

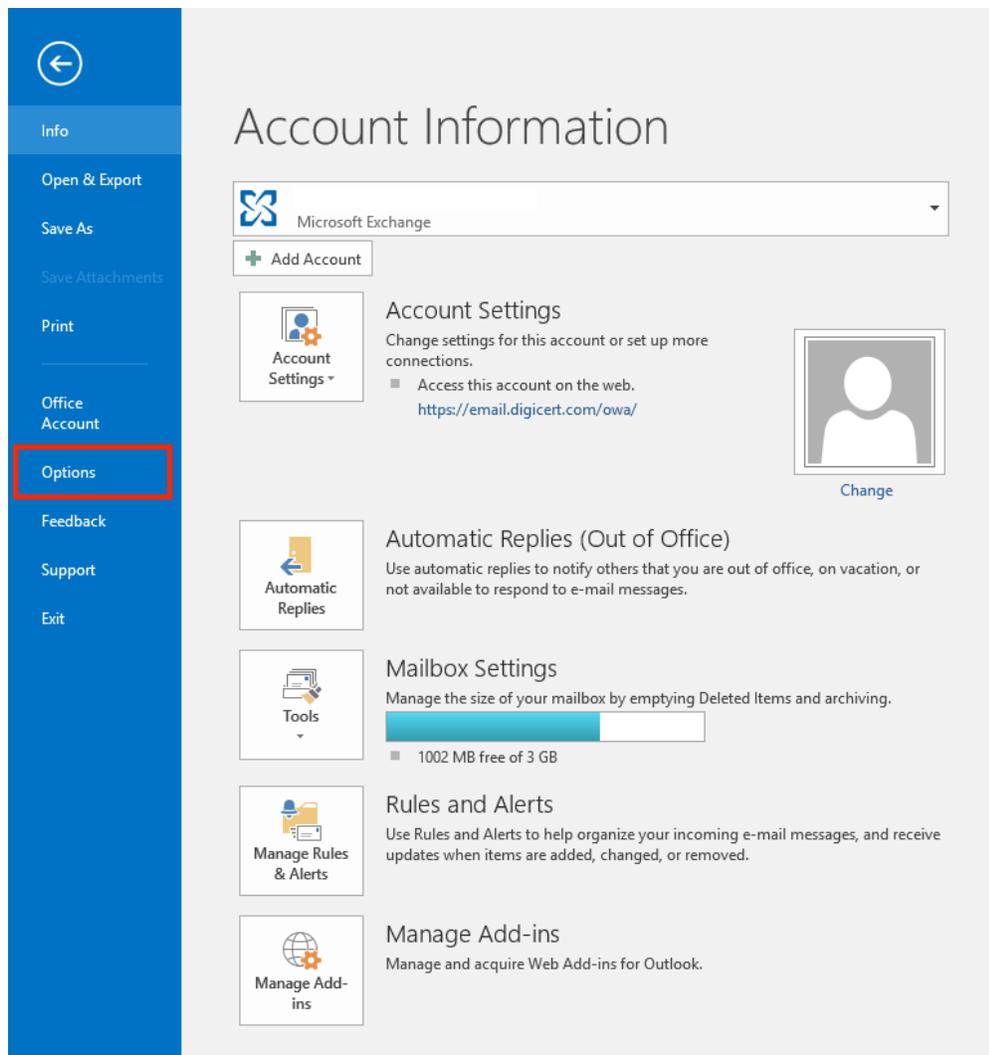
Digitally Signing Emails (Windows)

