Outlook 2000

Install the Identity Certificate:

1. Open Outlook 2000 and select the **Tools** > **Options** > **Security**.
2. Click **Change Settings**.
3. Under the **Certificates and Algorithms**, there are two Choose buttons. The first allows you to select the Identity Certificate that you will use to sign your e-mails. The second allows you to choose the Encryption Certificate that will be included in your signed e-mail messages.
4. Click **Choose** and select your Identity Certificate.
5. Click **OK**.

Send a Digitally Signed Email:

1. Open a **new message**.
2. On the **View** menu, click **Options**.
3. Click to select the **Add digital signature to outgoing message** check box, and then click **Close**.
4. Complete and **send** the message.

To Send an Encrypted Email:

To send someone an encrypted message, you need a copy of that person's Encryption Certificate. When you receive a digitally signed message from a person, follow these steps:

1. Open the digitally signed message.
2. Right-click the name in the **From** field, and on the shortcut menu click **Add To Contacts**.
3. If you have an entry for this person on your contacts list, click **Update This Address**. The Encryption Certificate is stored with your contact entry for this person. You can now send encrypted e-mail messages to this person.
4. Open a **new** message.
5. On the **View** menu, click **Options**.
6. Click to select the **Encrypt message contents and attachments** check box, and then click **Close**.
7. Complete and send the message.

Outlook 2002

Install the Identity Certificate:

1. Open Outlook 2002 and select **Tools** > **Options** > **Security**.
2. Click **Settings**.
3. Under **Certificates and Algorithms**, there are two **Choose** buttons. The first allows you to select an Identity Certificate for the Signature to sign your e-mails and the second allows you to choose an Encryption Certificate that will be included in your signed e-mail messages.
4. Click **Choose** and select your Identity Certificate.
5. Click **OK**.

Send a Digitally Signed Email:

1. Open a **new message**.
2. On the **View** menu, click **Options**.
3. Click **Security Settings**.
4. Click to select the **Add digital signature to outgoing message** check box, and then click **Close**.
5. Complete and **send** the message.

Send an Encrypted Email:

To send someone an encrypted message, you need a copy of that person's Digital ID. When you receive a digitally signed message from that person, follow these steps:

1. Open the digitally signed message.
2. Right-click the name in the **From** field, and on the shortcut menu click **Add To Contacts**.
3. If you have an entry for this person on your contacts list, click **Update This Address**. The Encryption Certificate is stored with your contact entry for this person. You can now send encrypted email messages to this person.
4. Open a **new** message.
5. On the **View** menu, click **Options**.
6. Click to select the **Encrypt message contents and attachments** check box, and then click **Close**.

Complete and send the message.

Outlook 2003

Install the Identity Certificate:

1. Open Outlook 2003 and select **Tools** > **Options** > **Security**.
2. Click **Settings**.
3. Under **Certificates and Algorithms**, there are two **Choose** buttons. The first allows you to select an Identity Certificate for the Signature to sign your e-mails and the second allows you to choose an Encryption Certificate that will be included in your signed e-mail messages.
4. Click **Choose** and select your Digital ID.
5. Click **OK**.

Send a Digitally Signed Email:

1. Open a **new message**.
2. On the **View** menu, click **Options**.
3. Click **Security Settings**.
4. Click to select the **Add digital signature to outgoing message** check box, and then click **Close**.
5. Complete and **send** the message.

Send an Encrypted Email:

To send someone an encrypted message, you need a copy of that person's Encryption Certificate. When you receive a digitally signed message from that person, follow these steps:

1. Open the digitally signed message.
2. Right-click the name in the **From** field, and on the shortcut menu click **Add To Contacts**.
3. If you have an entry for this person on your contacts list, click **Update This Address**. The Encryption Certificate is stored with your contact entry for this person. You can now send encrypted email messages to this person.
4. Open a **new** message.
5. On the **View** menu, click **Options**.
6. Click to select the **Encrypt message contents and attachments** check box, and then click **Close**.

Complete and send the message.

Outlook 2007

Install the Identity Certificate:

1. Open Outlook 2007 and select **Tools** > **Trust Center** > **Email Security**.
2. Under Encrypted Email, click **Settings**.
3. Under **Certificates and Algorithms**, there are two **Choose** buttons. The first allows you to select an Identity Certificate for the Signature to sign your e-mails and the second allows you to choose an Encryption Certificate that will be included in your signed e-mail messages.
4. Click **Choose** and select your Digital ID.
5. Click **OK**.

