


To send a confidential email in Outlook and GMail:

- Open Outlook and compose a new message.
- Enter the recipients of the email in the To or Cc field.
- Click the File tab.
- Select Info, then select Properties.
- Under Security Settings, check the Encrypt message contents and attachments check box.
- Click OK and then send the message.

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

- On your computer, go to [Gmail](#).
- Click  Compose.
- 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**.
- Set an expiration date and pass-code. These settings impact both the message text and any attachments.
- **If you choose "No SMS pass-code,"** recipients using the Gmail app will be able to open it directly. Recipients who don't use Gmail will get emailed a pass-code.
- **If you choose "SMS pass-code,"** recipients will get a pass-code by text message. ***Make sure you enter the recipient's phone number, not your own.***
- Click **Save**.