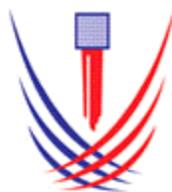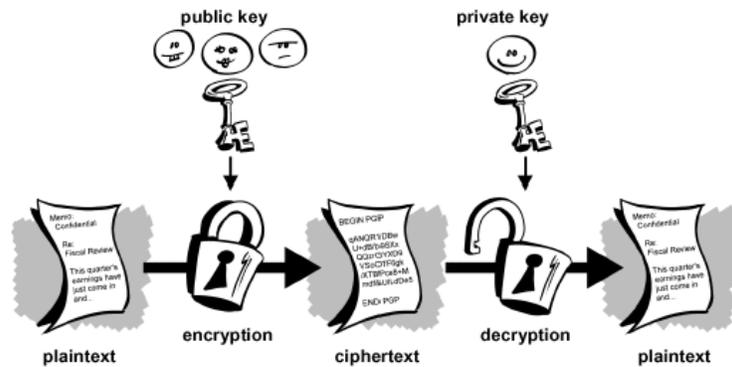# Digital Signature

User Manual For Email Signing and Encryption In Microsoft Outlook

Nepal Certifying Company

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1. **Email Signing and Encryption in Microsoft Outlook 2007**

1.1 Pre-requisite

1. Token driver is installed.
2. Certificate is enrolled inside token.
3. Microsoft Outlook 2007 applications.
4. Configured Outlook and public key of recipient.

**1.2 User guide to digitally sign and encrypt email using Microsoft outlook 2007.**

1. Plug in token. Open Microsoft Outlook 2007.
2. On the menu bar, click **Tools > Trust Center.**
3. Click **E-mail Security**. *Tick add digital signature to outgoing message.* **Tick** *Encrypt contents.*
4. Click **Settings** button as shown in the figure:

5. Type security settings name as desired.
6. For signing certificate click **Choose.**
7. For encryption certificate click **Choose.**
8. Choose your certificate and Click **OK**

9. Click on **File > Contact >** to add contact and import public key certificates.

10. In **General** input your details with your valid encryption configured email account.

11. Click **Certificate** and Click **Import.**
12. Import recipient public key.
13. Click **Open** and **Save and Close.**

Basic description for how to sign email and encrypt using a certificate-based digital ID to allow others to sign using a certificate in Microsoft Outlook 2007,2010,2013.
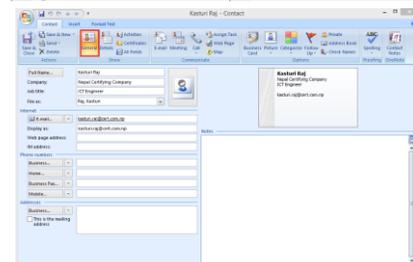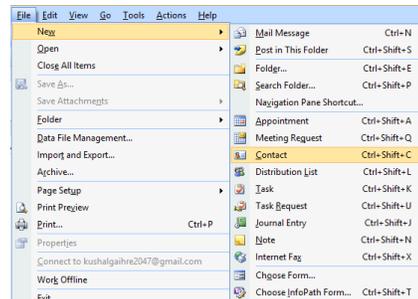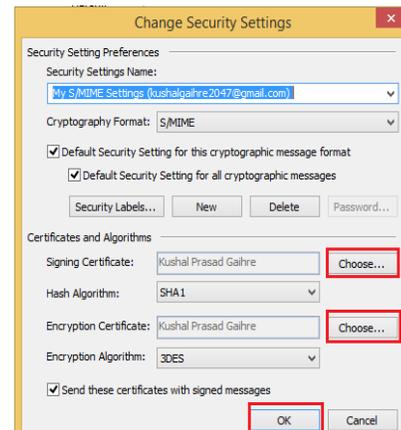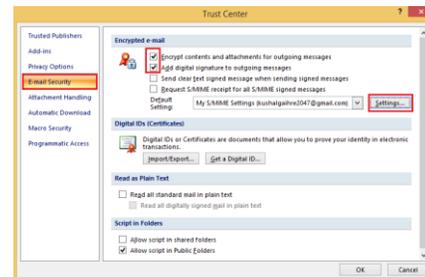
14. Click **Add** to add a new contact. If you have already add contact it says Duplicate Contact Detected. Then, Click **Update.**
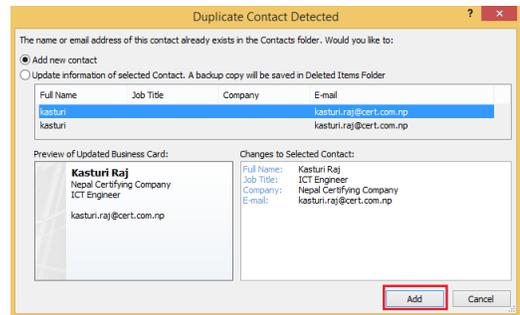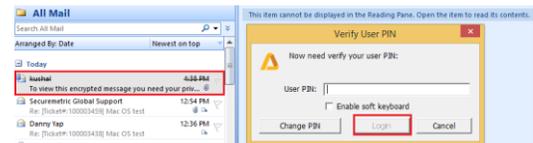
15. Open a new email window.

16. You will notice and has been selected by default. If not, click **Sign**.
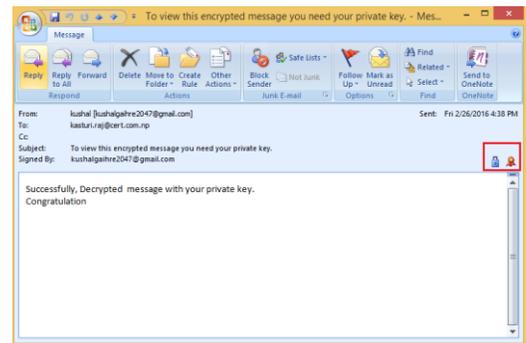
17. Write your email and click **Send.**

18. Now open the recipient outlook configured account and check mail box.

19. You will receive a encrypted mail. To view you need your private key. As shown in figure verify your user PIN of token.

20. Finally, Message is decrypted.

21. Click on symbol signed email message and signed encrypted message.

22. Message Security Properties displays more information and security layers.

23. Recipient receives an encrypted message and can confirm viewing Description. As shown in figure:

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