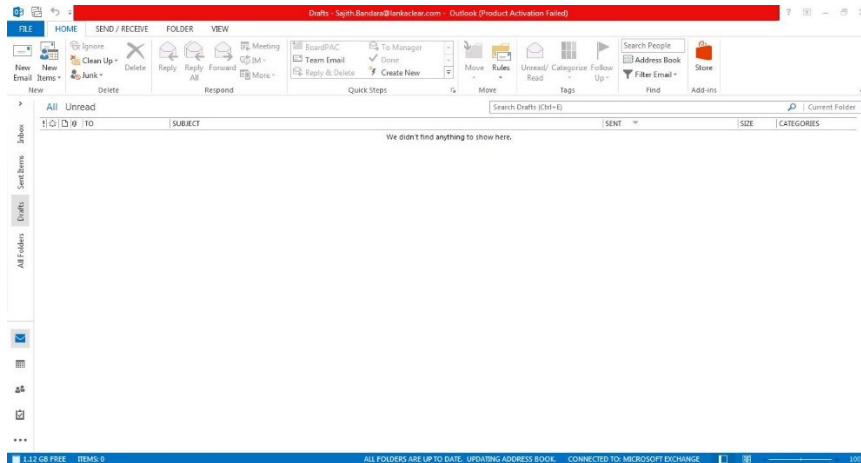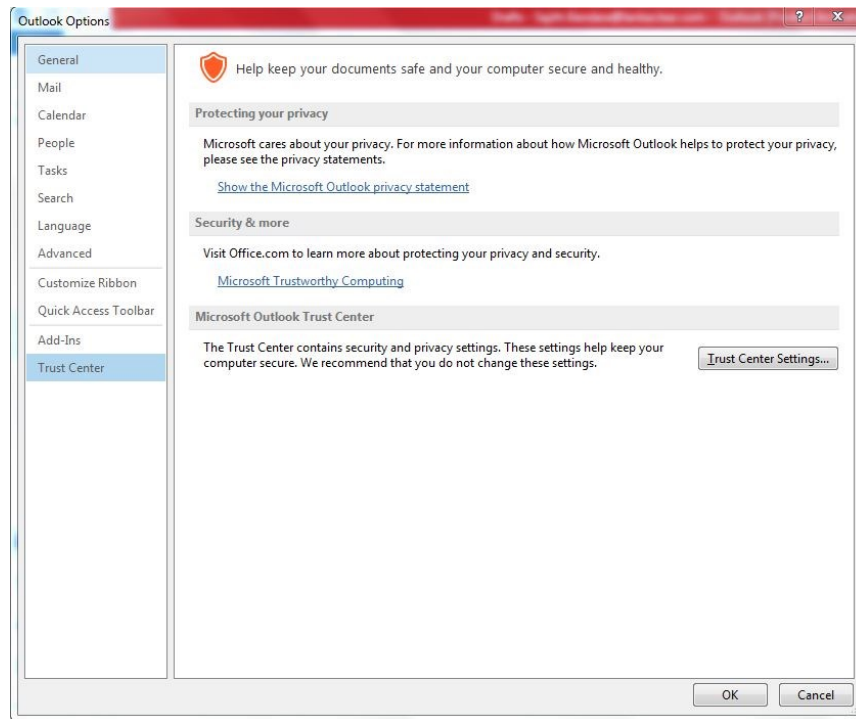# Email Signing & Encryption

➜ Enable digital signature in Outlook
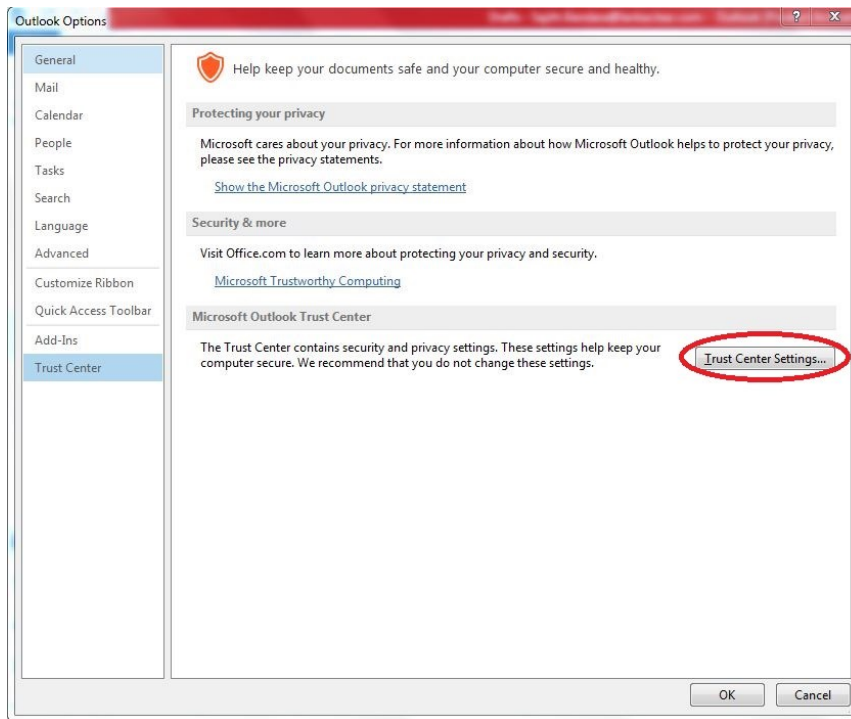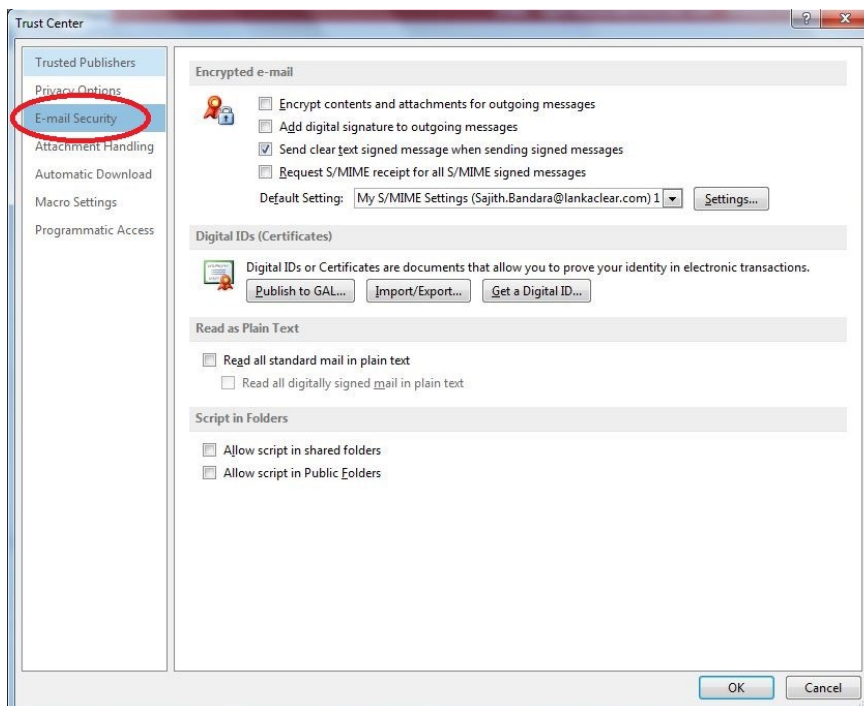
1. Open Outlook
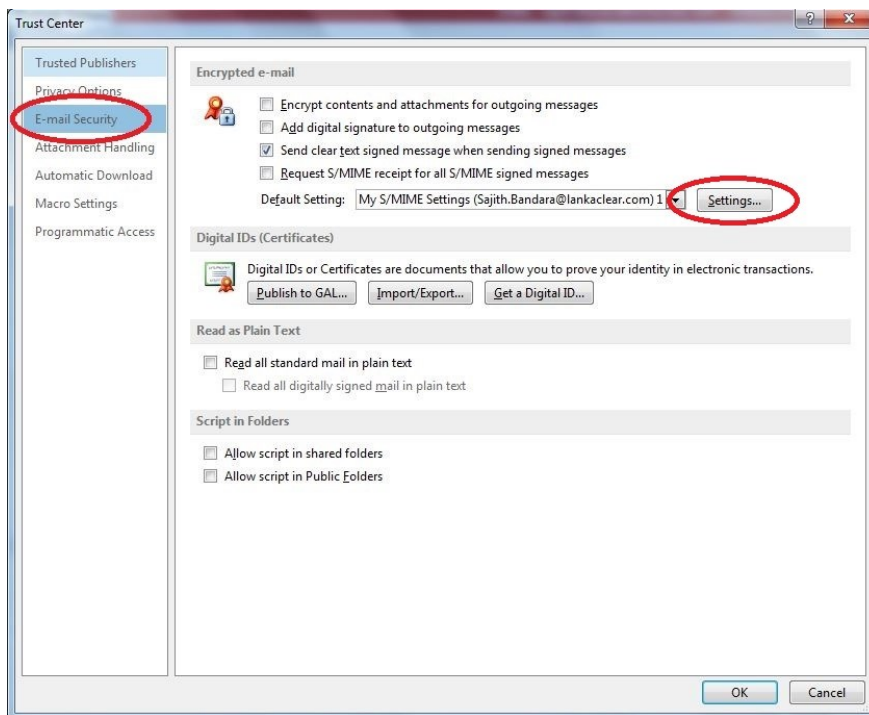

