mail Feature in Outlook**

There is a new add-on for Microsoft Outlook that is provided by our mail security company (Barracuda Networks). This add-on allows you to send a private encrypted message for enhanced security. To use this new feature, follow the steps below:

1. Open Microsoft Outlook
2. Click on the “New email” button to create a new message



1. You should see the “Encrypt Message” option in the section for Barracuda Networks
2. Click on this option, and send your message
3. The recipient will receive the following message



1. The recipient will then follow the directions in the e-mail to retrieve the encrypted message from the secure portal.

