



## *Setup for Outlook (English)*

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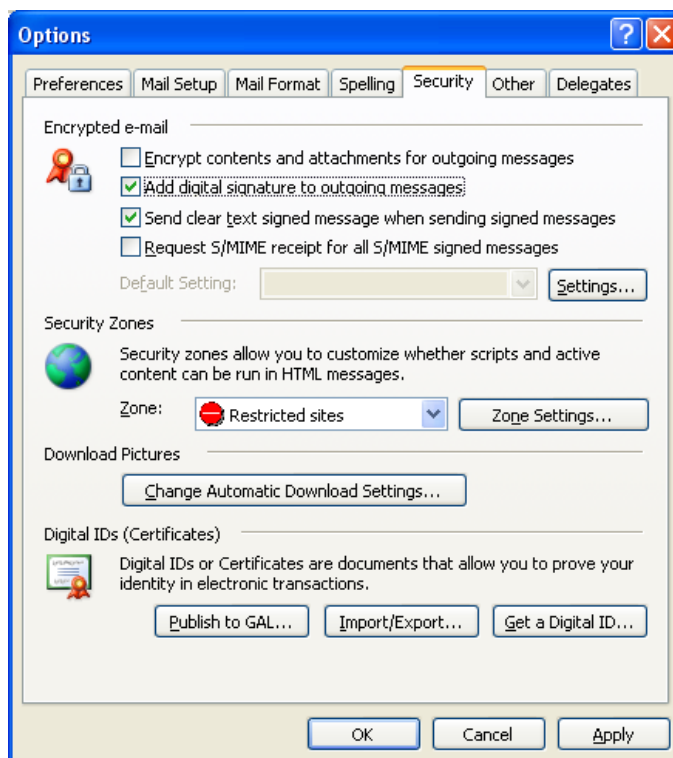
ENABLE MAIL CERTIFICATE

Once you have successfully deployed the certificates to the users, each user must configure his or her e-mail application to use the mail certificates for S/MIME protection.

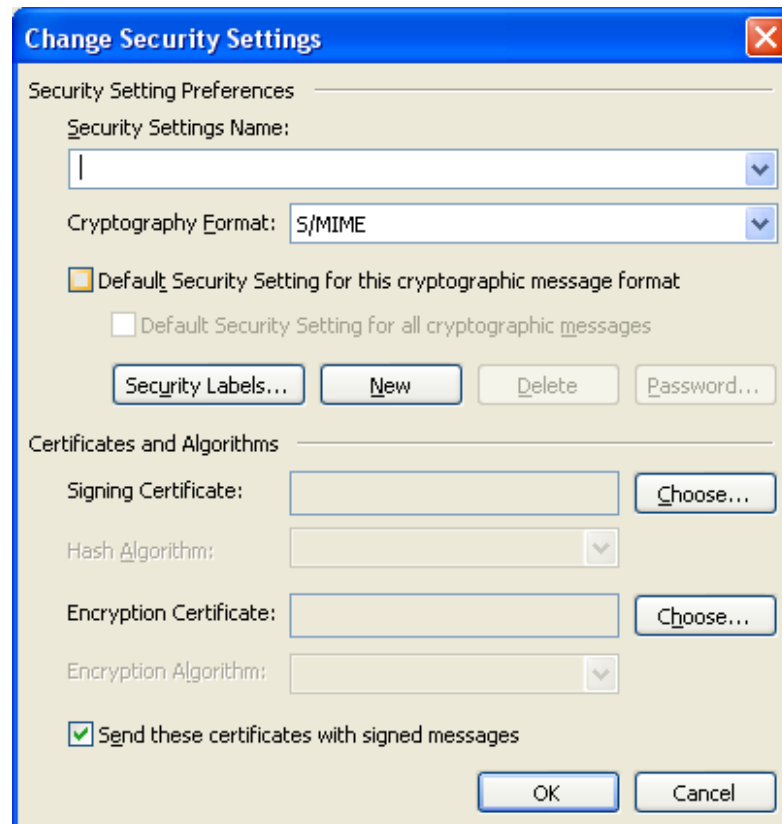
The following section details how to enable S/MIME security in:

- **Outlook**
- **Outlook Express**
- **Outlook Web Access (OWA)**. You will only be able to sign and encrypt message if you have your private key and the recipient public key stored on the local machine.

