

## EMAIL ENCRYPTION

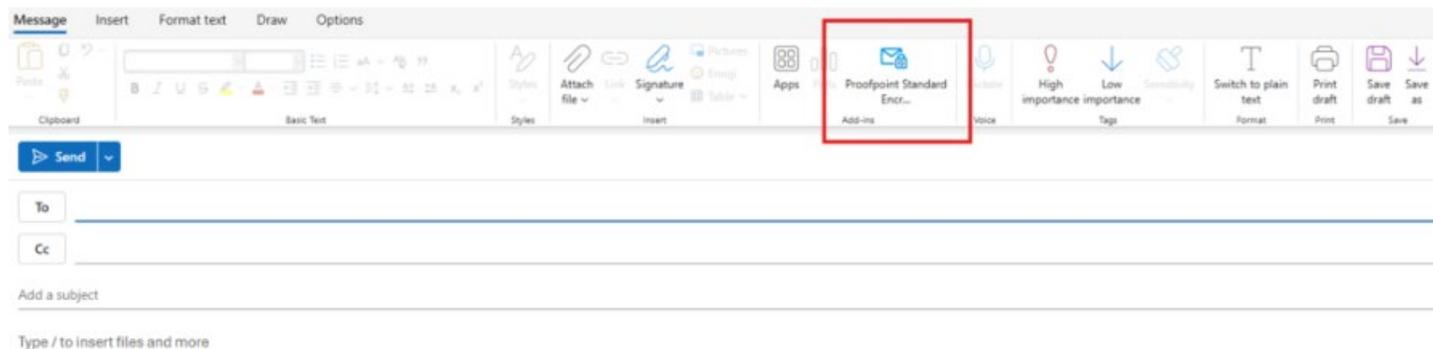
**proofpoint**<sup>™</sup>  
*essentials*