2. Click **File** > **Options** > **Trust Center**

3. Click **Trust Center Settings**…

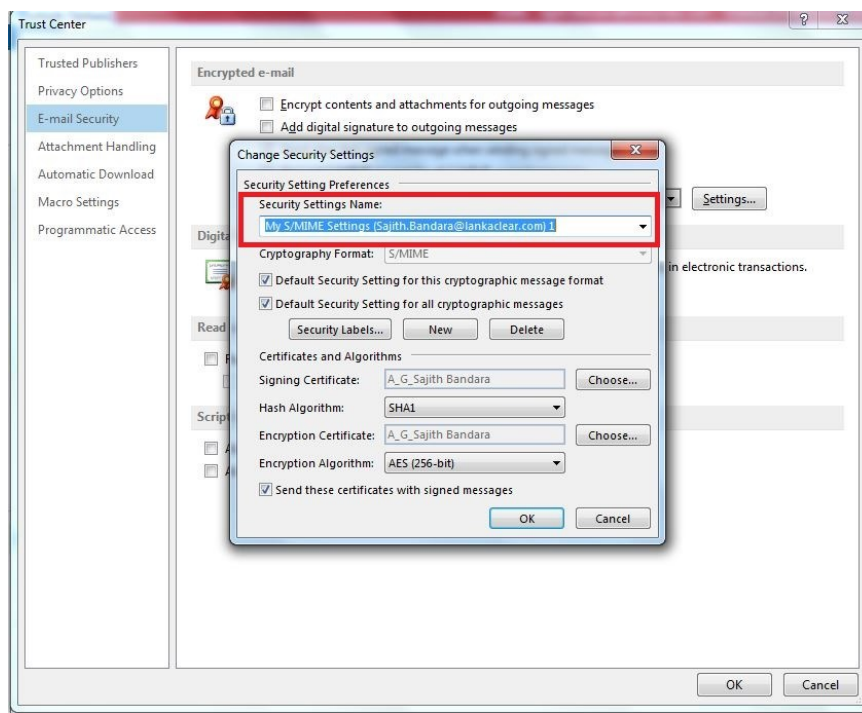

4. Choose **Email Security** on the left side.
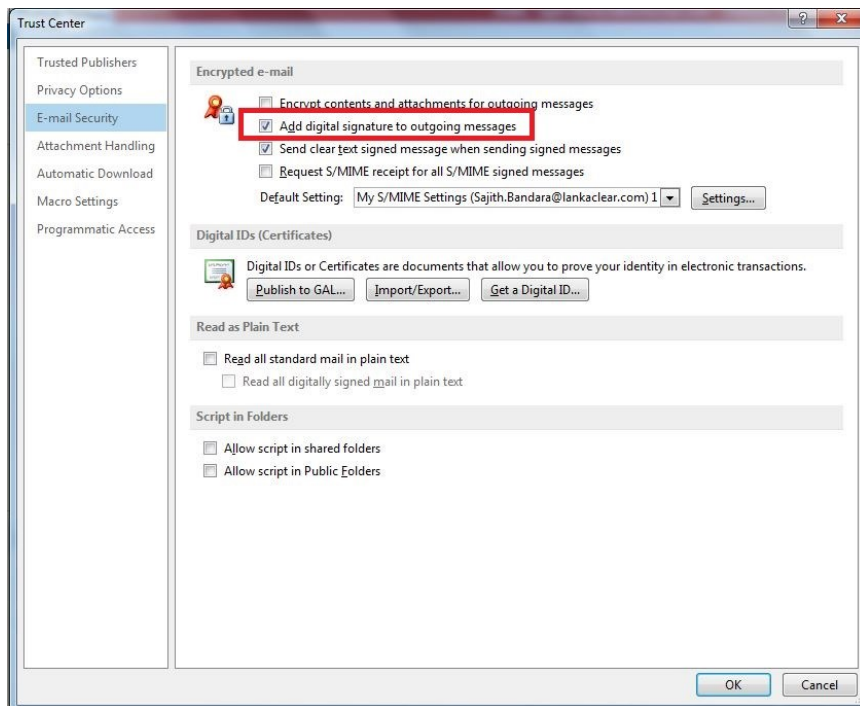
5. Choose **Settings** under **Encrypted e-mail**

