NAPLES COMPUTERS HOW-TO · SECURITY & SAFETY

Send Sensitive Information Securely (Encrypted Email)

This guide shows how to send sensitive information by email using Outlook's built-in Encrypt option or Gmail's Confidential mode, both free and already in the apps you use.

Why it matters

A regular email can pass through several servers on its way, readable at each one.

Regular email isn't private
It can pass through several servers on the way, readable at each stop.

Already built into your apps
No extra software; Outlook and Gmail both have this for free.

Still think before you send
Encryption helps, but avoid sending full account or Social Security numbers if you can.

Step by step

ENCRYPTED EMAIL

! Something sensitive to send?

Outlook and Gmail both have a real way to protect it, already built in, free.

WHAT TO DO

We're Naples Computers, helping Naples families with this since 1993.



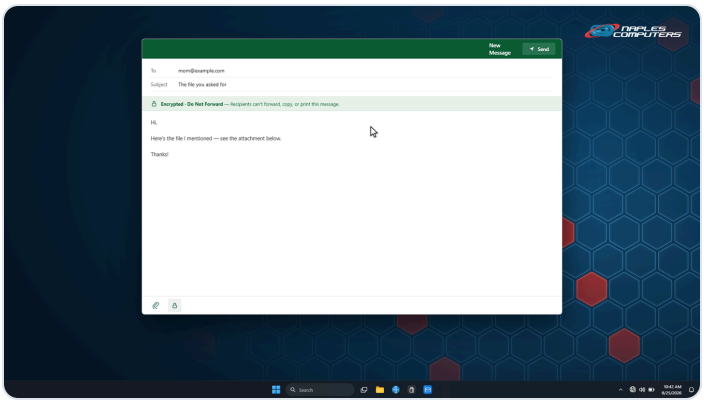
OUTLOOK

1 Outlook: encrypt a message

Start a new message, click the lock icon, then choose an encryption option.

WHAT TO DO

Encrypt and Prevent Forwarding gives the strongest protection.



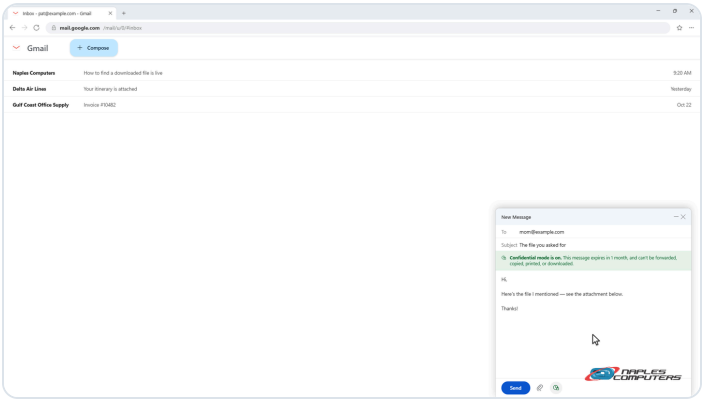
GMAIL

2 Gmail: turn on Confidential mode

Click the lock-and-clock icon, pick an expiration, then Save.

WHAT TO DO

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



A few things to know

- [ ] Outlook's Encrypt is real encryption
  It uses Microsoft Purview Message Encryption, not just a restriction
- [ ] Gmail's Confidential mode is different
  It restricts forwarding and copying, but Google can still access the message
- [ ] Neither stops a screenshot
  The recipient can always photograph or screenshot what's on their own screen

Recap: send it securely

- [ ] Outlook: New message, lock icon, Encrypt and Prevent Forwarding
- [ ] Gmail: New message, lock-and-clock icon, set expiration, Save
- [ ] Outlook's Encrypt is real encryption; Gmail's restricts actions
- [ ] Still avoid sending full account or Social Security numbers

Outlook's Encrypt option is real encryption; Gmail's Confidential mode restricts what a recipient can do, but Google can still access the message, so the two aren't quite the same thing, even though both show up as a simple lock icon in the compose window.

Not sure how to send it safely?

Call 239-513-1960

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