

How to add Sign and Encrypt Icons to Outlook Quick Access Toolbar

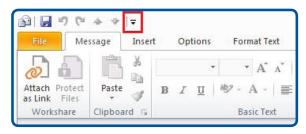
In order to sign and/or encrypt email in Outlook, you must have the Sign and Encrypt icons visible in the New E-mail menu bar. If you do not see the icons, use these instructions to add them to the menu bar.

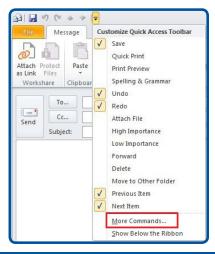


1. Start out by clicking "New E-mail".



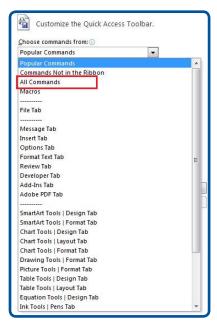
2. If the two icons are not there, click on the **Down Arrow**, and click on **"More Commands"**. This will bring up the menu where you can add more commands.



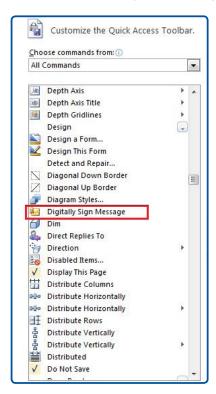




3. Select "All Commands" from the "Choose commands from" drop-down menu.

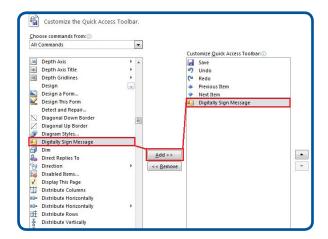


4. Scroll down till you see "Digitally Sign Message" and select it.

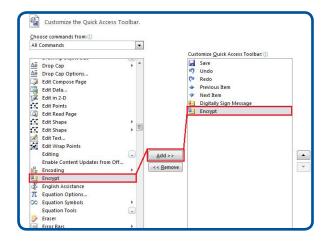




5. Click "Add".



6. Do the same for "Encrypt".



7. Click "OK".



and both icons should now appear in the **Quick Access Toolbar** at the top of the **Compose Message** window.



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