NAPLES COMPUTERS
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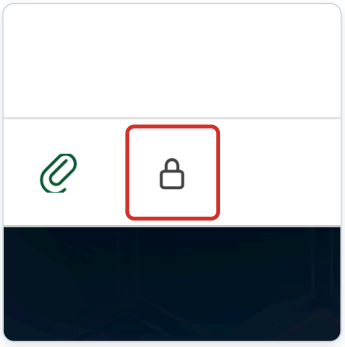
Encrypt That Email

Outlook and Gmail, step by step.

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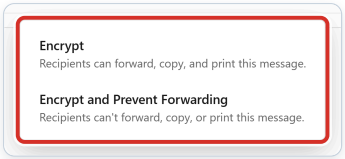
1 Outlook: Start a New Message

Then look at the toolbar at the bottom of the window.



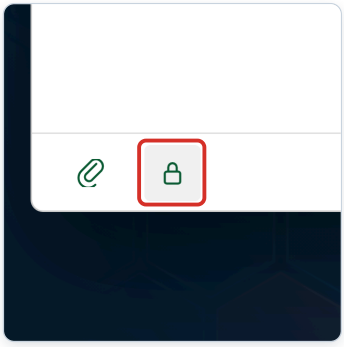
2 Outlook: Click the Lock Icon

It opens two encryption choices.



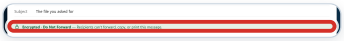
3 Outlook: Choose Prevent Forwarding

For the strongest protection on a sensitive message.



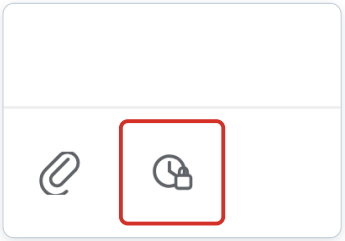
4 Outlook: A Banner Confirms It

Right above your message, before you send it.



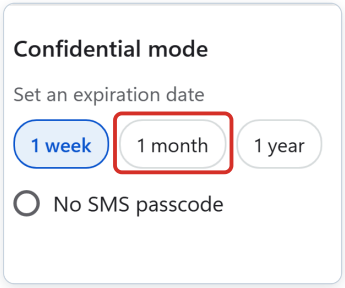
5 Gmail: Start a New Message

Then find the lock-and-clock icon at the bottom.



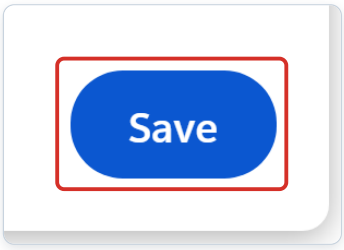
6 Gmail: Click It, Set an Expiration

Confidential mode needs an expiration date to turn on.



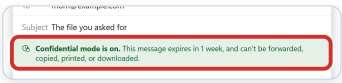
7 Gmail: Click Save

An optional SMS passcode adds even more protection.



8 Gmail: A Banner Confirms It Too

Recipients can't forward, copy, print, or download it.



Good to Know

- Outlook's Encrypt is real encryption; Gmail's Confidential mode restricts actions instead.
- Neither one can stop a screenshot of what's already on the recipient's screen.
- Not sure which to use? Call **239-513-1960** and we'll help.

Need Help?

Contact Naples Computers

239-513-1960

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