

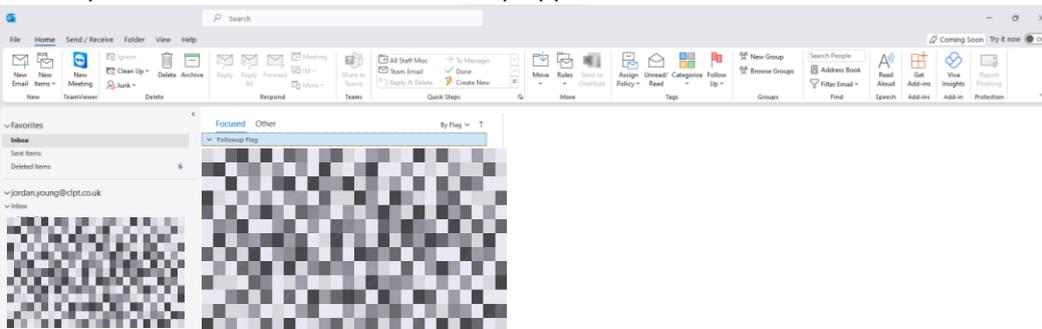
## CLPT IT Email Encryption User Guide – Outlook Desktop app

How to encrypt your emails via Outlook  
desktop app

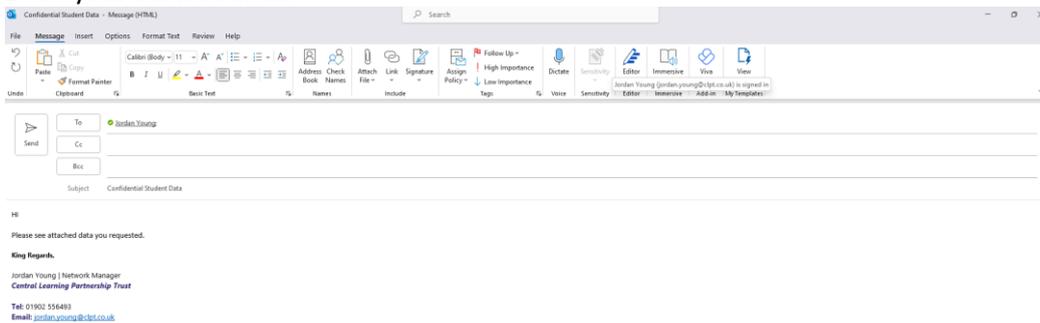
Any email containing information including personal identifiable information (PII), confidential information and information relating to HR, Payroll, Safeguarding or SEND should be encrypted. Emails can be encrypted both within the Outlook desktop app which is rolled out to all machines connected to the CLPT schools' network and Office online via your Office 365 account. This guide covers how to encrypt emails via the Outlook desktop app.

### Option 2 – via Outlook desktop app

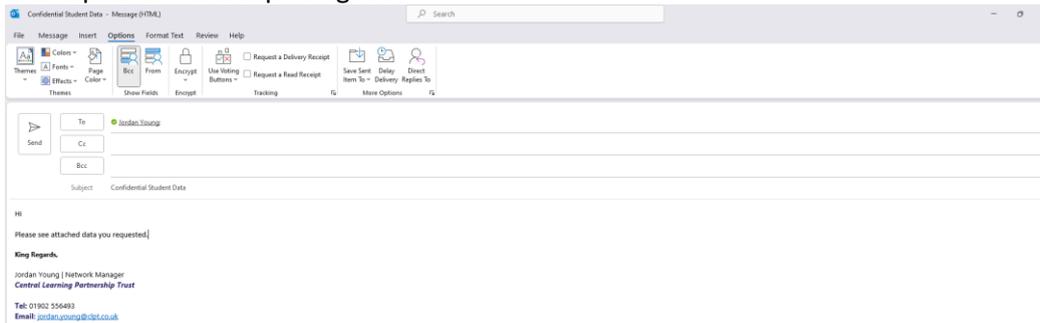
1. Access your emails via the Outlook desktop app



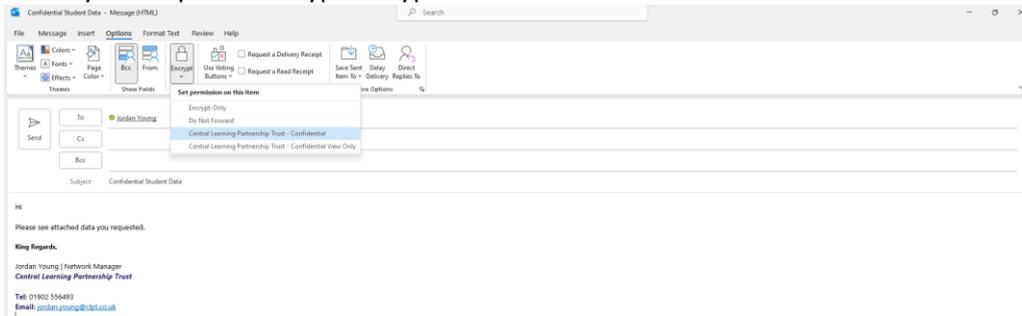
2. Draft your desired email



3. Click options in the top navigation bar



#### 4. Select your required encryption type



#### 5. Your email is now encrypted and is ready to be sent, you will have confirmation of this via a banner at the top of the email

