The **Bracket Email Encryption System** not only provides a wide array of encryption options when signed into the Console, but also provides you with the ability to send encrypted email messages **using your default email program**.

A simple email message can be configured to have the **subject line protected**, allow the recipient to **export the secure message to their inbox**, add a **custom password**, as well as **set an expiration date** on the message.

To set up the encryption options in your message, begin by placing **square brackets [ ]** in the subject line and **enter your desired subject**.

Then enter the following **option** commands **after the square brackets** as required.

Feature	Options	Default Bracket Setting
Export to Inbox	**export: true/false**	**True**
Protect Subject	**protect subject: true/false**	**False**
Message Password	**password: 1234**	**None**
Message Expiration	**expires: November 7, 2018**	**365 Days**

DEFAULT SETTINGS: These are the default settings that automatically apply to each message sent via Outlook (or any other email client) unless changed by the User.

IMPORTANT: Each command needs to be **separated by a comma**. Below is an example of what an encrypted email would look like if you wanted to **manually control the options** for a message from the subject line of your email client.

Example:
[subject] export: false, protect subject: true, password: 1234, expires: November 7, 2018

In the above example, the sender has **disabled export**, **protected the subject line**, set a **custom password of 1234**, and set a message viewing **expiration date of November 7, 2018**.