## User Guide

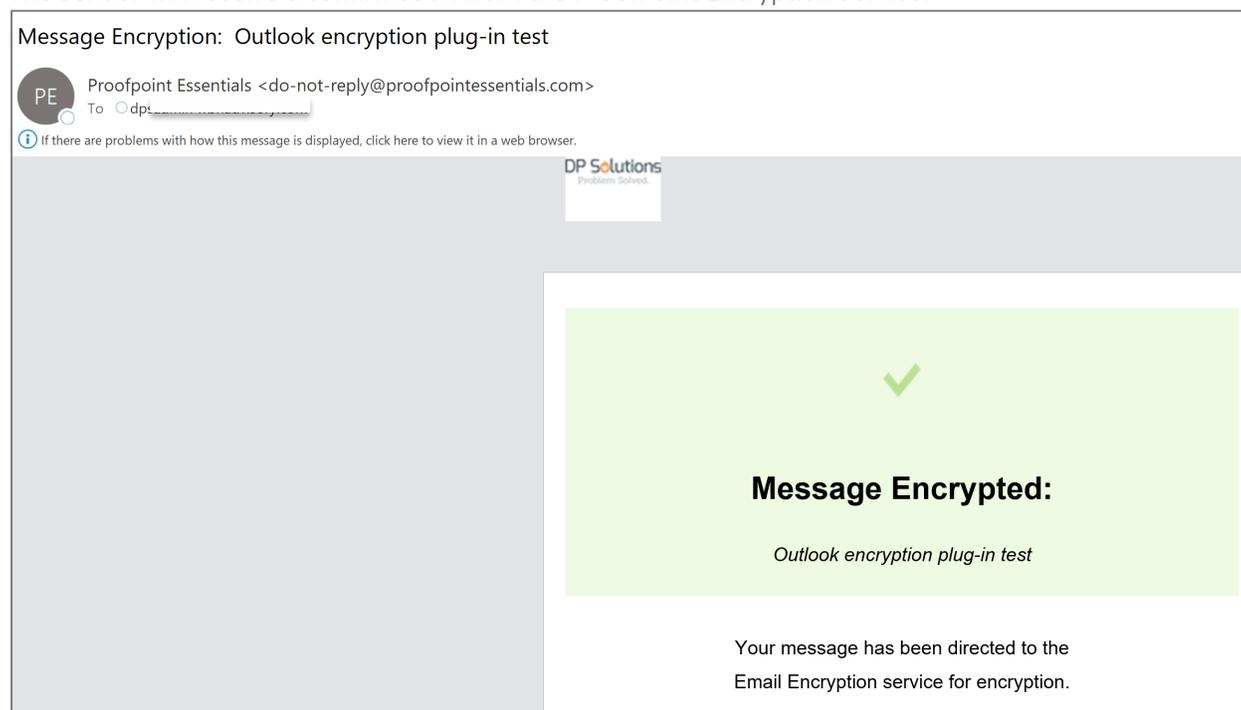


## To send an encrypted message using the ProofPoint new Outlook add-in:

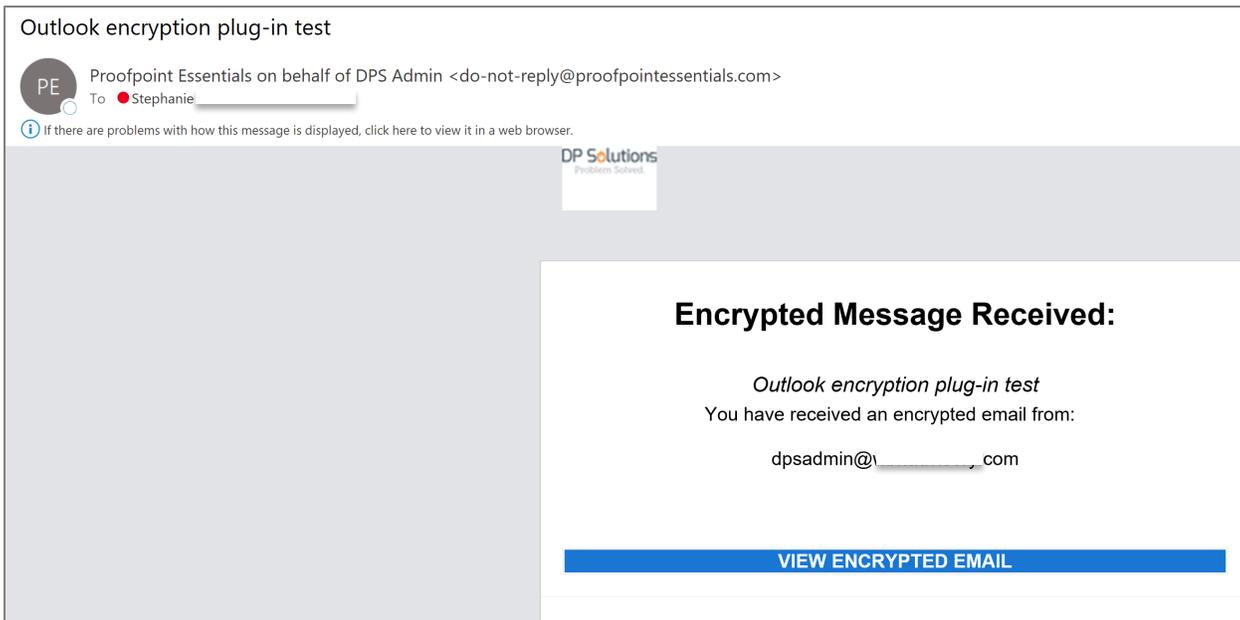
Open a new email, select the “ProofPoint Standard Encryption” option to encrypt the message.



The Sender will receive a confirmation from the ProofPoint Encryption Service:

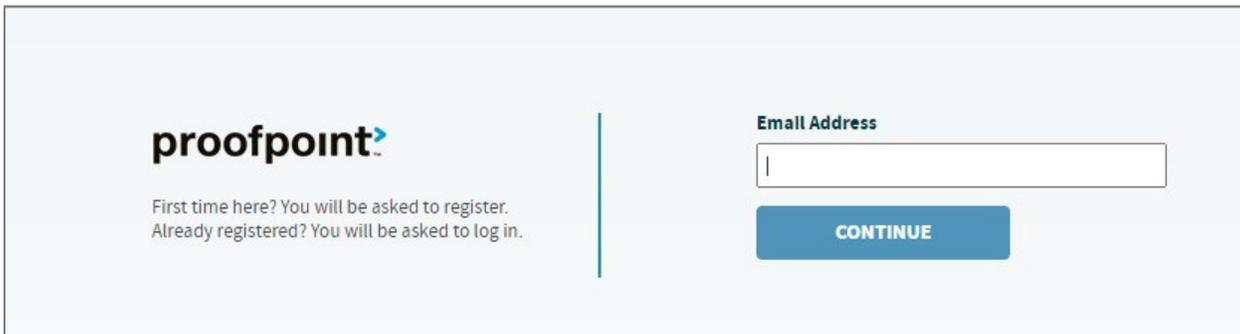


The recipient will then receive the below message from ProofPoint stating that they have received an encrypted message:



The Recipient will need to click on “View Encrypted Email”

They will be taken to the ProofPoint encrypted inbox:



The user can log in with their current ProofPoint credentials or they can create an account if they do not have an account (This is a one-time account creation process).

### To Manually encrypt a message:

Include [encrypt] including the brackets in the message subject title.