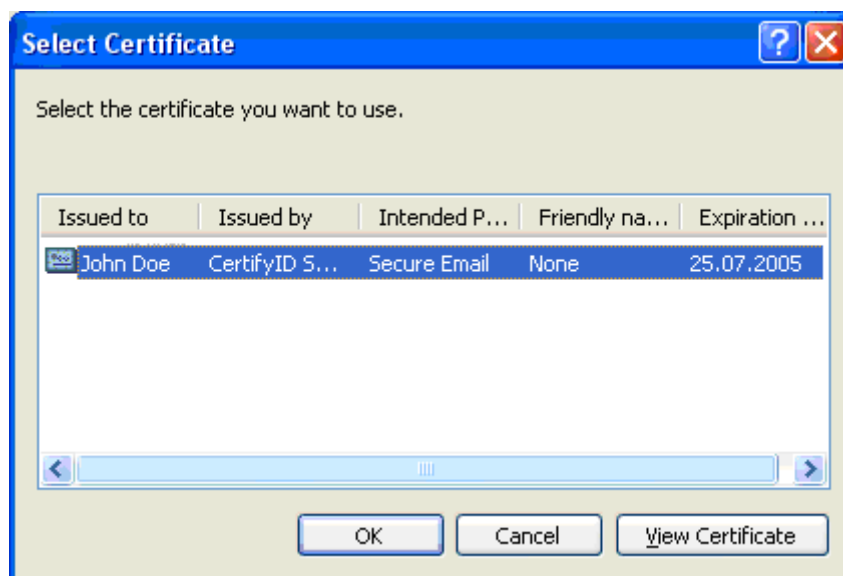
- Open your **Outlook**
- On the **“Tools”** menu, click **“Options”**
- In the **“Options”** dialog box, on the Security tab, click **“Settings”**



- Click on the “Choose” buttons. (both)



