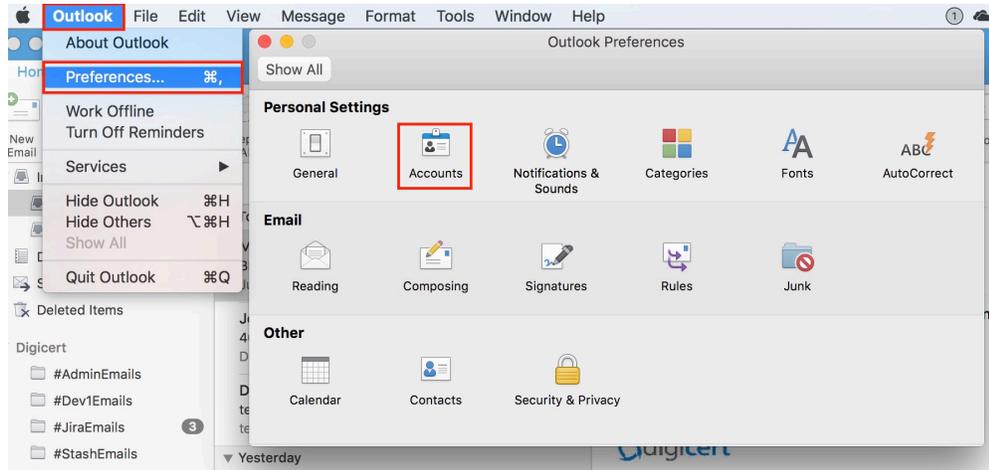


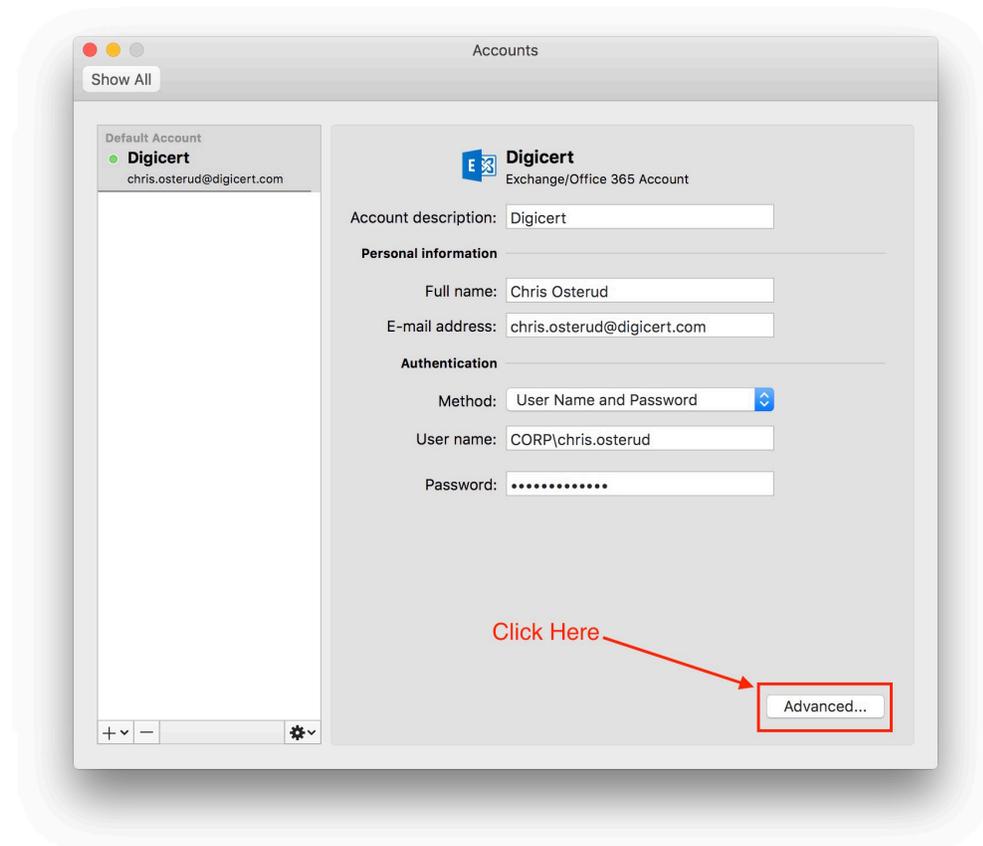
# Digitally Signing Emails (Mac)

## Setting up Outlook 2016

With Outlook open, click on **Outlook** from the menu bar in the top left of your screen, choose **Preferences**, and click on **Accounts** from the Outlook Preferences windows that appears.