6. Choose **My S/MIME Settings (email address)**...
   - Click **OK** if your email address is shown under **Security Settings Name**
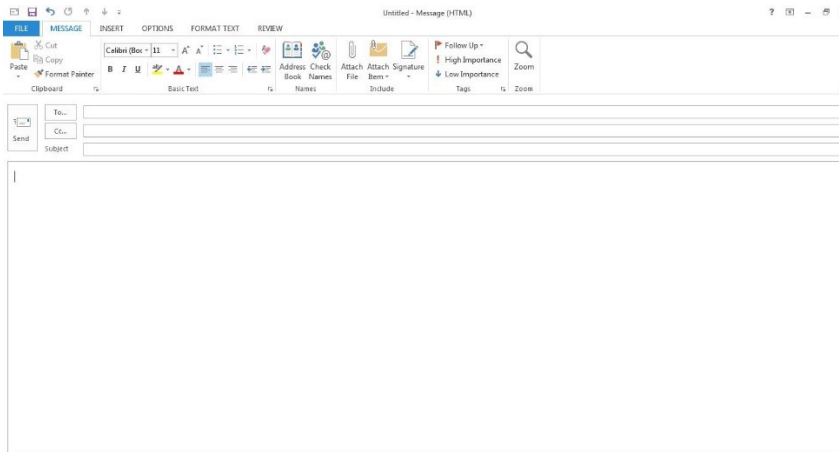
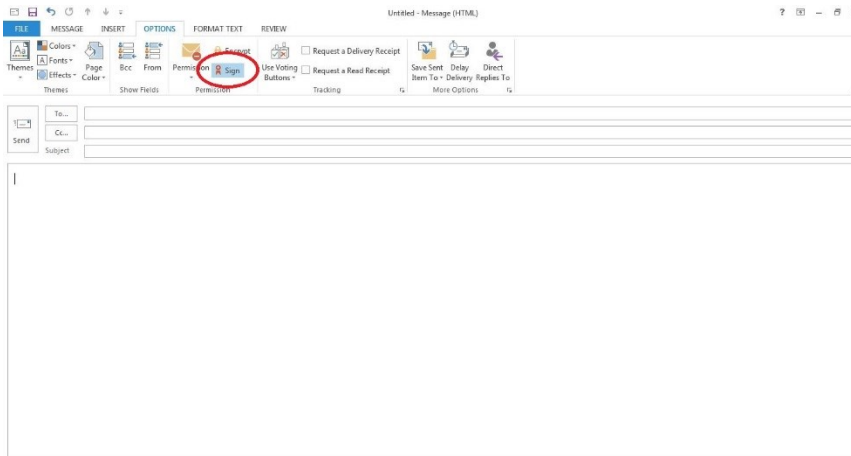7. Mark **Add digital signature to outgoing messages** under **Encrypted email**

8. Click **OK**, followed by another **OK**

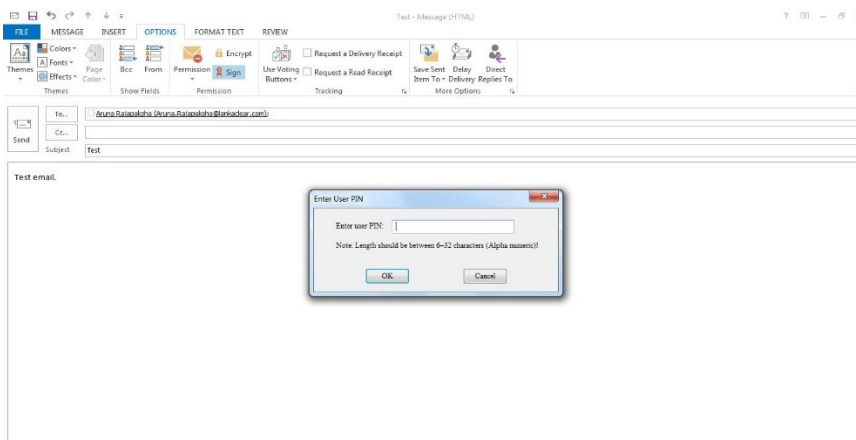### ➔ Verify digital email signature

1. Click **New Email**

2. Click **options**-pane and check that **Sign** is enabled under Permission
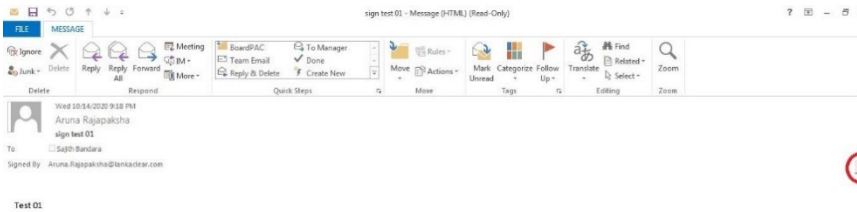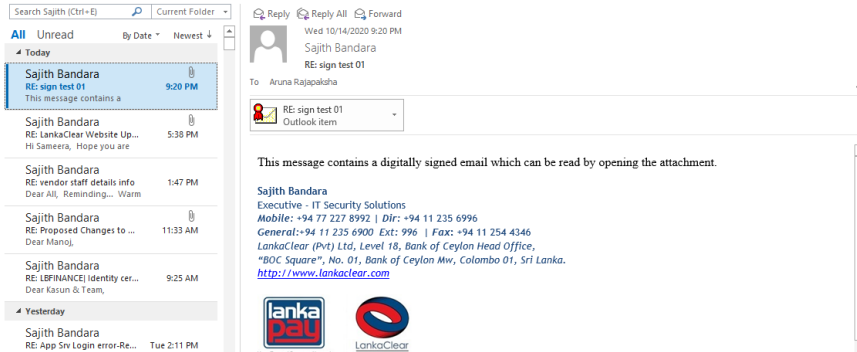

3. Send a test email to someone that can verify that your digital signature is working.
   ➔ Enter your Security **Token PIN** and click **OK**.

4. If a red ribbon appears on your email to the recipient, you've done everything right.

➔ **Encrypt e-mail**

Encrypting your e-mail adds a layer of security effective against surveillance and unauthorized access.
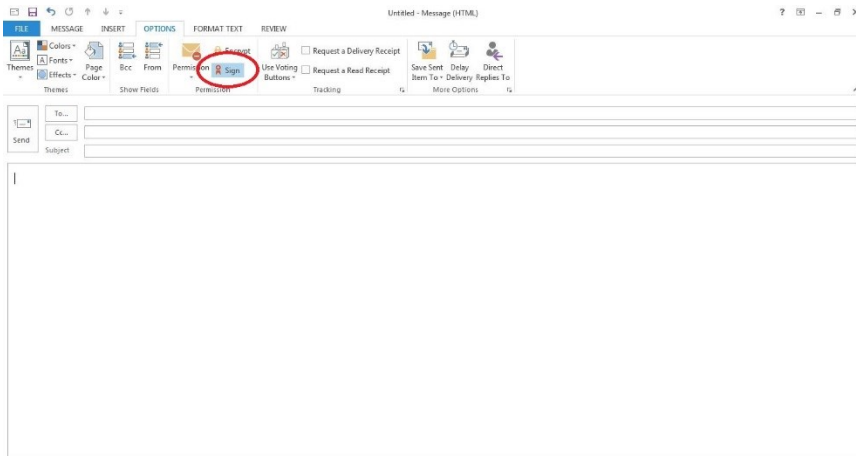
This procedure will only work if both you and your recipient have to exchange your public keys and added to the outlook contacts of those digital IDs.