- Select the Certificate
- Click on **OK**

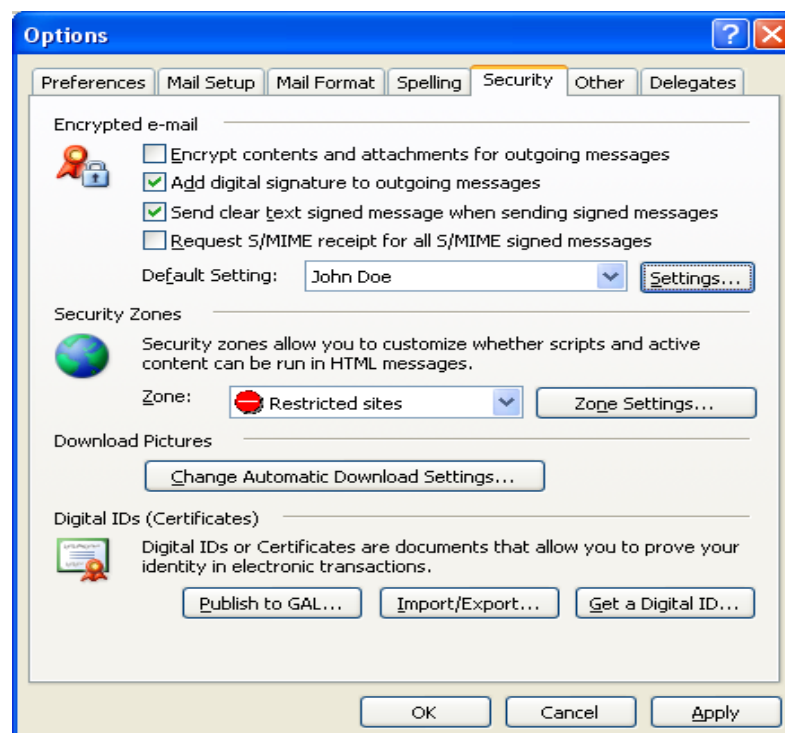


Enter a name in the “Security Setting Name” field

- Click on **OK**

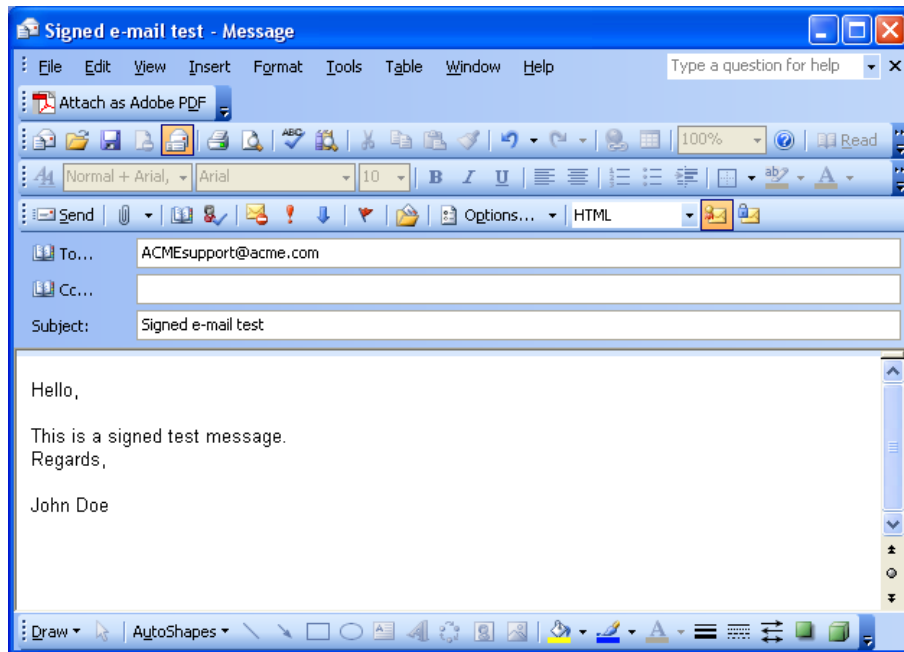


- Click on **OK**




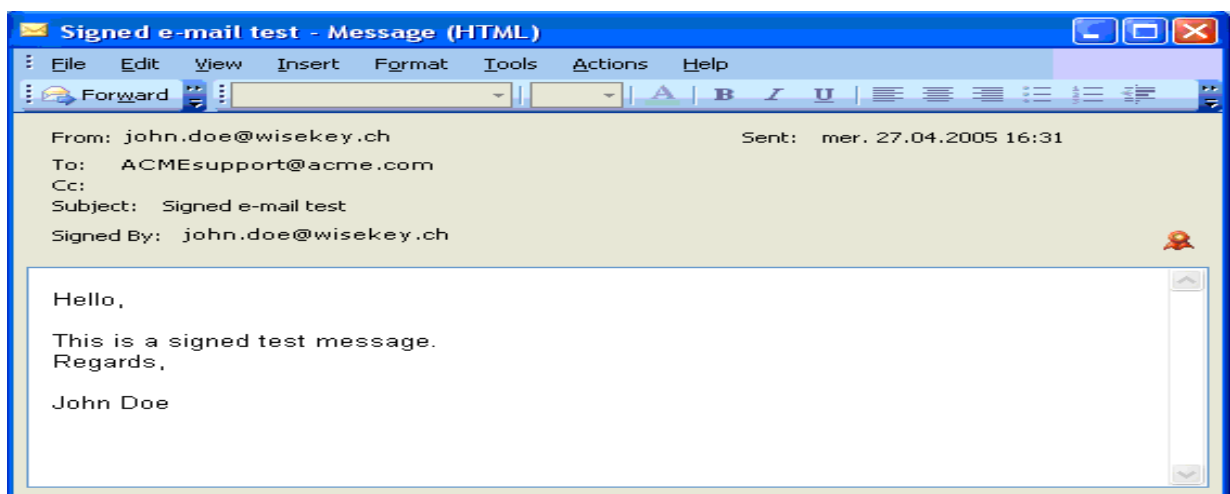
SIGN A MESSAGE

Create a new mail, the Certificate will automatically be sent with the message.  is selected.

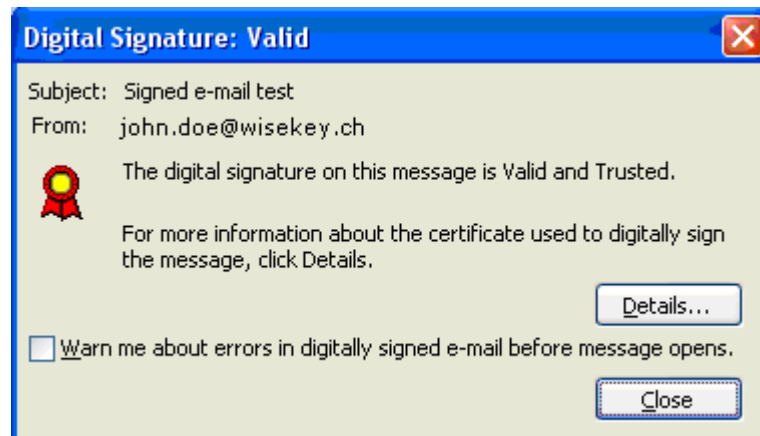


READ A SIGNED MESSAGE

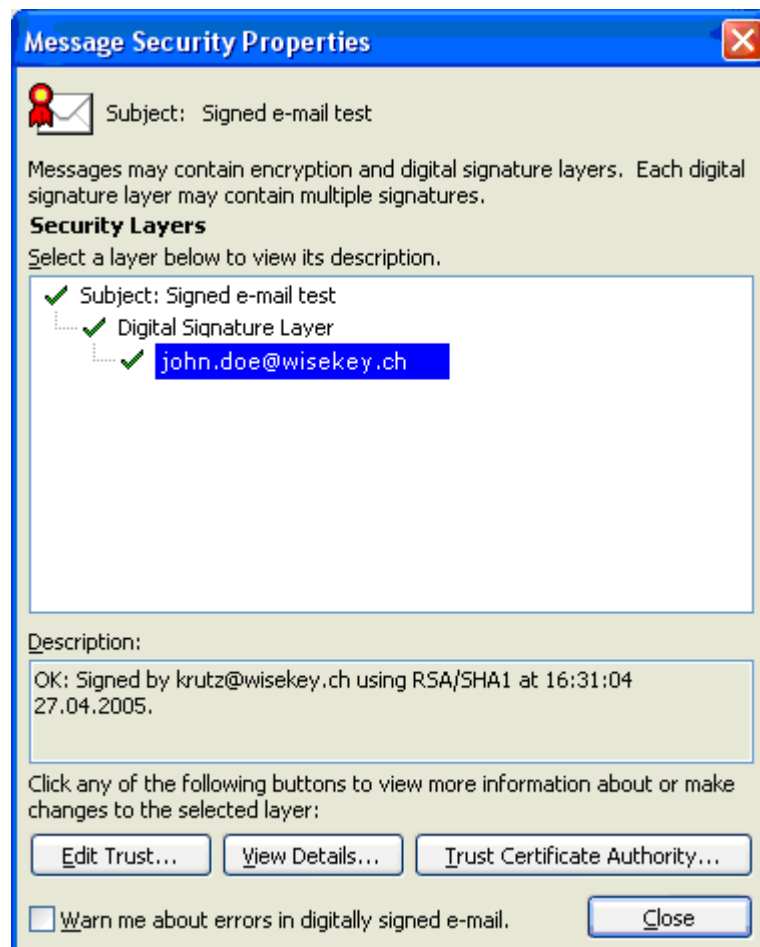
- Open the received mail
- Click on the Certificate button (middle-right) 



