

# How to send confidential emails

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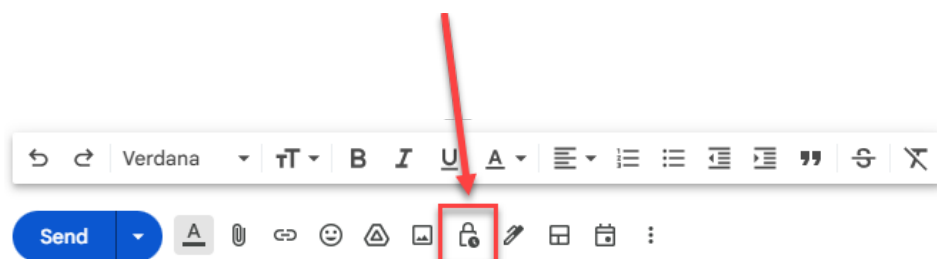
## Intro

From time to time there is a need to send confidential emails and you need the assurance that the message won't be shared with anyone other than the immediate addressee(s). You would rather the email could not be forwarded to anyone else.

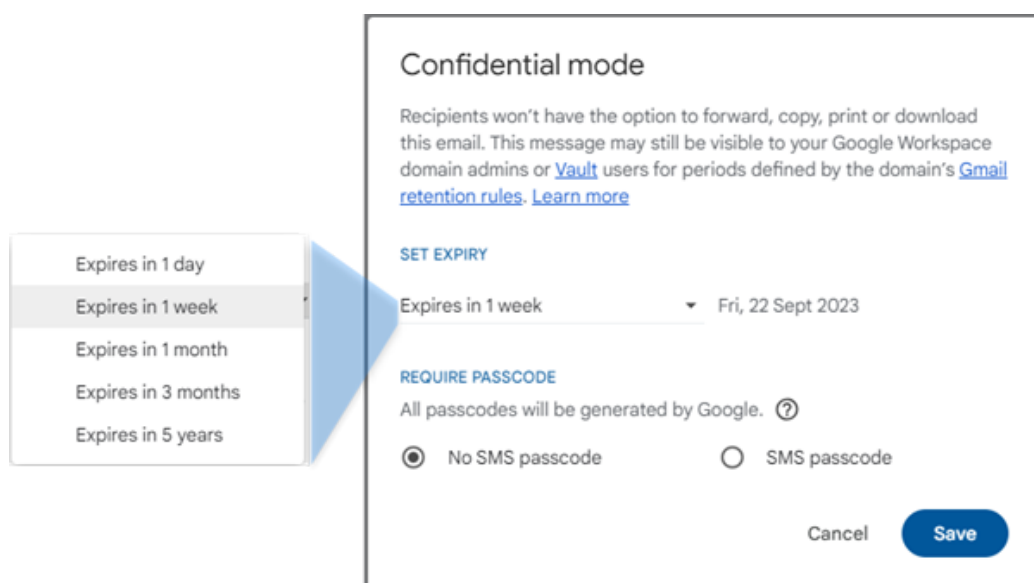
You could include the words "Private and Confidential" in the subject line but that is only a request for privacy - it relies on the recipient to maintain the confidentiality. Gmail has a better solution.

## Confidential mode

Confidential mode can be invoked using this icon on the toolbar at the bottom of the email compose screen



The options are straightforward and will prevent the recipients copying, printing or forwarding the email.



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You need to specify an expiry date, after which the email will no longer be viewable by the recipients

If you want a further level of security you could add an SMS passcode so that the recipient has to validate themselves using a one time password sent to their phone, but that seems a little excessive.

## Deleting a confidential email

If you, the sender, delete an email that was sent in confidential mode it will be deleted from your mailbox **and also from the recipients' mailboxes**

## Limitation

**The successful functioning of confidential mode is dependent on the sending and receiving mail boxes being Gmail. There is no guarantee it will work with other email clients. Therefore it is ideal for communication between holders of Society Gmail accounts but not necessarily with outside recipients**

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