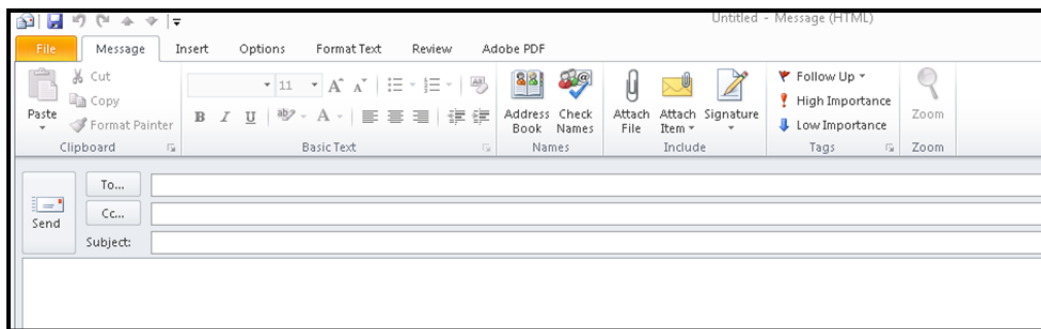
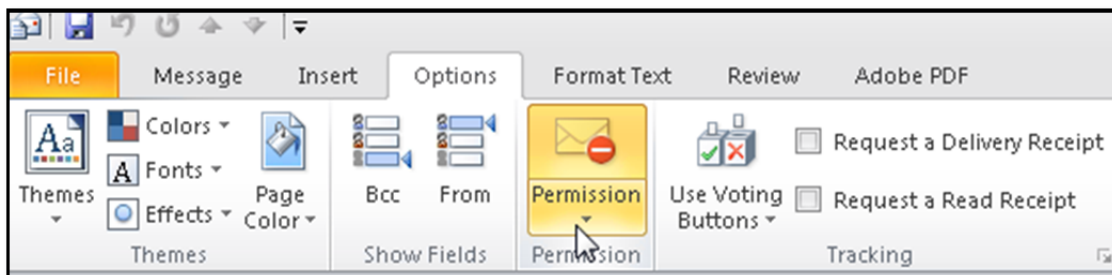


# How to Send an AD RMS Encrypted Email via Outlook (Windows Only)

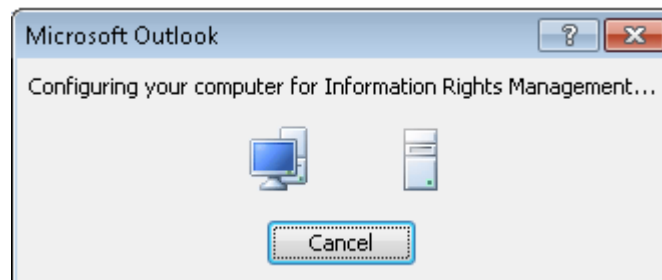
1. Open Outlook client.
2. Compose a new message.



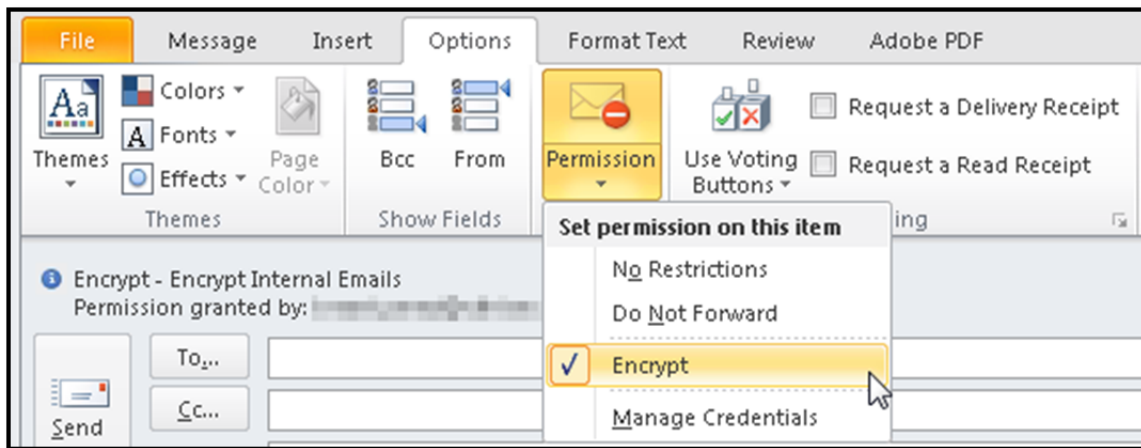
3. Click on the Options Tab and select [Permissions]



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.

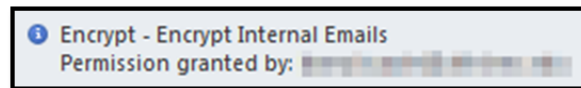


5. Once completed, you will have a new item under Permission option.
6. Select “Encrypt” or “Do Not Forward” option from the Drop down box (see below).



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

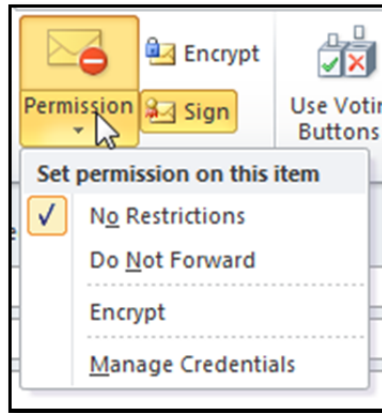
7. A header message will appear on the top of the composed message specifying that the message has been encrypted.



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**

<http://office.microsoft.com/en-us/outlook-help/introduction-to-irm-for-email-messages-HA102749366.aspx>