

## EMAIL ENCRYPTION

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

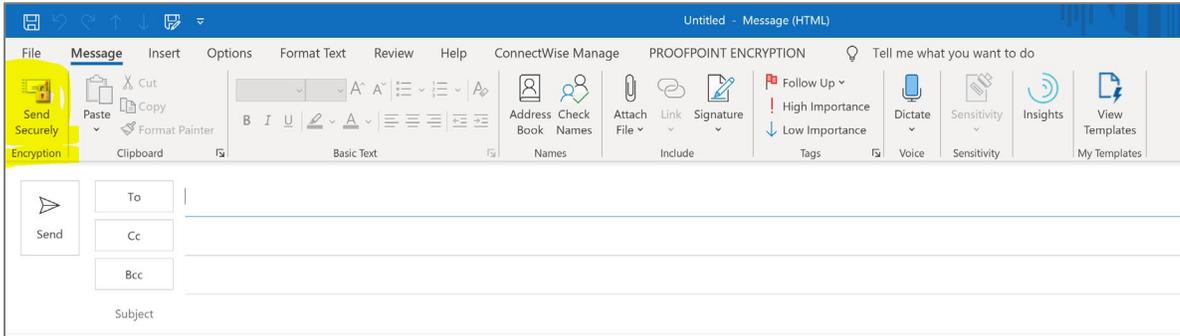
## User Guide



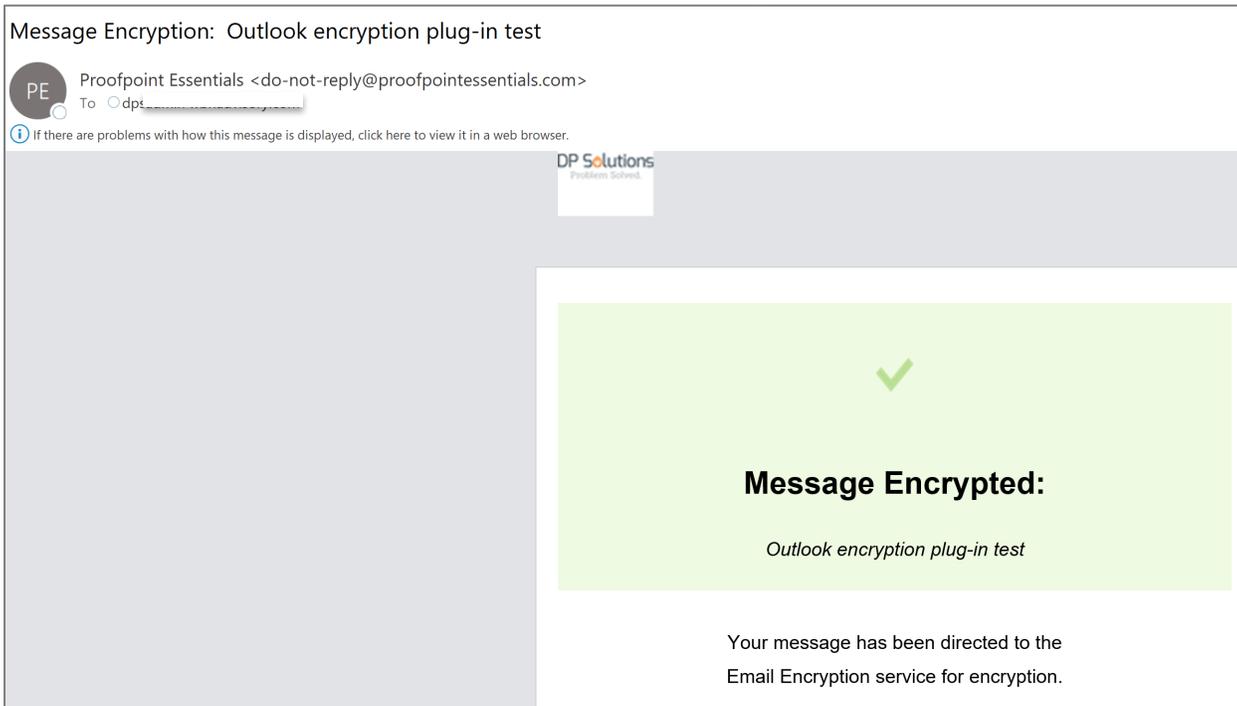
### Email Encryption Plug-in for Outlook install link:

