


Installing and Using your Secure Email Certificate with Outlook Express 5 & 6

Assigning your Certificate to your email account:

1. Open Outlook Express
2. Select **Tools** from menu
3. Select **Accounts** from drop down menu
4. In dialog box that appears select **Mail** then select your relevant email account
5. Click **Properties**
6. Click the **Security** tab
7. Click **Select Signing Cert.** From the popup Certificate store box locate and select your Secure Email Certificate.
8. Click **Select Encryption Cert.** From the popup Certificate store box locate and select your Secure Email Certificate.
9. Click **OK** to return to Outlook Express

Signing an Email:

Signing an email ensures the recipient knows the email has come from you and informs the recipient if it has been tampered with since being signed.


1. Compose your email and attach files as usual
2. Click **Sign**  button
3. Click **Send** button

The recipient of your email must have a copy of your Certificate in order to verify your signed email is legitimate. The easiest way of ensuring this is to automatically attach your Certificate to every outgoing email:

1. Select **Options** from **Tools** menu
2. Select **Security**
3. Click **Advanced** button
4. Check (place a tick in) *Include my Digital ID when sending signed messages*

Encrypting an Email:

Encrypting an email ensures that only the recipient may view the email content and any attachments. Note: in order to encrypt an email for the recipient you must have the recipient's digital certificate, and their digital certificate must be assigned to the relevant entry in your address book

1. Compose your email and attach files as usual
2. Ensure the recipient has a Digital Certificate and you have assigned the Certificate to their entry in your OE address book
3. Click **Encrypt**  button
4. Click **Send** button

Adding someone else's Certificate to your address book:

In order to automatically add someone's Certificate to your address book:

1. Select **Options** from **Tools** menu
2. Select **Security**
3. Click **Advanced** button
4. Check (place a tick in) *Add Senders Certificates to my address book*

All incoming signed emails will add the Sender's Certificate to your address book