- Click on Details

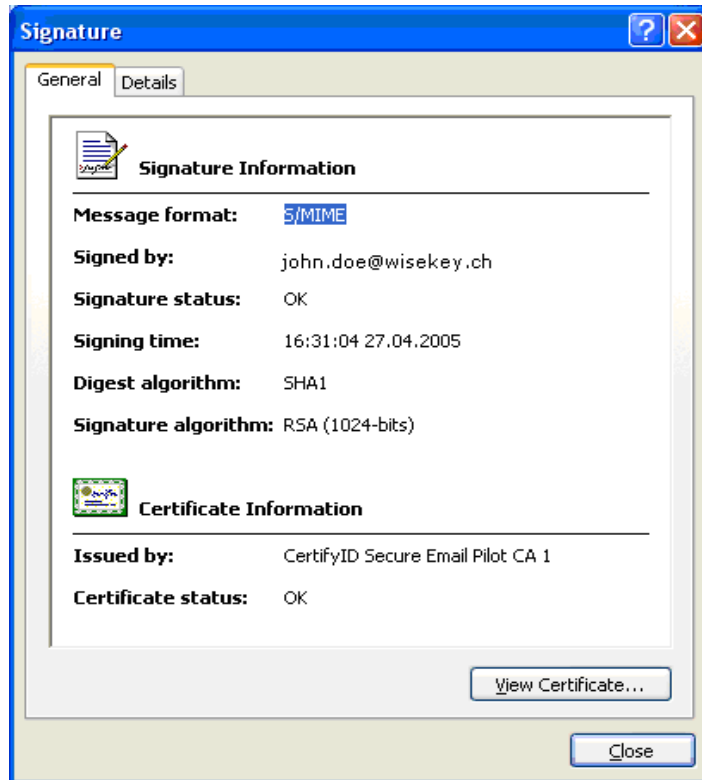


- Select the "Signer" level
- Click on "View Details" to view the Certificate details

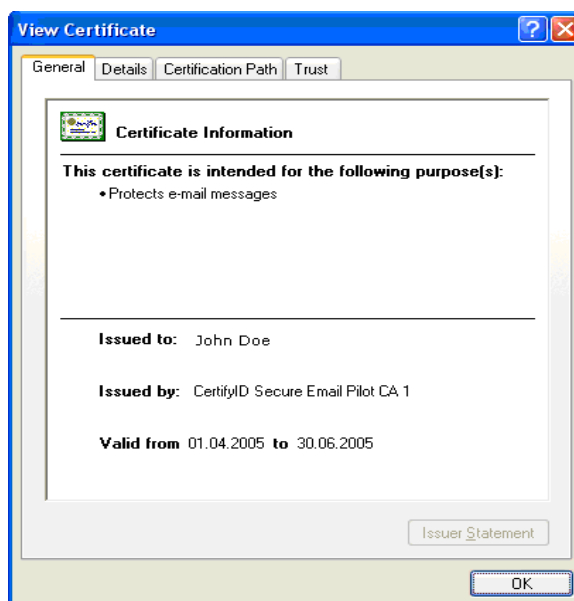


Certificate Detail


- Click on “View Certificate”

