Healthix

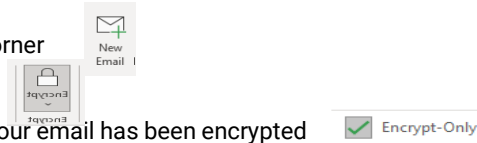**How to Encrypt Email**
(Outlook, Gmail, Yahoo, and AOL)

Email encryption is essentially mixing up the contents of an email so it becomes a puzzle that only you have the key to solve. Email encryption is important because it protects you from a <u>data</u> breach. If the hacker can't read your message because it's encrypted, they can't do anything with the information.

How to Encrypt Emails in Outlook

1. Select **New Email** in upper left corner
2. Select **Options** when it expands
3. Select **Encrypt** when it expands
4. Select **Encrypt-Only** once done your email has been encrypted

How to Encrypt/Confidential Emails in Gmail

Important**: If you're using Gmail with a work or school account, [contact your admin](#) to make sure you can use confidential mode.**

1. On your computer, go to [Gmail](#).
2. Click Compose.
3. In the bottom right of the window, click Turn on confidential mode .
   Tip: If you've already turned-on confidential mode for an email, go to the bottom of the email, then click **Edit**.
4. Set an expiration date and passcode. These settings impact both the message text and any attachments.
   - **If you choose "No SMS passcode,"** recipients using the Gmail app will be able to open it directly. Recipients who don't use Gmail will get emailed a passcode.
   - **If you choose "SMS passcode,"** recipients will get a passcode by text message. Make sure you enter the recipient's phone number, not your own.
5. Click **Save**.

Remove access early

You can stop your recipient from viewing the email before the expiration date.

1. On your computer, open [Gmail](#).
2. On the left, click **Sent**.
3. Open the confidential email.
4. Click **Remove access**.

How to Encrypt Emails in Yahoo
Unfortunately, the email service doesn't provide any solution for encrypting emails at rest, which is why Yahoo Mail users have to rely on third-party solutions such as **Mailvelope,** a web browser add-on for end-to-end encryption of email traffic.

1. Download the Mailvelope extension for your web browser of choice.
2. Click the Mailvelope icon and begin the initial configuration.
3. Open a new message in Yahoo Mail as usual.
4. Click the Mailvelope icon again.
5. Write your message and click **Encrypt**.
6. Send the encrypted email message.

How to Encrypt Emails in AOL

1. In message that you are composing, click File > Properties.
2. Click Security Settings, and then select the Encrypt message contents and attachments check box.
3. Compose your message, and then click Send.