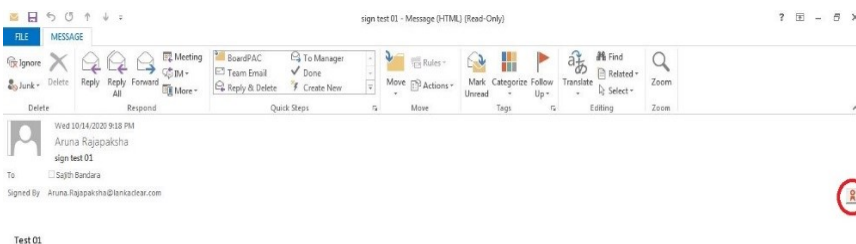❖ **Recipient email address add to Outlook contact list**

1. Create an e-mail as you normally would
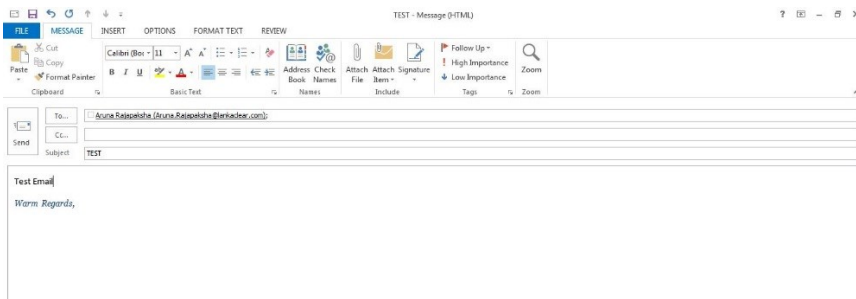
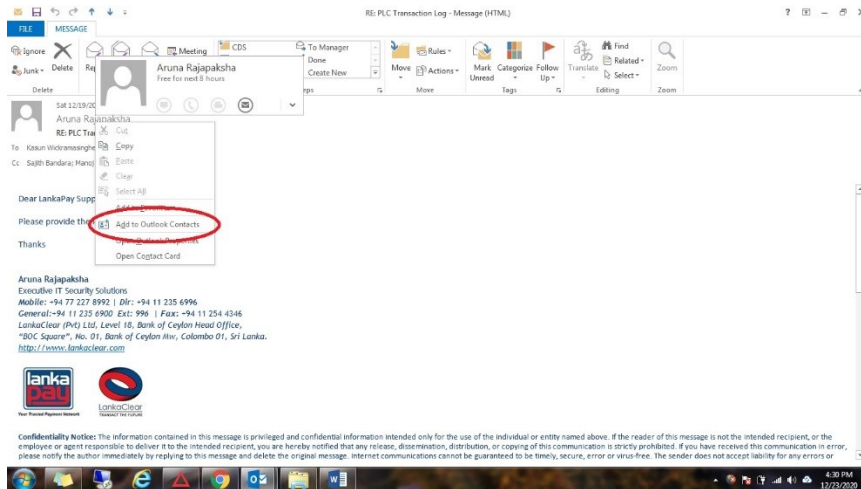2. Click **options**-pane and check that **Sign** is enabled under Permission.

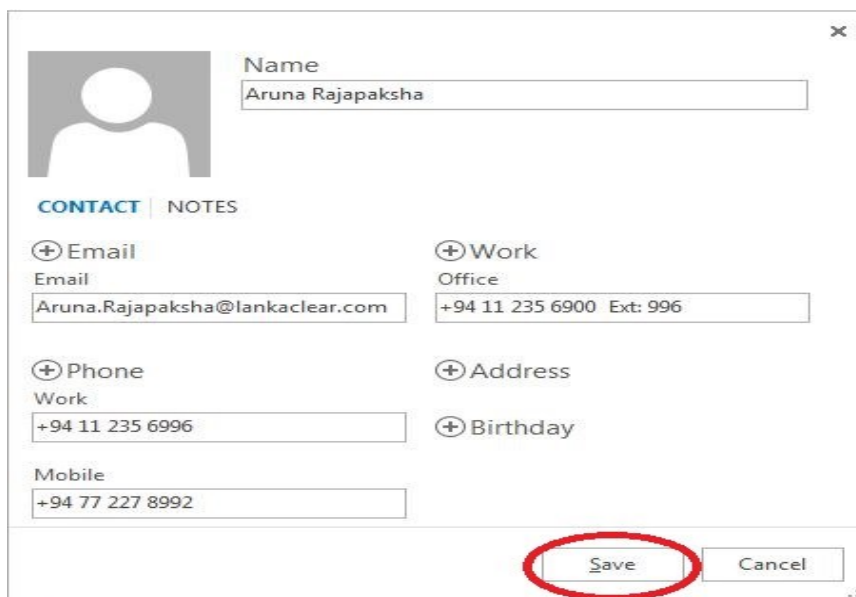3. Exchange signed emails with you and the recipient.

4. Open the received signed email and right click on the recipient email address and add to Outlook contact list.
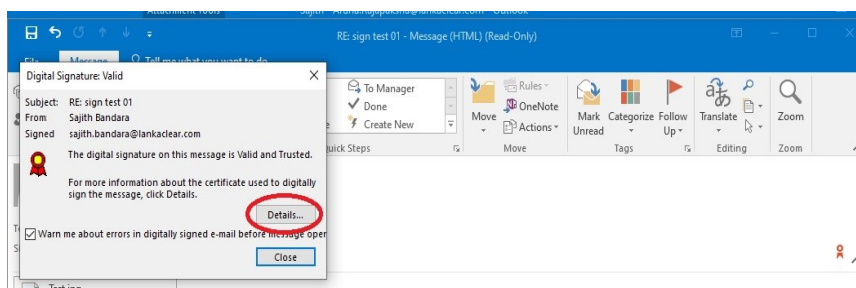

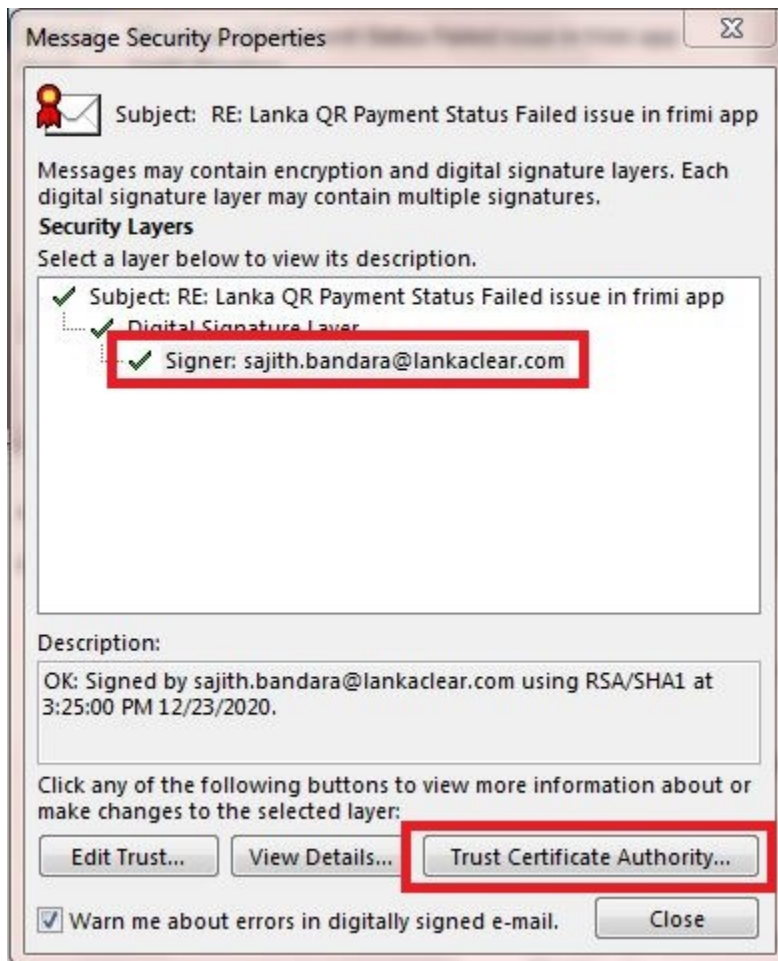5. Check the recipient detail on the popup window and save it.