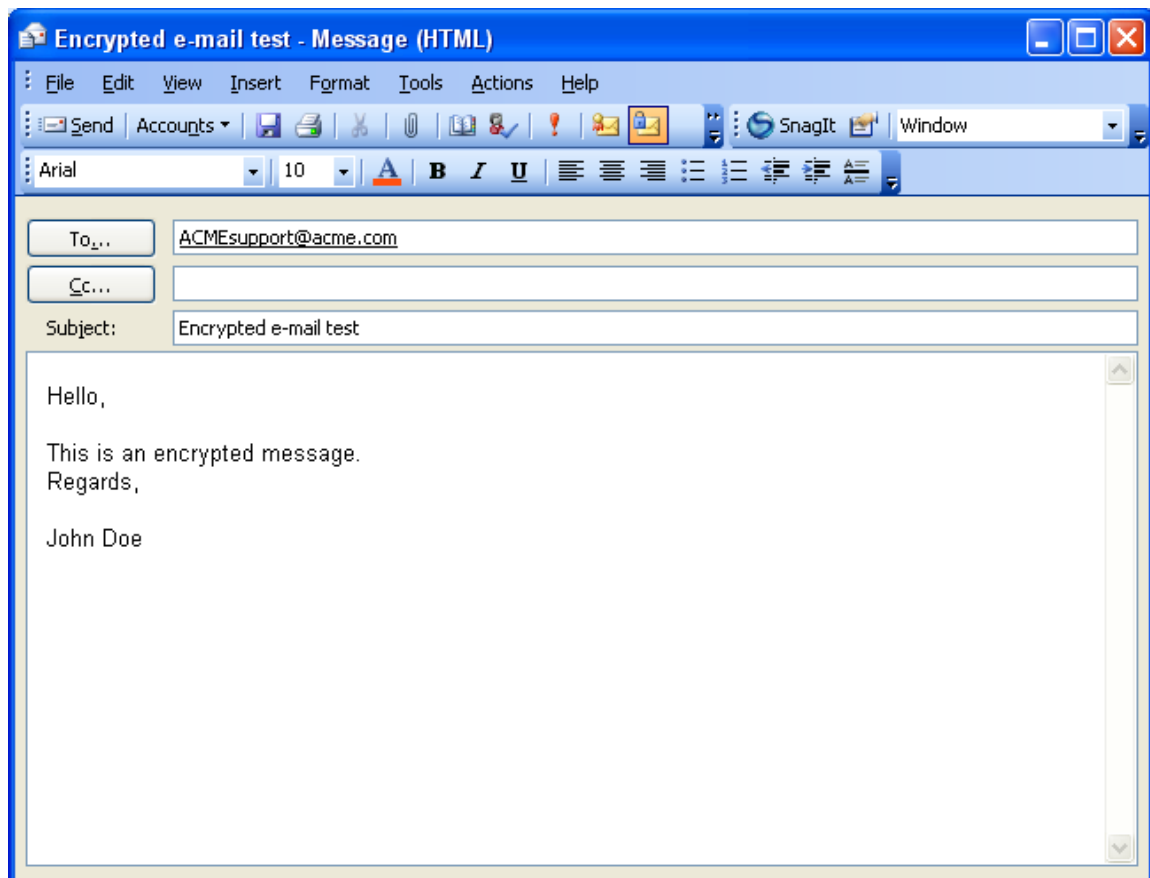


- Certificate view



## ENCRYPT A MESSAGE

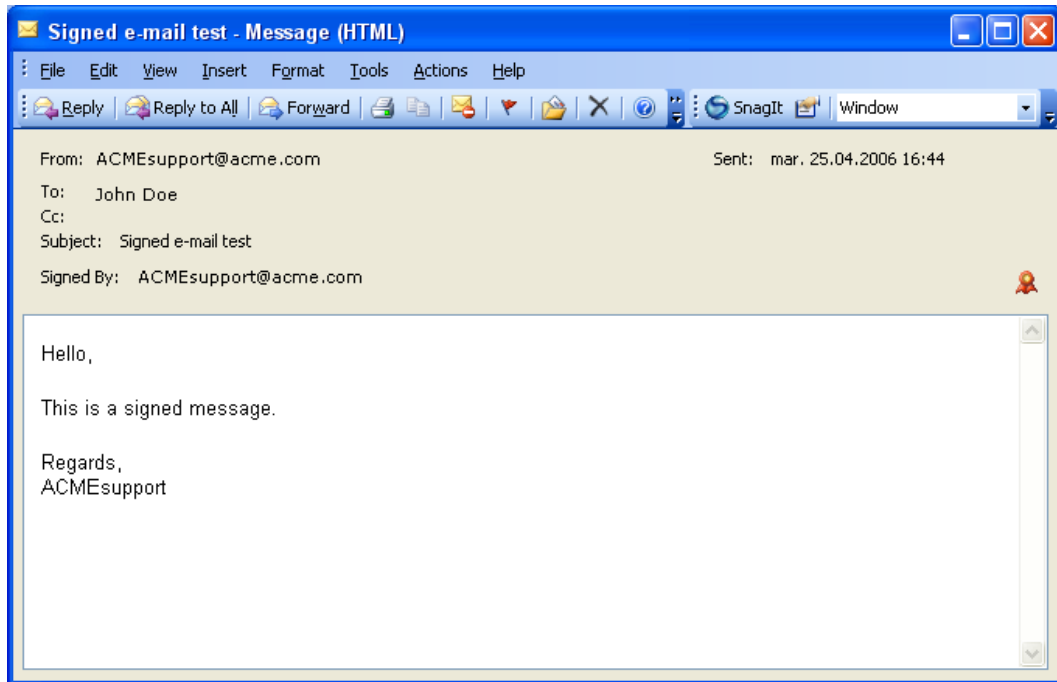
- Click on the encryption symbol  to send an encrypted message to a person.



