## **Encrypted Email How To via NMCI Outlook**

-Encrypting PII is very important when sending emails to N14 and CDRE Staff members. Protecting your information is vital. In order to encrypt you email via NMCI Outlook complete the following steps:

1. Once you have compiled your email and have attached your documents, click on the Tags button at the top right corner of the dropdown:

| ⊟ ⁵ ೮ ↑ ↓ â ÷  | Test - Message (HTML)   | - 0         | ×      |
|--|---|-------------|--------|
| File         Message         Inset         Options         Format Text         Review         Ac $\overset{\wedge}{\longrightarrow}$ Cut $\overset{\circ}{\longrightarrow}$ Copy $\overset{\circ}{\longrightarrow}$ Copy $\overset{\circ}{\longrightarrow}$ format Painter $\overset{\circ}{\square}$ $\overset{\circ}{\square}$ $\overset{\circ}{\longrightarrow}$ $\overset{\circ}{\square}$ | robat V Tell me what you want to do   |             | ~      |
| To       Cc         Subject       Test         V/R,       Test         SSOF MSCHQ Detailer       OIC Cape Decision         SSO commodore Staff       Military Sealift Command HQ, N15         USNavy       NIPR: years.gilbert@navy.mil         SIPR: years.gilbert@navy.mil       SIPR: years.gilbert@navy.mil         Desk: 757-341-6048       Commodore Staff   |   |             |        |
| ***CUI* **This email, including any attachments may contain privacy see<br>official need for access. If you have received this communication in error,   | nsitive information that requires protection from unauthorized disclosure. Do not disseminate this e-mail, or its contents, to anyone who does<br>, please notify me immediately by email and delete the original message<br>Properties   | not have an | ×      |
| 2. A pop up box will appear,<br>click on Security Settings.  | Settings Security Security Change security settings for this message Security Settings  Do not AutoArchive this item Voting and Tracking options  | e.          |        |
|  | Control of the second sec |             | $\sim$ |

| *<br>0<br>0   | Importance<br>Sensitivity | Normal<br>Normal         | -<br>- | Change se<br>Security S | curity settings for<br>Settings | r this messa | ige.         |  |
|---|---------------------------|--------------------------|--------|-------------------------|---------------------------------|--------------|--------------|--|
| Voting a  | Do not A                  | utoArchive thi<br>ptions | s item |                         |                                 |              |              |  |
| Use voting buttons Use voting buttons Request a delivery receipt for this message Request a read receipt for this message |                           |                          |        |                         |                                 |              |              |  |
| Delivery options  |                           |                          |        |                         |                                 |              |              |  |
| Ŏ_  | Have rep                  | lies sent to             |        |                         |                                 |              | Select Names |  |
| PP  | 🗌 Do not d                | eliver before            | None   | $\sim$                  | 12:00 AM                        | $\sim$       |              |  |
|   | Expires at                | fter                     | None   | $\sim$                  | 12:00 AM                        | $\sim$       |              |  |
|   | Save copy                 | y of sent mess           | age    |                         |                                 |              |              |  |
| Co  | ontacts                   |                          |        |                         |                                 |              |              |  |
| Cat   | e <u>q</u> ories 🔻        | None                     |        |                         |                                 |              |              |  |
|   |                           |                          |        |                         |                                 |              | Close        |  |

3. Another pop up box will appear. Click the box labeled 'Encrypt message contents and attachments" then click OK.

| Security Proper                          | ties                    |        | $\times$      |  |  |  |
|--|-------------------------|--------|---------------|--|--|--|
| Encrypt message contents and attachments |                         |        |               |  |  |  |
| Add digital si                           | gnature to this message |        |               |  |  |  |
| Send this message as clear text signed   |                         |        |               |  |  |  |
| Request S/MIME receipt for this message  |                         |        |               |  |  |  |
| Security                                 |                         |        |               |  |  |  |
| Security settin                          | g:                      |        |               |  |  |  |
| <automatic></automatic>                  | ~                       | Cha    | ange Settings |  |  |  |
| Security Label                           |                         |        |               |  |  |  |
| Policy                                   | <none></none>           | $\sim$ | Configure     |  |  |  |
| Classification                           |                         | $\sim$ |               |  |  |  |
| Privacy Mark:                            |                         |        |               |  |  |  |
|  |                         |        |               |  |  |  |
|  |                         |        |               |  |  |  |
|  |                         |        |               |  |  |  |
|  |                         |        |               |  |  |  |
|  | ОК                      |        | Cancel        |  |  |  |

4. Your email is now encrypted, send as normal.