❖ **The Recipient public certificate combines with the Outlook contact list.**

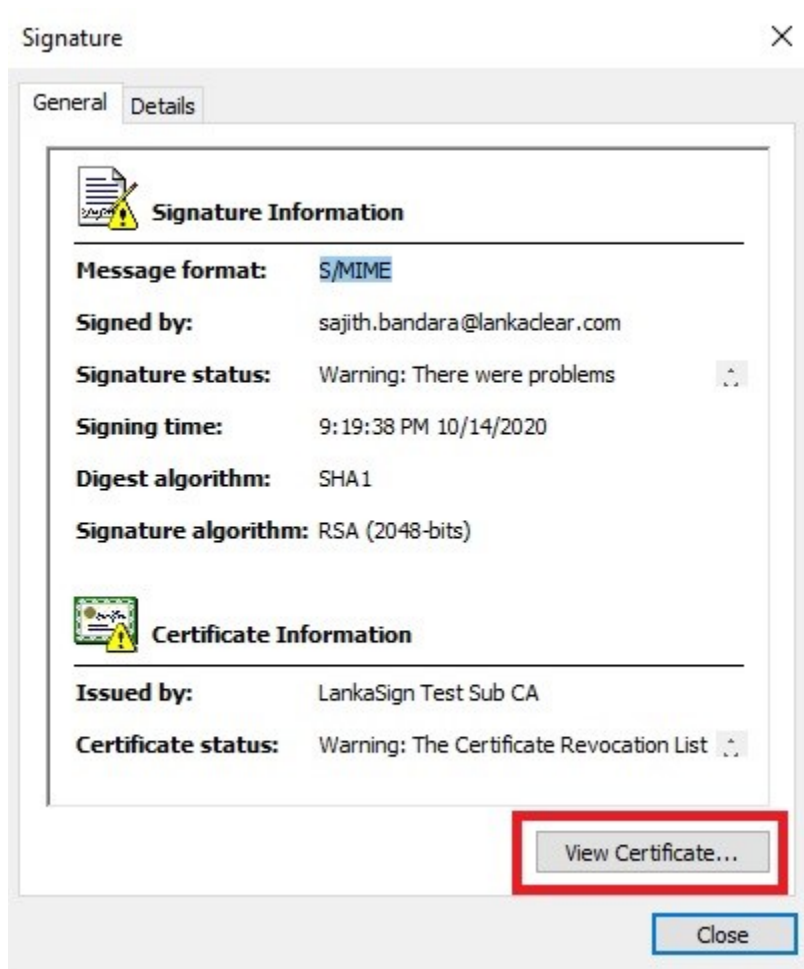1. Click on the red ribbon and select details tab on popup window.

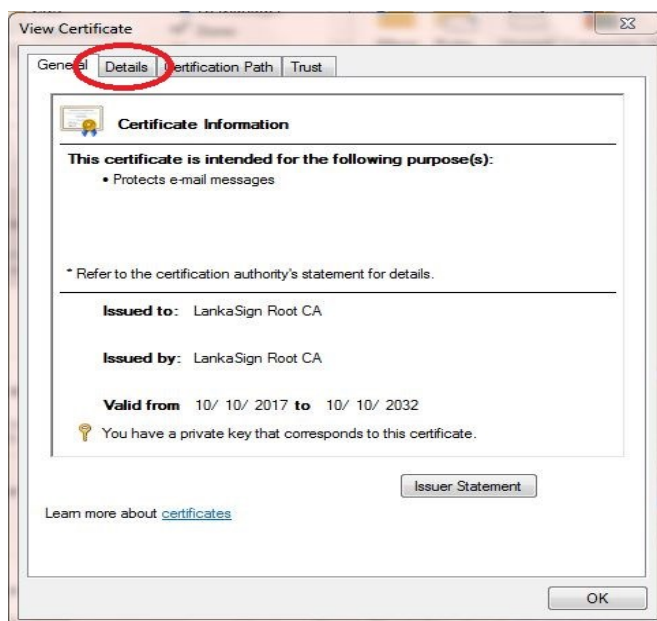2. Select Signer email and click **Trust Certificate Authority** button.

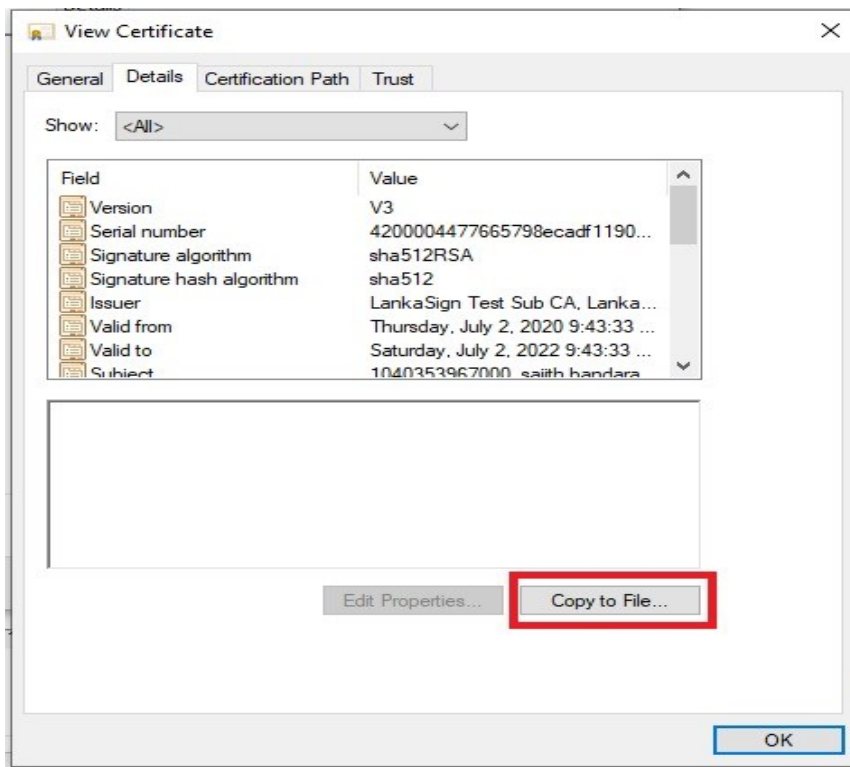3. Then Select the View Trust Certificate Authority in the popup window.