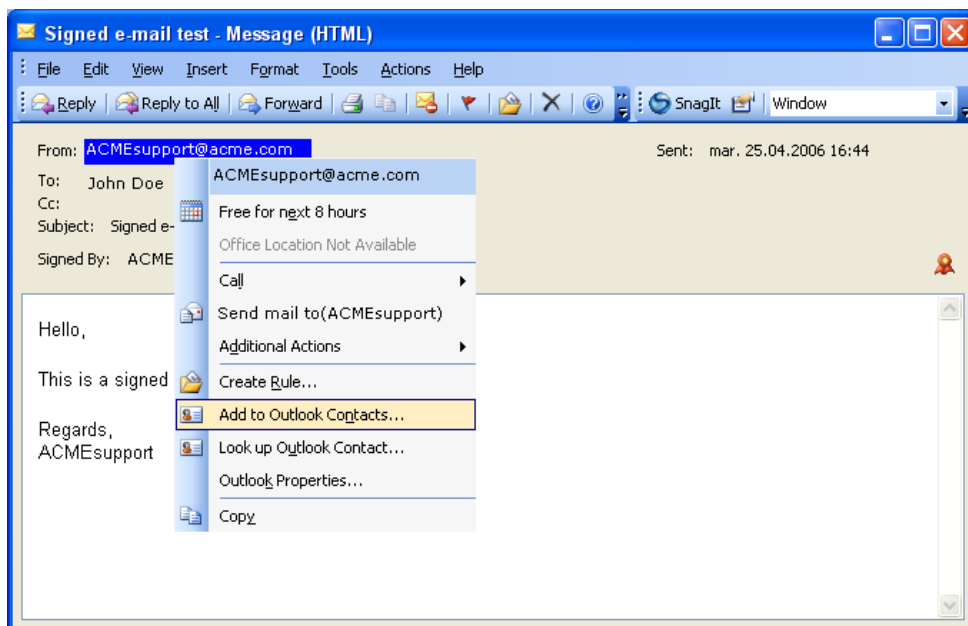
Note: You must first have the Public Key of the recipient before sending an encrypted message. If you are sending an encrypted message to a person within your domain (through Active Directory), the public keys are available automatically. If you wish to send an encrypted message to another person, this person must send you a signed message before hand and you will then need to store the certificate and public key in your contact list as follow:

