1. **Start to compose a new email:**
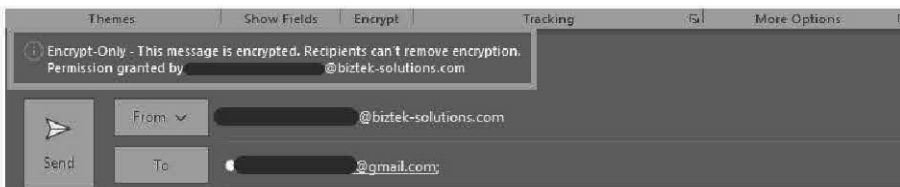   - Select **Options** tab
   - Click on **Encrypt**
      1. This applies the basic level, there are multiple options under encrypt which can be explained in greater detail by contacting the Biztek Helpdesk help@biztek-solutions.com

2. **Encryption Notice**
   - After applying encryption, you will see a small note above the address field to confirm encryption has been applied

3. **Compose and Send**
   - Select **Message** tab
   - Compose a new email. Add the recipient, subject, message body and any necessary attachment(s) like any standard email
   - Important Attachment Note:
      1. Office Documents sent in this manner get Microsoft Information Rights Management applied as well so, though your recipient can forward to others, those other recipients will get an error attempting to open those documents.
      2. To allow recipients to forward to others, PDF files or ZIP'ing Office files is an option but is less secure!
      3. For more details or options, please contact Biztek Helpdesk help@biztek-solutions.com
   - Send your message: