How to Send an AD RMS Encrypted Email via Outlook
(Windows Only)

1. Open Outlook client.

2. Compose a new message.

3. Click on the Options Tab and select [Permissions]

4. Note that if this is the first time you are sending an AD RMS e-mail, you may need to click on [Connect to Right Management Server] and get templates.
5. Once completed, you will have a new item under Permission option.

6. Select “Encrypt” or “Do Not Forward” option from the Drop down box (see below).

![Permission options](image)

**Note:** For details on each message permissions and protection options, please visit the FAQ section on this link.

7. A header message will appear on the top of the composed message specifying that the message has been encrypted.

8. Send the message.

*For more information about protection options and other aspects of ADRMS, go to the next page.*
About The Protection Options Listed...

- "No Restrictions" is the default option for any newly created message.
- "Encrypt" protects a message and allows recipients to read, forward, print, and copy the contents of the message.
- "Do Not Forward" protects a message and allows recipients to read protected messages, but it restricts recipients from forwarding, printing, and copying the contents of the message.

P.S.: A digital ID is still needed to sign emails and to access special restricted UT-H web sites.

For More Information, Use These Links...

ADRMS Page
https://inside.uthouston.edu/dcos/ADRMS/

Supported Attachment File Types