STORING A PERSONS CERTIFICATE

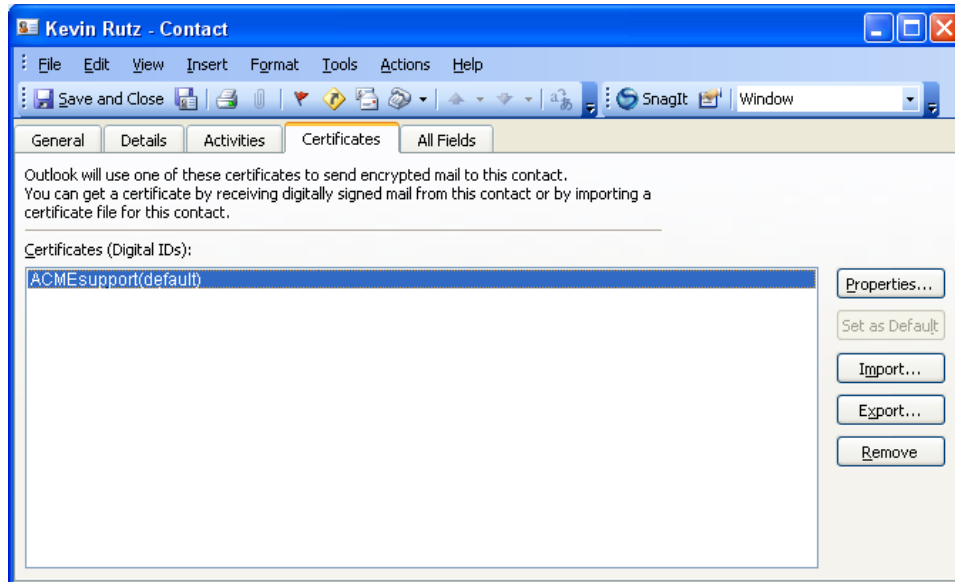
- Open the received signed message




- Right click on the sender's address
- Select **"Add to Outlook Contacts"**

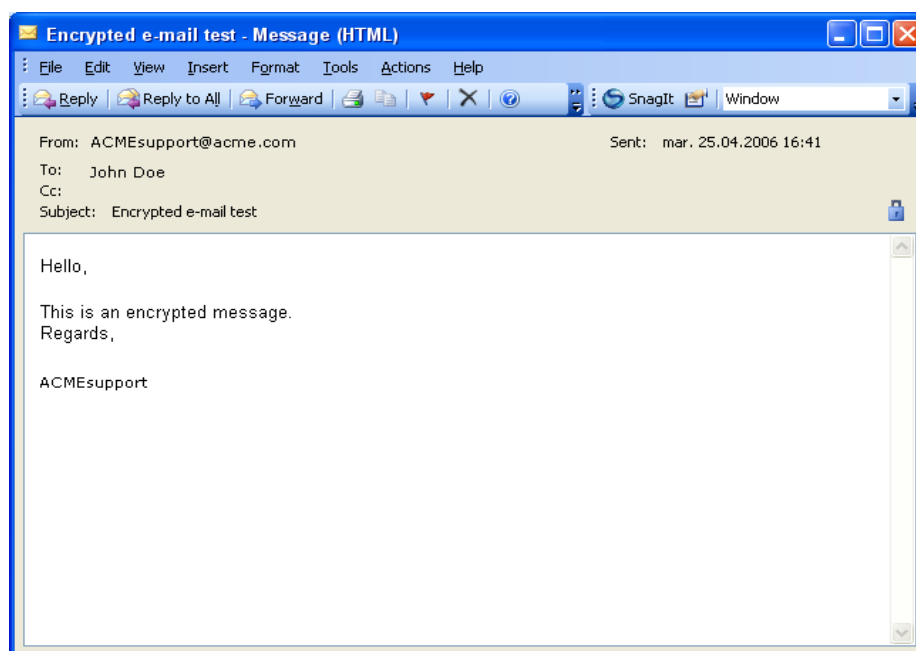


- Click on the “Certificates” tab and verify the entry
- Click on “Save and Close”

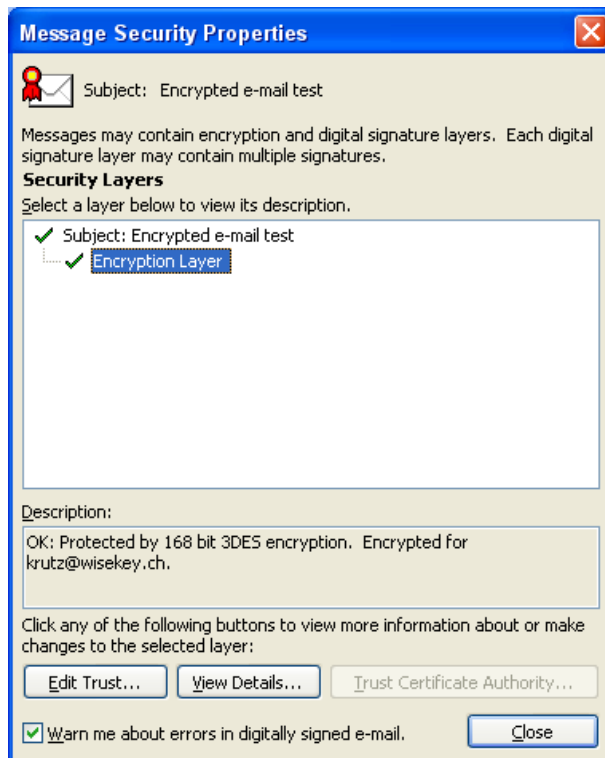


## READ AN ENCRYPTED MESSAGE

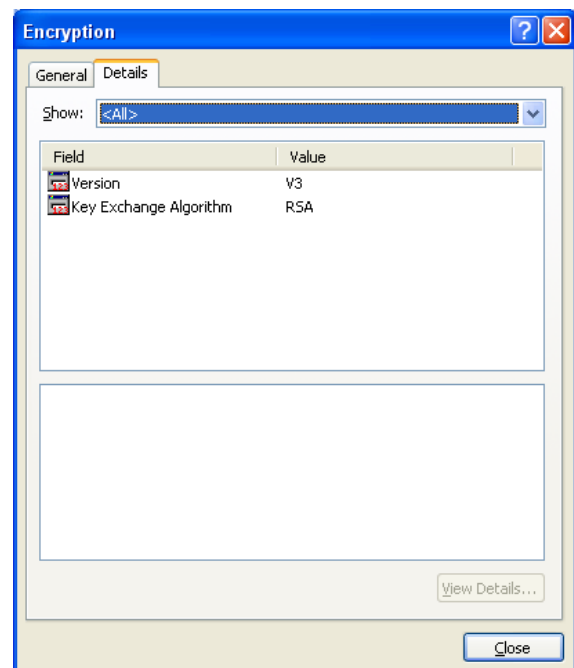
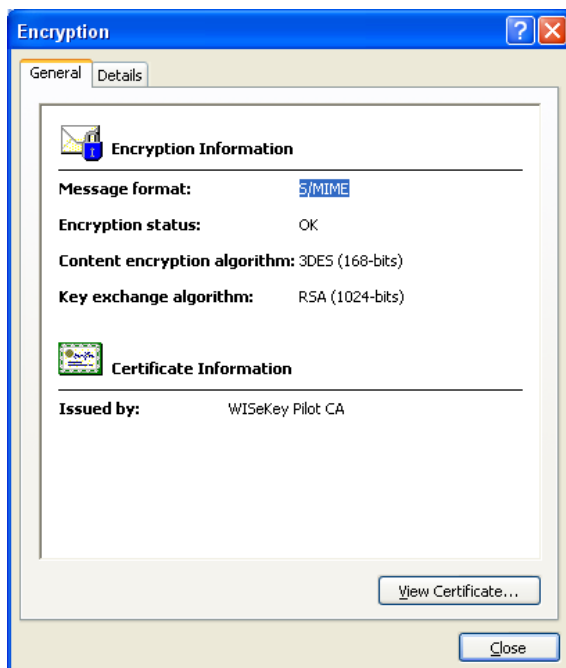
- Open the received encrypted mail
- Click on the Encryption  button