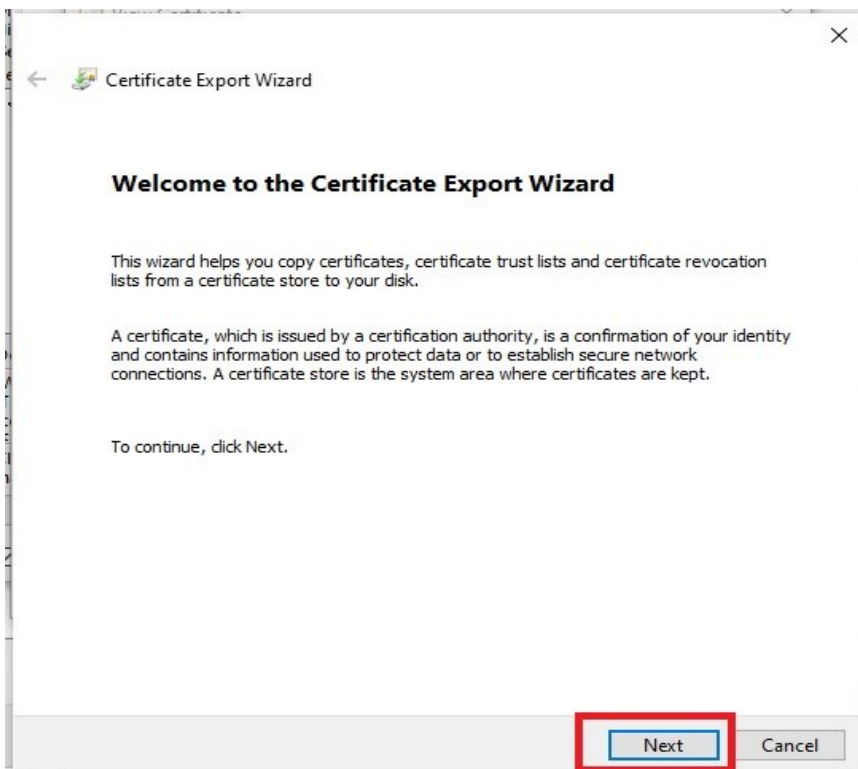4. In the Signature Details window click the **view certificate.**

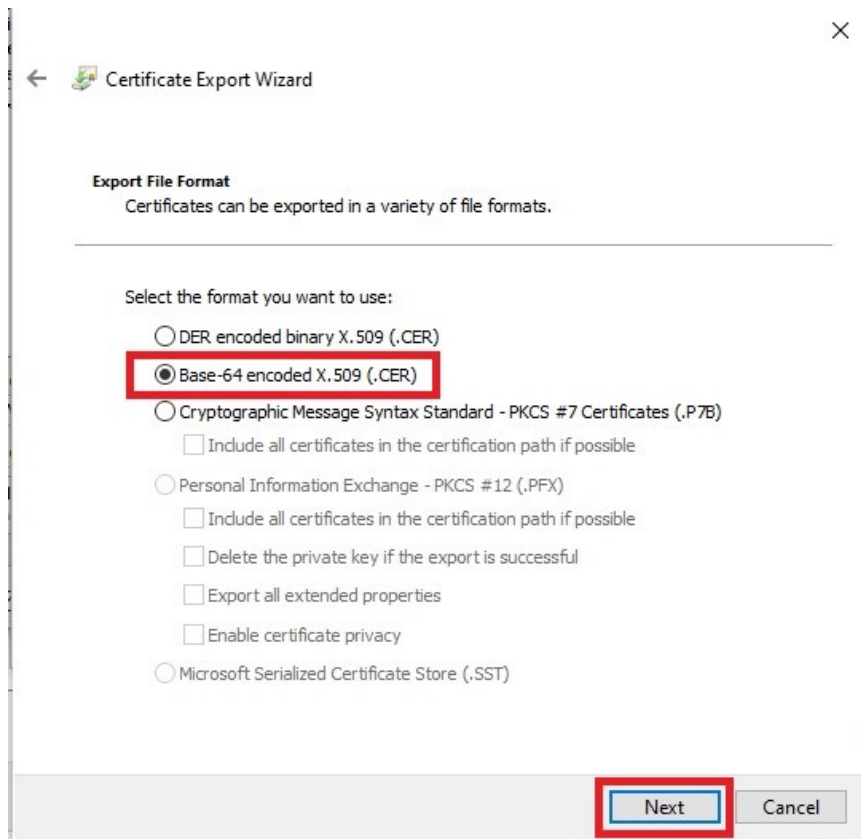5. Select the Details tab in the **Certificate window.**

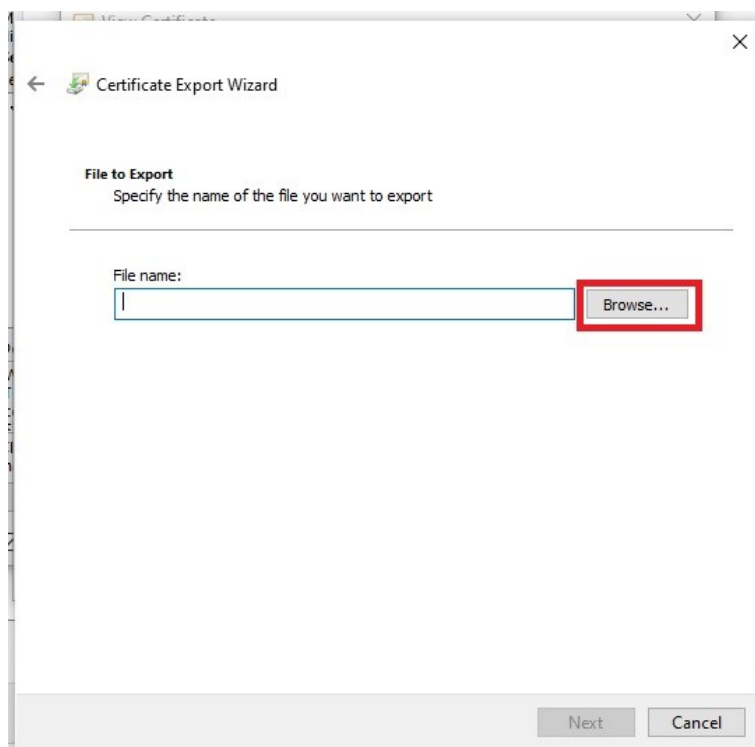6. Select **Copy to File** tab in View Certificate Window.

