

# How to send encrypted messages in Unite Mail (Outlook)

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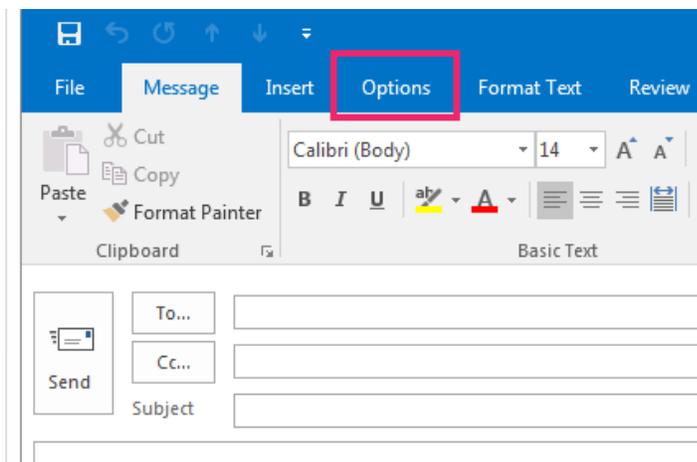
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## How to send a restricted email to internal users

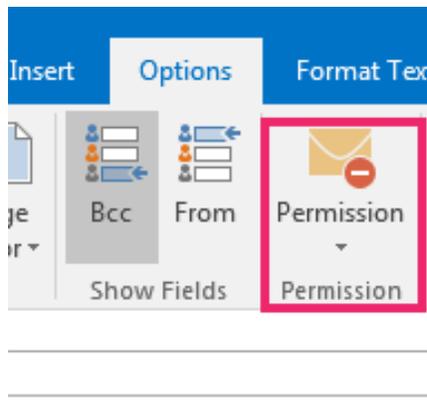
**Internal users** are users who have a Unite Mail (Outlook) account (for UN Lotus Notes users, refer to the ‘How to send encrypted email to external users’ instructions).

To encrypt a message in Outlook please follow these simple steps:

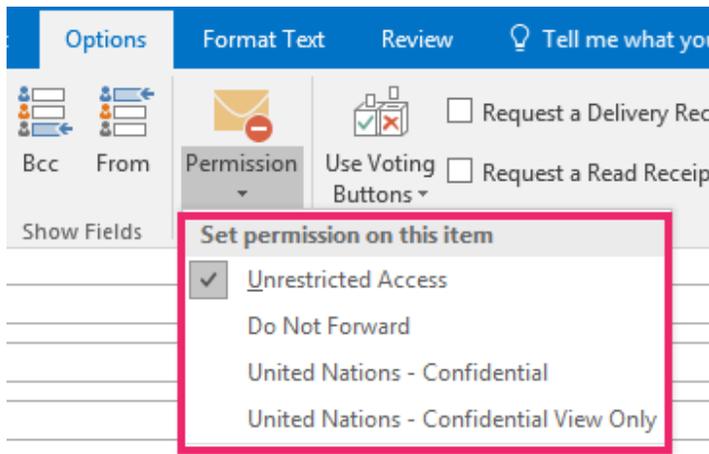
1. Compose a message
2. Select the “Options” tab



3. Select “Permission”



4. Select an option from the drop-down menu
  - a. **Do Not Forward**: the message will be restricted, and recipients will not be able to forward, copy, or print the message. **This is the preferred method.**
  - b. **United Nations-Confidential**: users can access the content, make edits, and share (or forward) with other Unite Mail users only. The message cannot be shared with external users.
  - c. **United Nations-Confidential View Only**: Unite Mail users can view the content but cannot edit or change it in any way. However, they can print and share it with other Unite Mail users. The message cannot be shared with external users.



5. Click “Send” to deliver your encrypted message.

**Note: the above only applies to Unite Mail users, and will not apply to external users.**

To send encrypted email to external users (non-Unite Mail), refer to the ‘How to send encrypted email to external users’ section below.

## How to send encrypted email to external users

**External users are users who are outside of the United Nations email system or UN Lotus Notes users in the Secretariat.**

1. To encrypt a message to an external party, simply append **#encrypt** at the end of the subject line of the message, before sending.

 A screenshot of an email composition window. The 'To...' field contains 'test@hotmail.com'. The 'Cc...' field is empty. The 'Subject' field contains '#encrypt'. A 'Send' button is visible on the left side of the window.

- The recipient will receive a message with instructions and a link that recipient will click to authenticate, and then read or reply to the message.



Download Save to OneDrive - Personal

You've received an encrypted message from [REDACTED]

**To view your message**

Save and open the attachment (message.html), and follow the instructions.

Sign in using the following email address: [REDACTED]

This email message and its attachments are for the sole use of the intended recipient or recipients and may contain confidential information. If you have received this email in error, please notify the sender and delete this message.

🔒 Message encryption by Microsoft Office 365

- The recipient will open the attachment and sign in to retrieve the message, or request a one-time code, which is entered before the message is opened.