Setting up Outlook for Signing

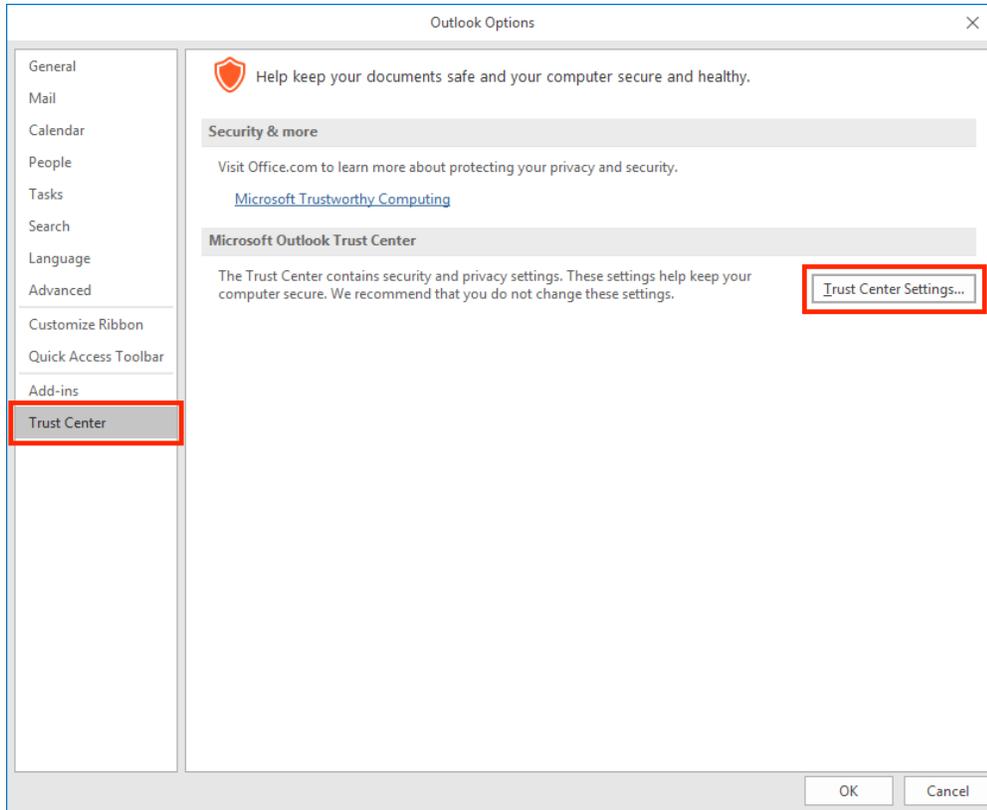
In your Outlook client, switch to the **File** tab.



Select **Options** in the left navigation bar.



Select **Trust Center** and then click the **Trust Center Settings** button.



Select **Email Security** and make sure the following two options are checked:

- **Add digital signature to outgoing messages**
- **Send clear text signed message when sending signed messages** (without this some web based clients like OWA and Gmail display your emails)

The **Default Setting** should be pre-populated with your certificate. If it is, click OK and you're properly setup to automatically sign all outgoing messages. If it isn't, click the **Settings** button and continue to the next step.

Trusted Publishers
Privacy Options
E-mail Security
Attachment Handling
Automatic Download
Macro Settings
Programmatic Access

Encrypted e-mail

Encrypt contents and attachments for outgoing messages

Add digital signature to outgoing messages

Send clear text signed message when sending signed messages

Request S/MIME receipt for all S/MIME signed messages

Default Setting: My S/MIME Settings (t...@digicert.com) 

Digital IDs (Certificates)

 Digital IDs or Certificates are documents that allow you to prove your identity in ele

[Publish to GAL...](#) [Import/Export...](#) [Get a Digital ID...](#)