- Click on "View Details"




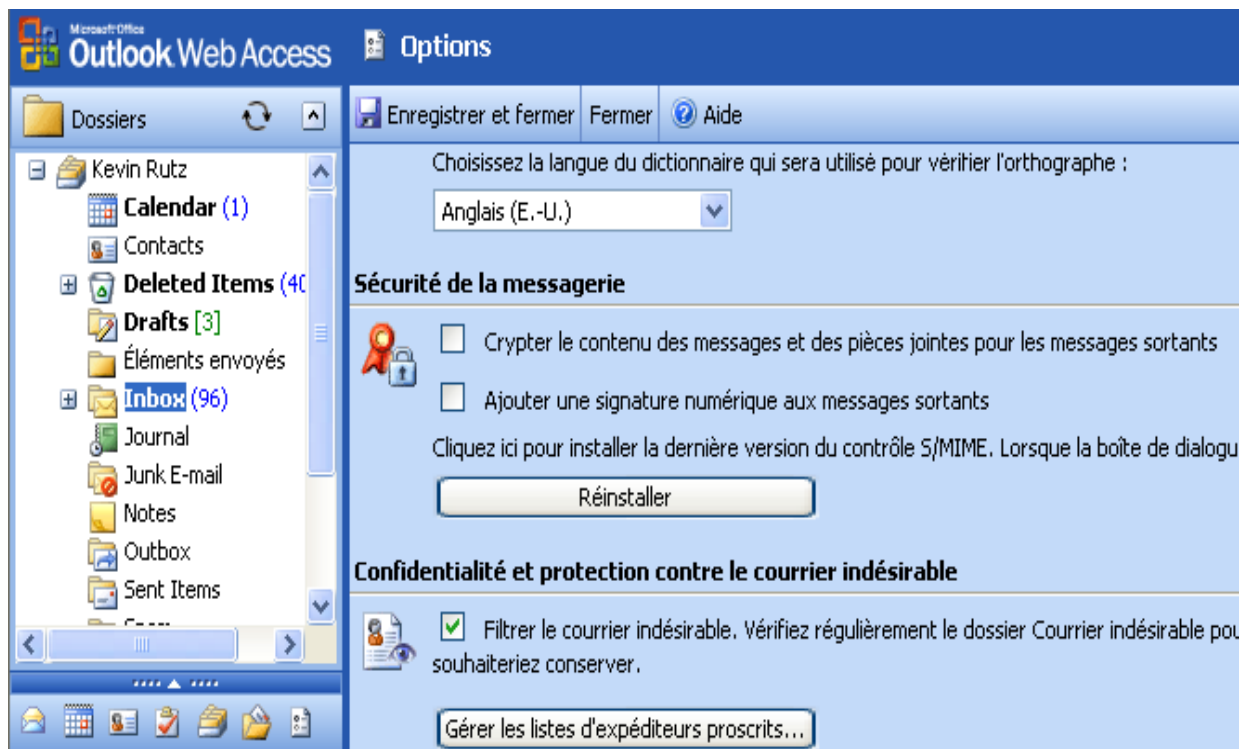
You can see the encryption details



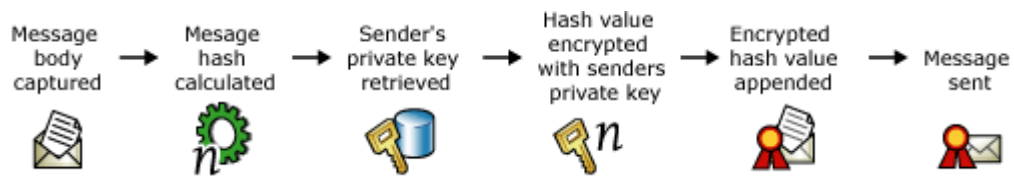
## ENABLE S/MIME SECURITY IN OWA

In order to send and receive signed and encrypted messages, you must first install the Outlook Web Access Security options.

- Click on the “Options” button  (at the bottom left)
- Select the Security section and click on the Install button
- Follow the procedure as described in the installation windows.
- 



## SIGNING PROCESS



Warning: the encryption function has deliberately not been used and this is not integrated into the digital certificate used.