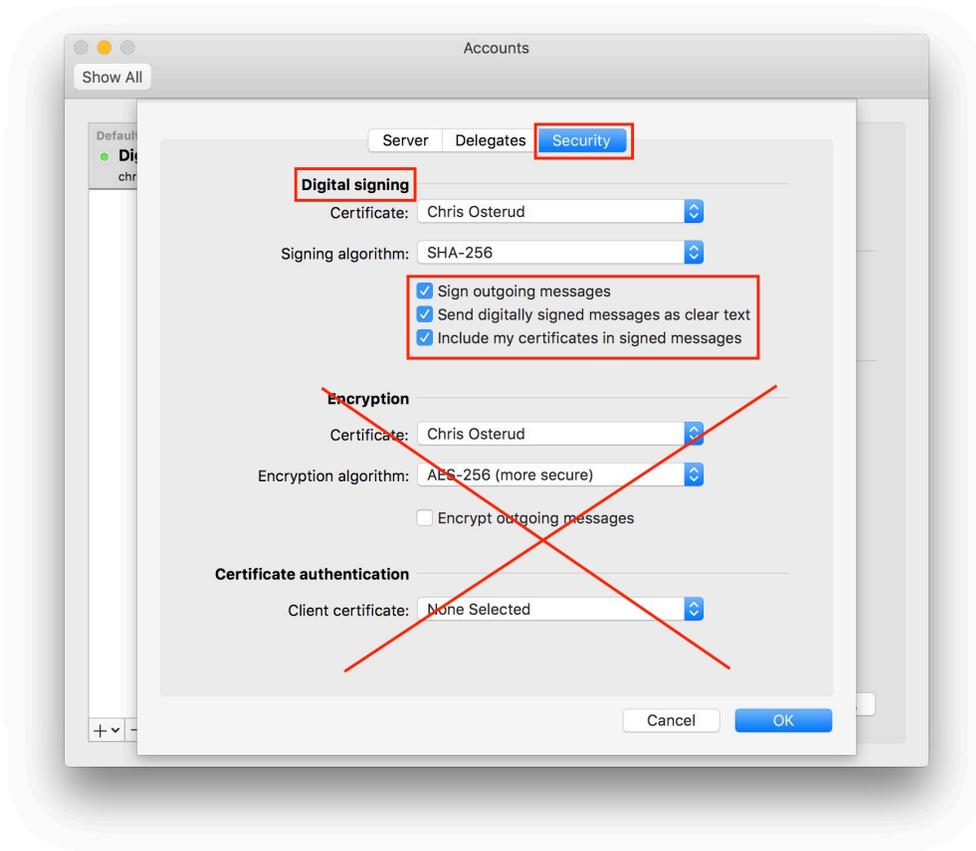
From the **Accounts** screen, click on the **Advanced...** button on the bottom right.



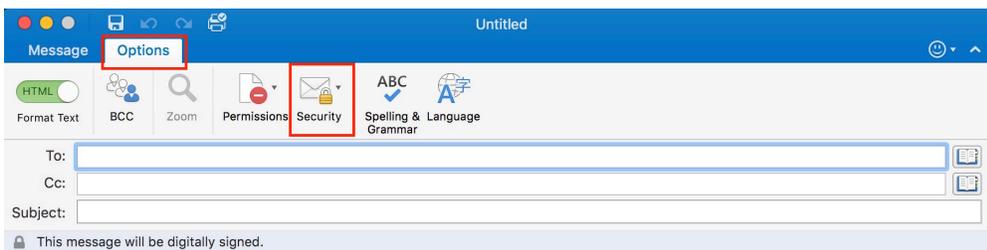
Click on the **Security** tab at the top to view the options for Signing and Encrypting. Under the **Digital Signing** section, you can choose the certificate that is represented by your name under the drop down labeled **Certificate**:. Under the drop down labeled **Signing Algorithm**:. choose

**SHA-256.** Then, ensure you check ALL THREE boxes below **Signing Algorithm:** (show in the screenshot below) to ensure others won't have issues reading your signed emails.

