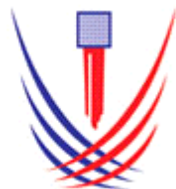


# Digital Signature

User Manual For **Email Signing In Microsoft Outlook**



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# 1. Email Signing for Microsoft Outlook 2007



## 1.1 Pre-requisites


1. Token driver is installed.
2. Certificate is enrolled inside token.
3. Microsoft Outlook 2007 applications.
4. Configured Outlook.

## 1.2 User guide to digitally sign 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*.
4. Click **Settings** button as shown in the figure: 

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

8. Open a new email window.
9. You will notice  the icon has been selected by default. If not, click **Sign**.
10. Write your email and click send. 

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.

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Basic description for how to sign email using a certificate-based digital ID to allow others to sign using a certificate in Microsoft Outlook 2007,2010,2013.