7. Click **Next** button on Certificate Export Wizard

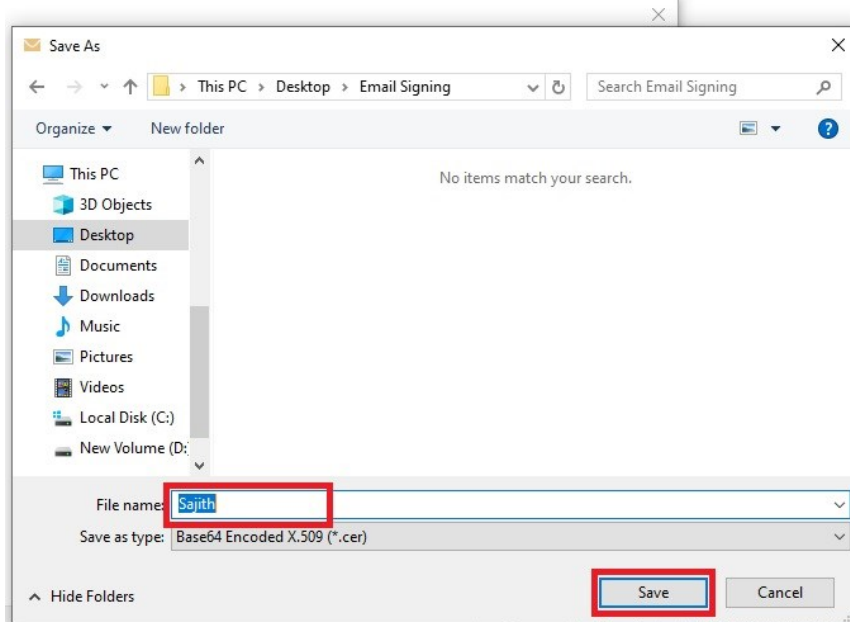8. Select export file format as **Base-64 encoded** and click **Next**

9. Select **Browse** in the popup window**.**
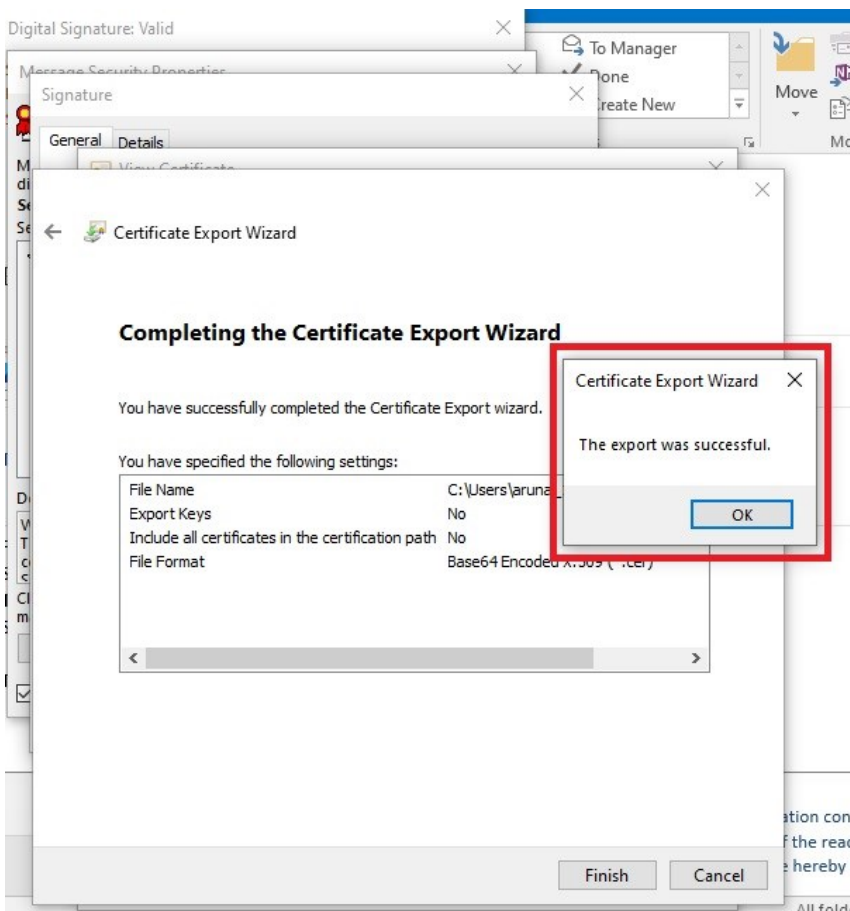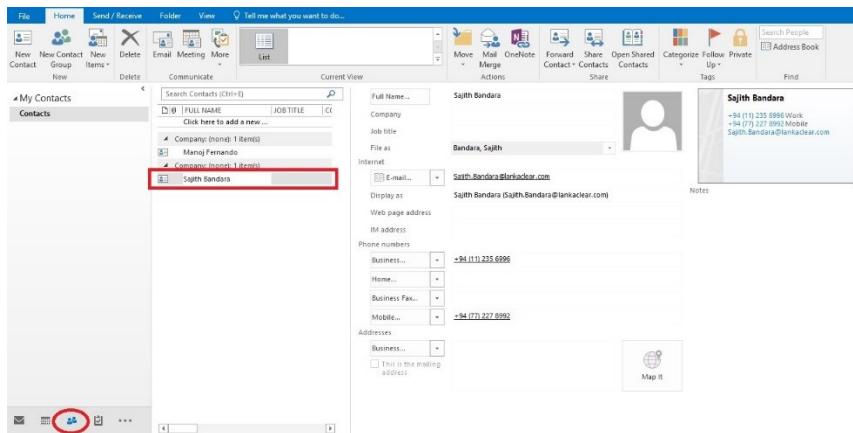
10. Select the desire location and enter the file name, then click Save.

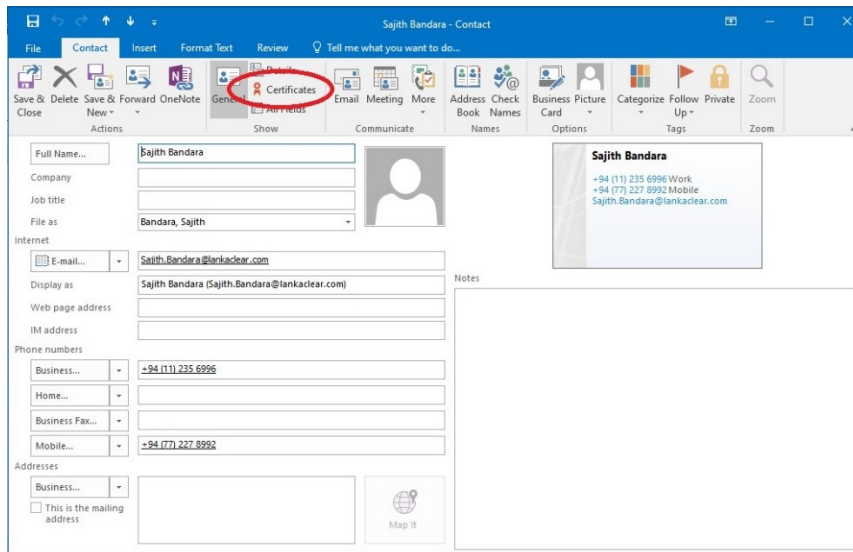11. Click **Next**, followed by click **Finish**. Then wait for the Successful message.
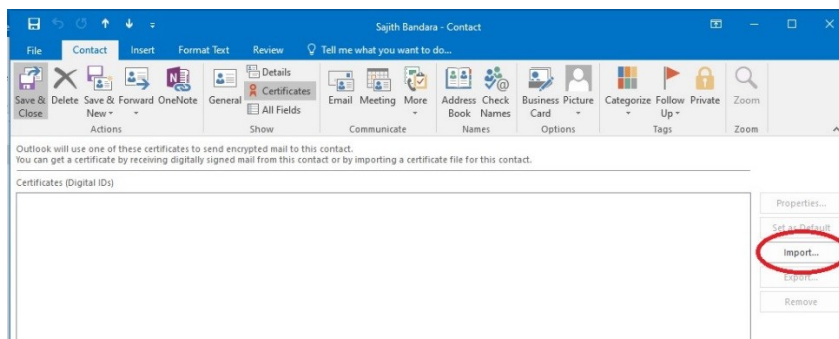
12. Select **My contact** in Outlook and Double Click on the recipient **email address** to open the recipient contact page.