Read as Plain Text

Read all standard mail in plain text

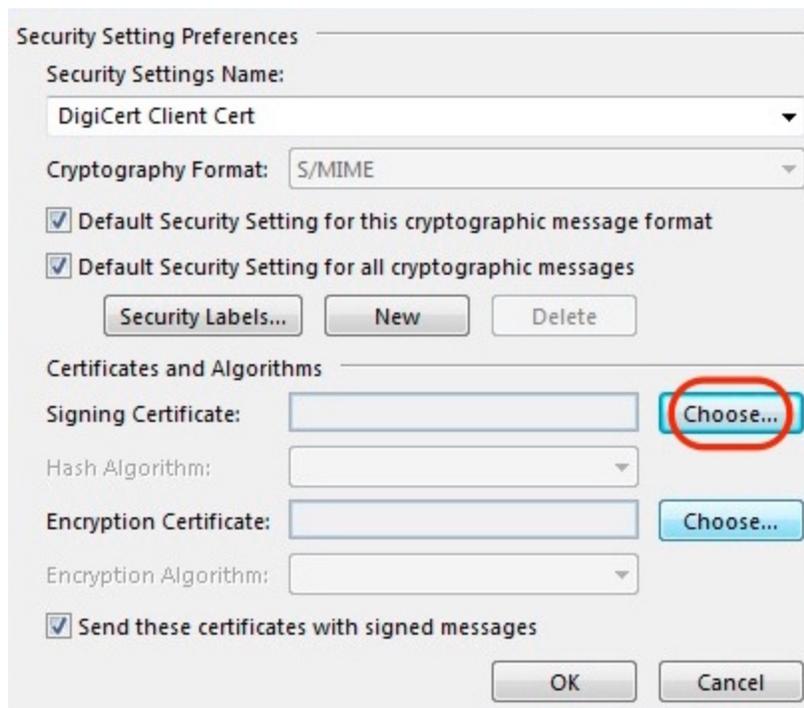
Read all digitally signed mail in plain text

Script in Folders

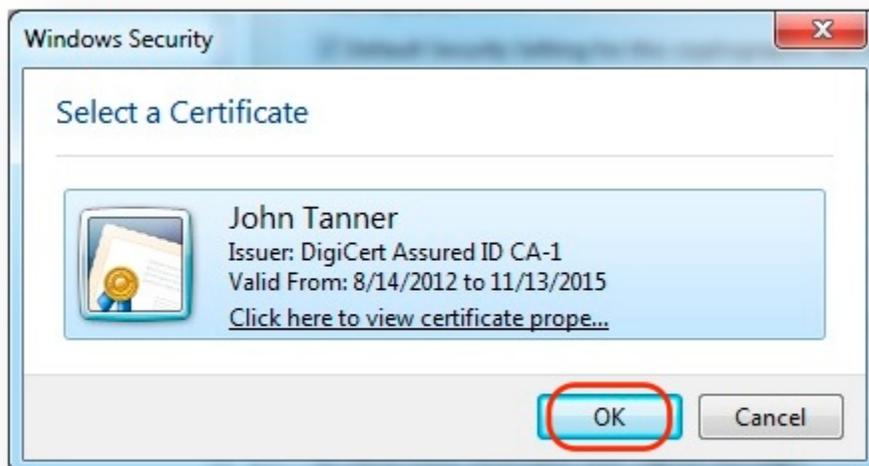
Allow script in shared folders

Allow script in Public folders

If your cert was not shown/available in the **Default Settings** option, and you clicked the **Settings** button to find your cert, click **Choose** next to **Signing Certificate**.



Once you click **Choose**, you'll need to select your cert from the popup window and click **OK**.



Now select **SHA256** under **Hash Algorithm**, check the box at the bottom of the window labeled **Send these certificates with signed messages**, and click **OK**. You're now ready to send emails that are automatically signed, and choose to encrypt specific emails if you choose to.



Encrypting specific emails is as easy as going to the **OPTIONS** tab when typing a new email and clicking the **Encrypt** option, **Sign** should be selected by default, which is what you want. However, you can choose to unselect it if you need to send an email that isn't signed.

Testing - Message (HTML)

FILE MESSAGE INSERT **OPTIONS** FORMAT TEXT REVIEW

Themes Bcc From Show Fields Permission Tracking More Options

Encrypt Sign Use Voting Buttons Request a Delivery Receipt Request a Read Receipt Save Sent Item To Delay Delivery Direct Replies To

To... John Tanner

Cc...

Subject Test

Send

Testing 1...2...3...

See more about John Tanner.