Don't worry about the **Encryption** section or the **Certificate authentication** section. If you would like, you can select your certificate and the encryption algorithm, but do NOT check the box to **Encrypt outgoing messages**. By selecting your certificate in the **Encryption** section, you can encrypt emails on a one by one basis before sending, if you would like to. Checking the box means you will automatically ENCRYPT all outgoing emails, and we only require SIGNING all outgoing emails.



Upon completing the instructions above, you'll be setup to automatically add your digital signature to all outgoing messages (new, replies, forwards, etc.). If you need either remove your digital signature for any one outgoing message, or you'd like to encrypt it, click on the **Options** tab of a message you're sending. Now click on the **Security** button.

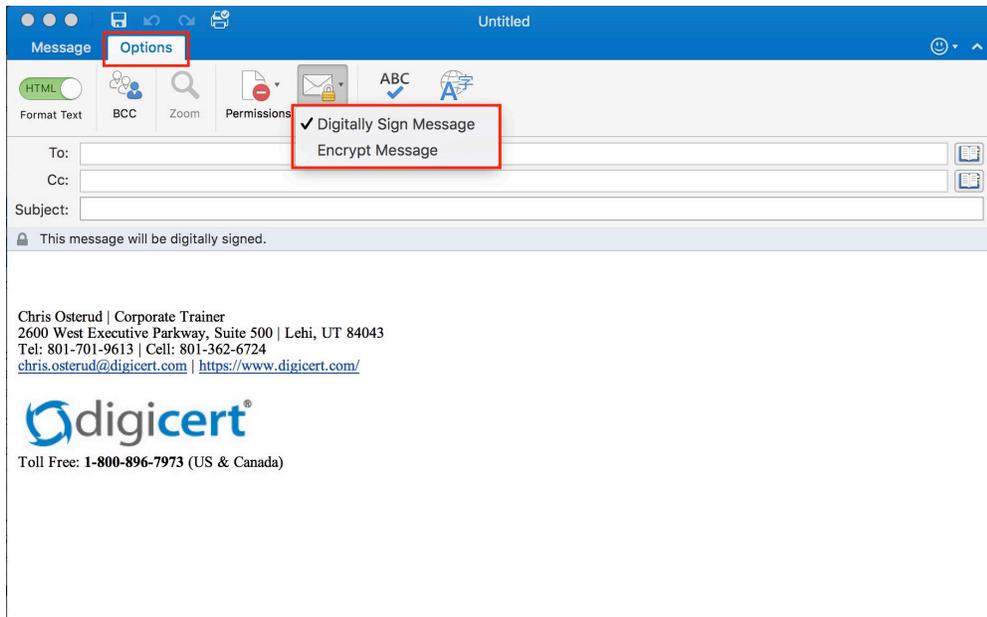


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Once you click on the **Security** button, you will see options to **Digitally Sign Message** and/or **Encrypt Message**. A checkmark next to either option signifies the action that will be taken on the outgoing message. You'll notice **Digitally Sign Message** is checked by default. This is due to the settings we checked on an earlier step. Now you can simply send the message as you normally would.



Here is an example of what you should see when you receive a signed email in Outlook. You'll notice that below the header and above the message is a blueish-gray bar stating the email has been signed and by whom it was signed.

#### 401(k) Changes Reminder



Jon Taggart <jon.taggart@digicert.com>  
Friday, July 1, 2016 at 7:17 AM  
To: **Olympians**

This message was digitally signed by "jon.taggart@digicert.com".

Details

Dear Plan Participant,

As a reminder, the 401(k) changes will take effect July 1st. As discussed in the 401(k) meeting, the following are key items to be aware of:

1. Your money will move into an age appropriate fund on July 1st. This means your money will be invested in a fund managed by Principal which is allocated according to your age. The only exception is if you chose to invest in the Stable Value fund. Assets in the Stable Value fund will move to a similar fund, not the age based funds.
2. You may change your investment elections on July 2 (or any later date) by going to [www.principal.com](http://www.principal.com).

The reason for the change is to reduce the plan fees and allow access to better funds. We have negotiated lower fees with both Principal and our 401(k) advisors and feel these changes are in the best interest of all employees.

Regards,

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