Digital Signature

User Manual For Email Signing In Microsoft Outlook





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Email Signing for Microsoft Outlook 2<u>016 or later.</u>

1.1 Pre-requisites

- 1. Token driver is installed.
- 2. Certificate is enrolled inside token.

3. Microsoft Outlook 2016 or later applications.

4. Configured Outlook.

1.2 User guide to digitally sign email using Microsoft outlook 2016 or

1. Plug in token. Open Microsoft Outlook 2016 or later.

2. On the menu bar, click **Tools** > **Trust Center.**

3. Click **E-mail Security**. *Tick add digital signature to outgoing message*.

4. Click **Settings** button as shown in the figure:

5. Type security settings name as desired.

For signing certificate
click Choose.
Choose your certificate
and Click OK

8. Open a new email window.

You will notice sign the icon has been selected by default.
If not, click Sign.
Write your email and click send.

➢ Send

Test

11. A PIN Verification box appears. Enter your User PIN and click **Login**.

12. Finally the email signing is done.13. Recipient will see the certificate icon at the right corner just above the content. click to view details.

Basic description for how to sign email using a certificatebased digital ID to allow other to sign using a certificate in Microsoft outlook 2016 or later.

	Trust Center ? X
Trusted Publishers add-ins Prisary Options C and Security Attachment Handling Juriomatic Oomiload Marus Security Programmatic Access	Excypted e mail
Change Security Settings X	
	Security Setting Preferences Security Setting Preferences Security Setting Name: Lachal Oryptography Format: SMUHE Oryptography Format: SMUHE Oefault Security Setting for all cryptographic messages Security Labels New Delete Password Certificates: Muchal Prasad Gairve Choose Hash Algorithm: SHA1 Encryption Certificate: Choose Encryption Algorithm: V Signed these certificates with signed messages OK Cancel
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Subject Test Signa	ture
Windows Security × Smart Card Please enter your authentication PIN. Image: Plane pla	
ОК	Cancel

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