

## Proofpoint Essentials Email Encryption Plug-in for Outlook

### About

The Proofpoint Encryption Plug-in for Microsoft Outlook allows users to send secure messages from within the Outlook interface.

### Step 1: Download the proper Outlook Plug-In

Download either the [32-bit](#) or [64-bit](#) installer. If you are not sure which one to use, call FirstCall.

### Step 2: Install the Outlook Plug-In

1. Double-click the downloaded ZIP file and select "Extract All Files"
2. Double-click the downloaded installation file to start the installation process
3. Click **Run** on the security warning if it pops up
4. Click **Next** on the Proofpoint Encryption Plug-In for Microsoft Outlook Setup screen
5. Check the box for the license agreement and click **Next**
6. Click **Next** to install in the default folder or click **Change** to select another location
7. Click **Next**
8. Click **Install**
9. Click **Finish** when the installation has completed

### Step 3: Verify Installation

1. Launch Outlook
2. Compose message
3. Look for the **Send Securely** button in the message composition window



### Step 4: Create a Custom Filter

1. Login to the interface
2. On the Company Settings tab, click Filters
3. Click the Outbound Tab
4. Click **New Filter**
5. Enter a name for the filter (e.g., Encryption Plug-In)
6. Click **Continue**
7. Select *Email Headers* from the drop-down list
8. Select *Contain(s) Any Of* from the drop-down list
9. Type x-proofpointencryptdesktop; into the text field
10. Select *Encrypt* from the drop-down list to the right of Do
11. Click **Save**