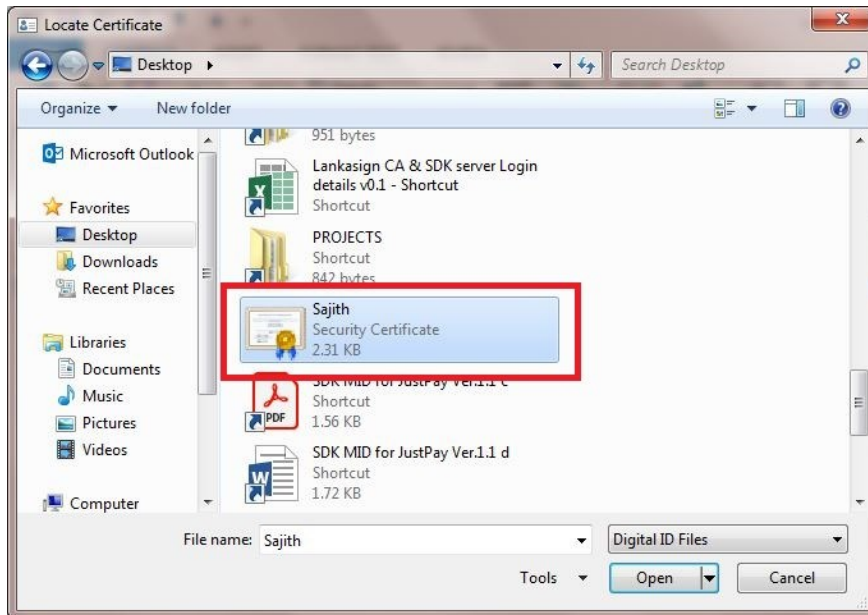13. Select **Certificates** button.

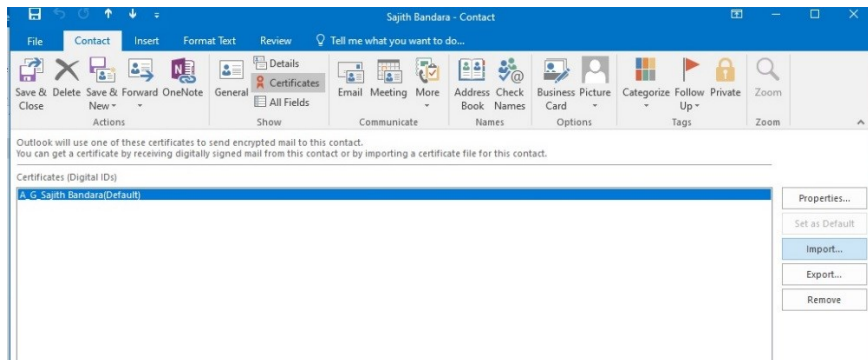14. Select **Import** to add the previously saved certificate.

15. Select saved Certificate and **Open** it.

16. If the import is successful showing the certificate with recipient name.
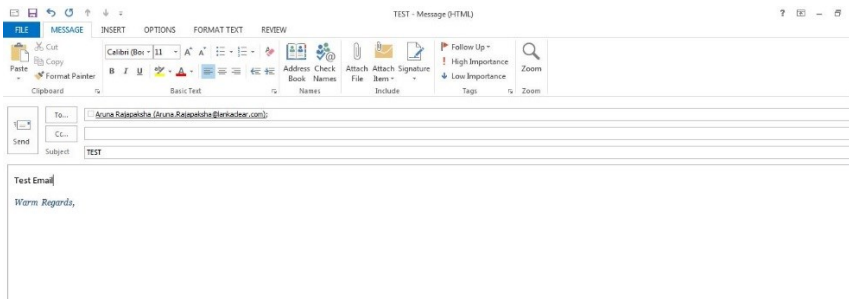

Note:-

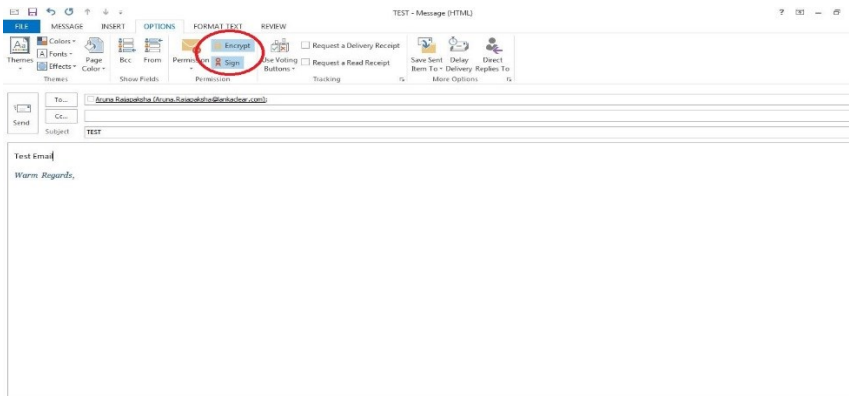These settings should be done on both sides.
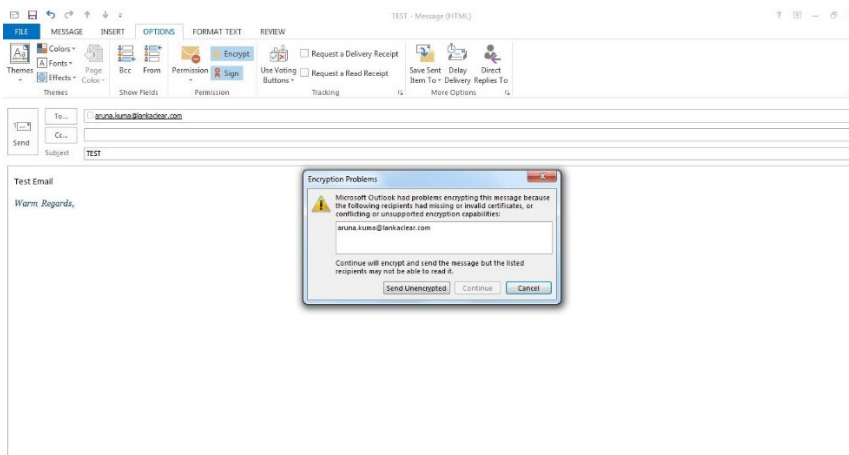
❖ **Send Encrypted Email.**

1. Create an e-mail as you normally would

2. Select **Sign** and **Encrypt** in the Options tab.

3. Write your e-mail as you normally would and send it, if you get an error message there might be a problem with your or your recipients digital ID.

4. If the red ribbon and encrypted icon appears on your email to the recipient, you've done everything right.