

## Outlook Instructions for PC

A digital signature attached to an email message offers another layer of security by providing assurance to the recipient that you—not an imposter—signed the contents of the email message. Your digital signature, which includes your certificate and public key, originates from your digital ID. And that digital ID serves as your unique digital mark and signals the recipient that the content hasn't been altered in transit. For additional privacy, you also can encrypt email messages.

### **What's the difference between a digital signature and a standard signature?**

A digital signature isn't the same as a signature you routinely include with an outgoing message. Anyone can copy an email signature, which essentially is a customizable closing salutation. But a digitally signed message can come only from the owner of the digital ID used to sign it. The digital ID provides verification of the sender's authenticity, thereby helping to prevent message tampering.

Newer versions of Outlook

### **Digitally sign a single message**

- 1) In the message, on the **Options** tab, in the **Permission** group, click **Sign Message**.
  - a) If you don't see the **Sign Message** button, do the following:
    - i) In the message, click **Options**.
    - ii) In the **More Options** group, click the dialog box launcher in the lower-right corner.
    - iii) Click **Security Settings**, and then select the **Add digital signature to this message** check box.
    - iv) Click **OK**, and then click **Close**.
  - b) If you don't see the **Sign Message** button, you might not have a digital ID configured to digitally sign messages, and you need to do the following to install a digital signature.
    - i) On the **File** menu, click **Options > Trust Center**.
    - ii) Under **Microsoft Outlook Trust Center**, click **Trust Center Settings > Email Security**
    - iii) Click **Import/Export** to import a digital ID from a file on your computer, or click **Get digital IDs** to find a list of services that issue digital IDs for your use.
- 2) Compose your message, and then send it.

### **Digitally sign all messages**

- 3) On the **File** tab, click **Options > Trust Center**.
- 4) Under **Microsoft Outlook Trust Center**, click **Trust Center Settings**.
- 5) On the **Email Security** tab, under **Encrypted Mail**, select the **Add digital signature to outgoing messages** check box.
- 6) If available, you can select one of the following options:
  - a) If you want recipients who don't have S/MIME security to be able to read the message, select the **Send clear text signed message when sending signed messages** check box. By default, this check box is selected.
  - b) To verify that your digitally signed message was received unaltered by the intended recipients, select the **Request S/MIME receipt for all S/MIME signed messages** check box. You can request notification telling you who opened the message and when it was opened, when you send a message that uses an S/MIME return receipt request, this verification information is returned as a message sent to your **Inbox**.

- 7) To change additional settings, such as choosing between multiple certificates to use, click **Settings**.
- 8) Click **OK** on each open dialog box.