[https://help.proofpoint.com/Proofpoint\\_Essentials/Email\\_Security/Administrator\\_Topics/Email\\_Encryption/Proofpoint\\_Essentials\\_Email\\_Encryption\\_Plug-in\\_for\\_Outlook](https://help.proofpoint.com/Proofpoint_Essentials/Email_Security/Administrator_Topics/Email_Encryption/Proofpoint_Essentials_Email_Encryption_Plug-in_for_Outlook)

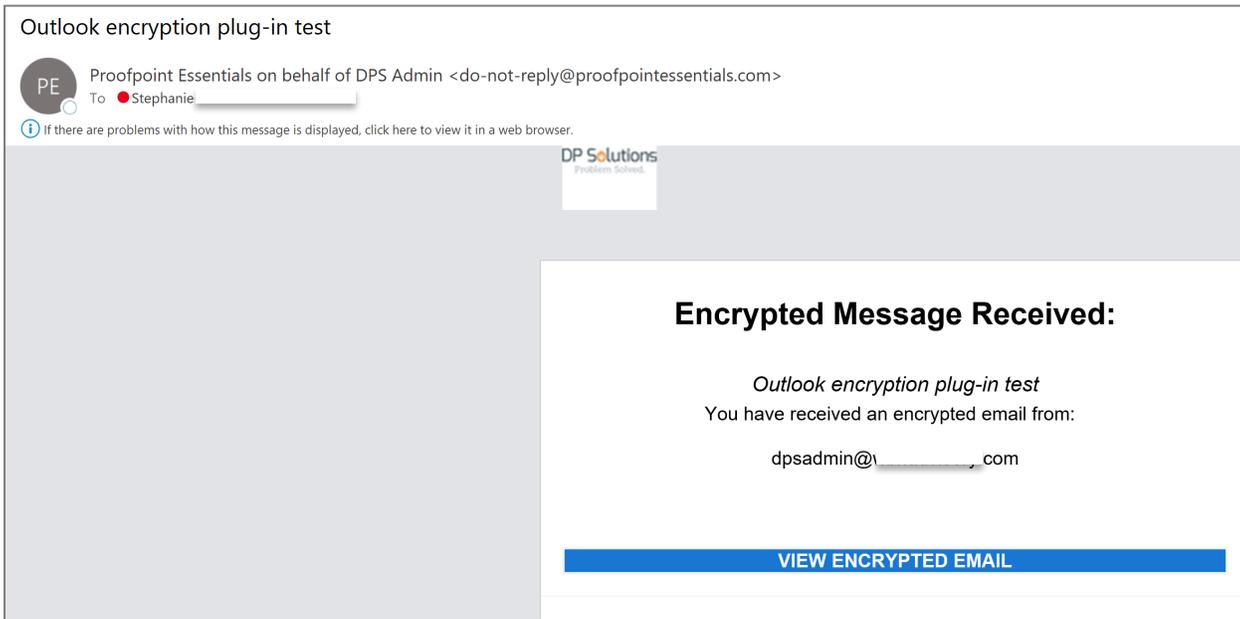
To send an encrypted message using the ProofPoint Outlook plugin:



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

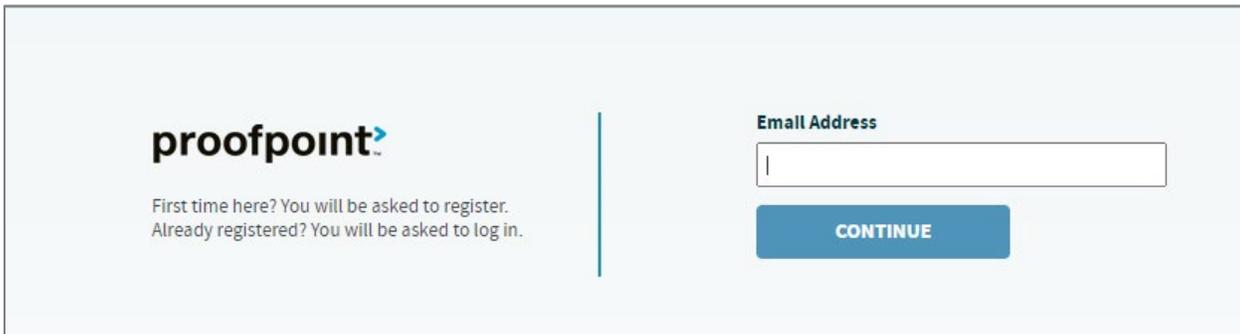


The recipient will then receive the below message from ProofPoint stating that they have received an encrypted message:



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.