Send a Digitally Signed Email:

1. Open a **new message**.
2. On the Tool bar click **Message**
3. Above **Options** (where you see the "Follow up" flag), click the red ribbon (signing) icon
4. Complete and **send** the message.

Send an Encrypted Email:

To send someone an encrypted message, you need a copy of that person's Encryption Certificate. When you receive a digitally signed message from that person, follow these steps:

1. Open the digitally signed message.
2. Right-click the name in the **From** field, and on the shortcut menu click **Add To Contacts**.
3. If you have an entry for this person on your contacts list, click **Update This Address**. The Encryption Certificate is stored with your contact entry for this person. You can now send encrypted email messages to this person.
4. Open a **new** message.
5. On the **View** menu, click **Options**.
6. Click to select the **Encrypt message contents and attachments** check box, and then click **Close**.

Complete and send the message.

Outlook 2010

Install the Identity Certificate:

1. Open Outlook 2010 and select **Files** > **Options**
2. In the Outlook Options dialog, select **Trust Center**, then click the **Trust Center Settings** button.
3. In the Trust Center dialog, select **Email Security**
4. Under Encrypted Email, click the **Settings** button.
5. In the Change Security Settings enter a name for the setting (ECA Certificates)
6. Check "Default Security Setting for this cryptographic message format"
7. Under **Certificates and Algorithms**, there are two **Choose** buttons. The first allows you to select an Identity Certificate for the Signature to sign your e-mails and the second allows you to choose an Encryption Certificate that will be included in your signed e-mail messages.
   a. Click **Choose** for the Signing Certificate and select your ORC ECA certificate.
   b. Click **Choose** for the Encryption Certificate and select your ORC ECA certificate.
   c. Click **OK**.
8. Click **OK** to close the Trust Center, then click OK to close the Outlook Options

Send a Digitally Signed Email:

5. Open a **new message**.
6. On the Tool bar click the **Options** tab, click the red ribbon **Sign** icon
7. Complete and **send** the message.

Send an Encrypted Email:

To send someone an encrypted message, you need a copy of that person's Encryption Certificate. When you receive a digitally signed message from that person, follow these steps:

7. Open the digitally signed message.
8. Right-click the name in the **From** field, and on the shortcut menu click **Add To Contacts**.
9. If you have an entry for this person on your contacts list, click **Update This Address**. The Encryption Certificate is stored with your contact entry for this person. You can now send encrypted email messages to this person.
10. Open a **new** message.
11. On the Tool bar click the **Options** tab, click the red ribbon Encrypt icon

Outlook Express 4

Install the Identity Certificate:

1. Click **Tools** > **Accounts**.
2. Click the **Mail** tab then click the mail account in which you want to use a Identity Certificate.
3. Click **Properties**.
4. On the **Security** tab, click the **Use a digital ID when sending secure messages from <e-mail address>** check box to select it, and then click **Digital ID**.
5. Click the appropriate Identity Certificate
6. Click **OK** twice, and then click **Close**.

Send a Digitally Signed Email:

1. Open a **new message**.
2. Click **Tools** > **Digitally Sign**.
3. Complete and **send** the message.

Outlook Express 5

Install the Identity Certificate:

1. Click **Tools** > **Accounts**.
2. Click on the **Mail** tab then click **Properties**.
3. Under **User Information**, you should see your name and email address. Click the **Security** tab.
4. You will see a box called **Certificate**. If empty, click **Select**.
5. Choose your certificate by highlighting it and then click **OK**. The hash algorithm should state **SHA-1**.
6. Repeat the same procedure for Encryption Preferences; however make sure the box next to Encryption algorithm states **3DES**.
7. Click **OK**.

Send a Digitally Signed Email:

1. Open a **new message**.
2. Click **Tools** > **Digitally Sign**.
3. Complete and **send** the message.

Outlook Express 6

Install the Identity Certificate:

1. Click **Tools** > **Accounts**.
2. Click on the **Mail** tab then click **Properties**.
3. Under **General**, you should see your name and email address. Click on the **Security** tab.
4. You will see a box called **Certificate**. If empty, click **Select**.
5. Choose your certificate by highlighting it and then click **OK**. The hash algorithm should state **SHA-1**.
6. Repeat the same procedure for Encryption Preferences; however make sure the box next to Encryption algorithm states **3DES**.
7. Click **OK**.

Send a Digitally Signed Email:

1. Open a **new message**.
2. Click **Tools** > **Digitally Sign**.
3. Complete and **send** the message.