Sending an Encrypted Email

ABC Council offers a service that allows users to send encrypted emails outside the organisation and have the replies to those emails encrypted coming back into the original sender.

To send an encrypted email you must add a keyword to the subject of your message.

The keyword that has to be entered within the subject line is **[encrypt].**

An example of the of these is shown below

So for example if you sent out an email that contained information that needed to be encrypted you simply enter the person(s) email address, the subject (With the keyword **[encrypt]** at the end), the main body of the email along with any attached documents.
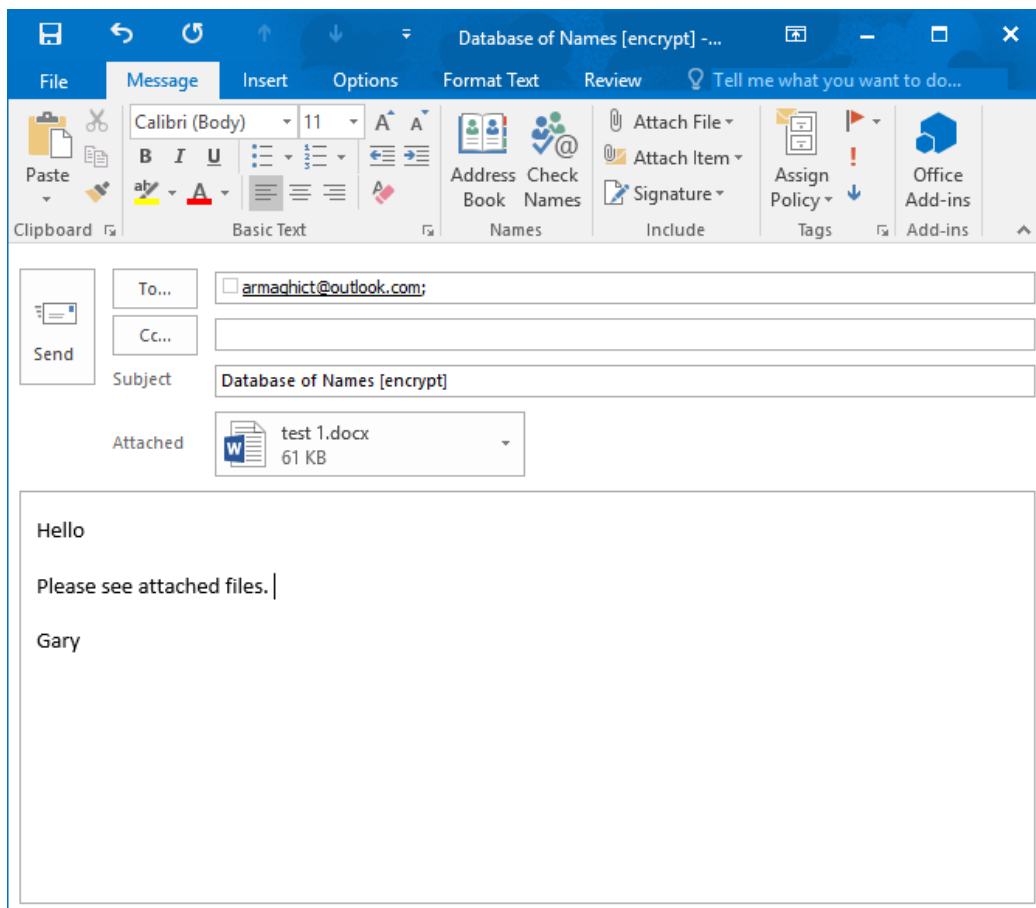
A separate guide has been created so you can send it to people outside the organisation so they know how to correctly open the email sent to them.