

How to prevent email forwarding in Outlook and Gmail

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Recently, following Gmail, Outlook also implemented new features for its users, both of which offer a feature to prevent forwarding email. If this feature is what you are looking for, please read the following article to know how to use it for recipients to forward your email.

How to prevent email from being forwarded in Gmail

This is one of Gmail's latest features, which is able to prevent recipients from forwarding email by enabling **Confidential Mode** . And here's how to turn it on:

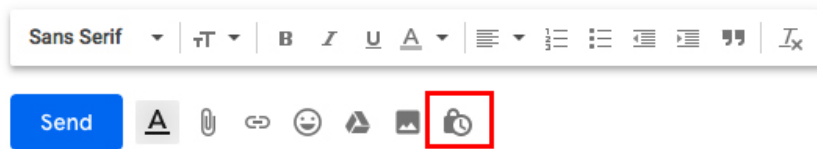
Step 1: Open the email compose window in Gmail.

Step 2 : Click on **Confidential Mode** button.

New Message

Recipients

Subject



Step 3: In the window that opens, you can select an expiration date for the email with a choice of up to 5 years.

Confidential mode

Recipients will not have the option to forward email contents, copy/paste, download, nor print. [Learn more](#)

SET EXPIRATION



Expires in 1 week ▼ Sun, May 20, 2018

REQUIRE PASSCODE

All passcodes will be generated by Google. [?](#)

No SMS passcode SMS passcode

Cancel

Save

Step 4: You can also use the password to ask the recipient to enter the password to open the email.

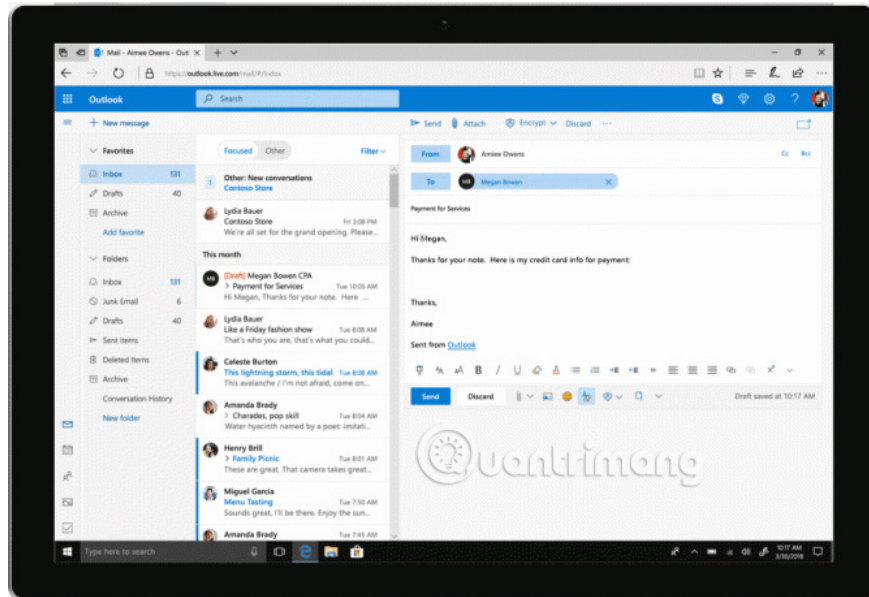
Step 5: After setting some options, click **Save**.

Step 6: You will see a message at the bottom of the email indicating that you are sending a secret email.

Step 1: Create a new message.

Step 2: Click on the **Encrypt** button, next to the **Attach** button.

Step 3: In the drop down menu, click **Encrypt and prevent forwarding**.



Step 4: If you change your mind before sending an email, click **Remove encryption** .

Microsoft Office documents attached to the email will be encrypted and if the attachment is forwarded, the recipient will not be able to open it.

If you feel that Gmail and Outlook do not provide enough security features, you can consult some secure email services in lesson 8 of the best security email service to ensure your privacy.

See more:

1. Turn on 2-step verification for 2-layer security for Gmail, send the verification code to your phone when signing in
2. Send anonymous anonymous emails with these 18 great websites
3. How to email Gmail to Outlook.com

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