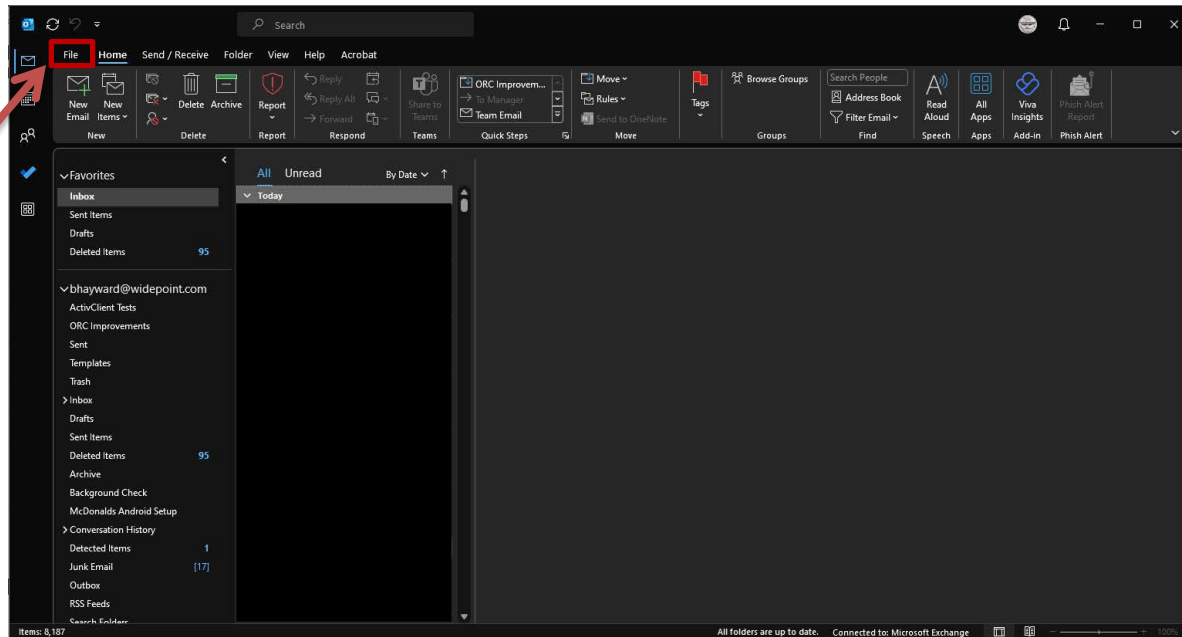


Using Certificates In Outlook

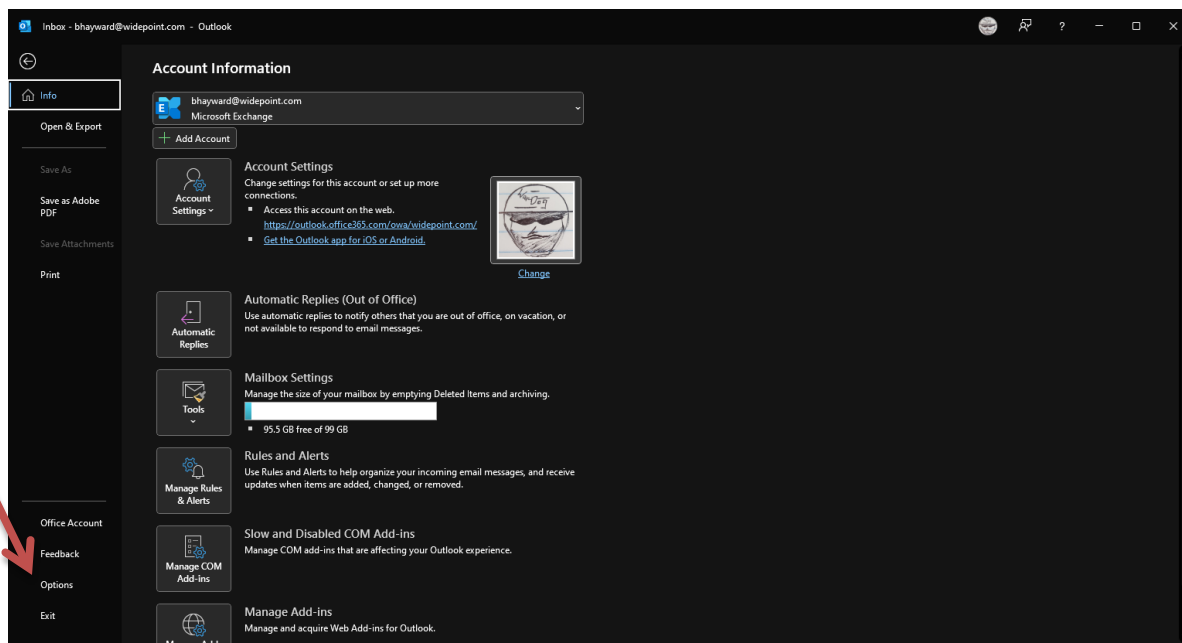
A digital signature attached to an email message offers another layer of security by providing assurance to the recipient that you—not an imposter—signed the contents of the email message. Your digital signature, which includes your certificate and public key, originates from your digital ID. And that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

Select your Public and Private Keys in outlook.

1. From the main Outlook Inbox screen select File

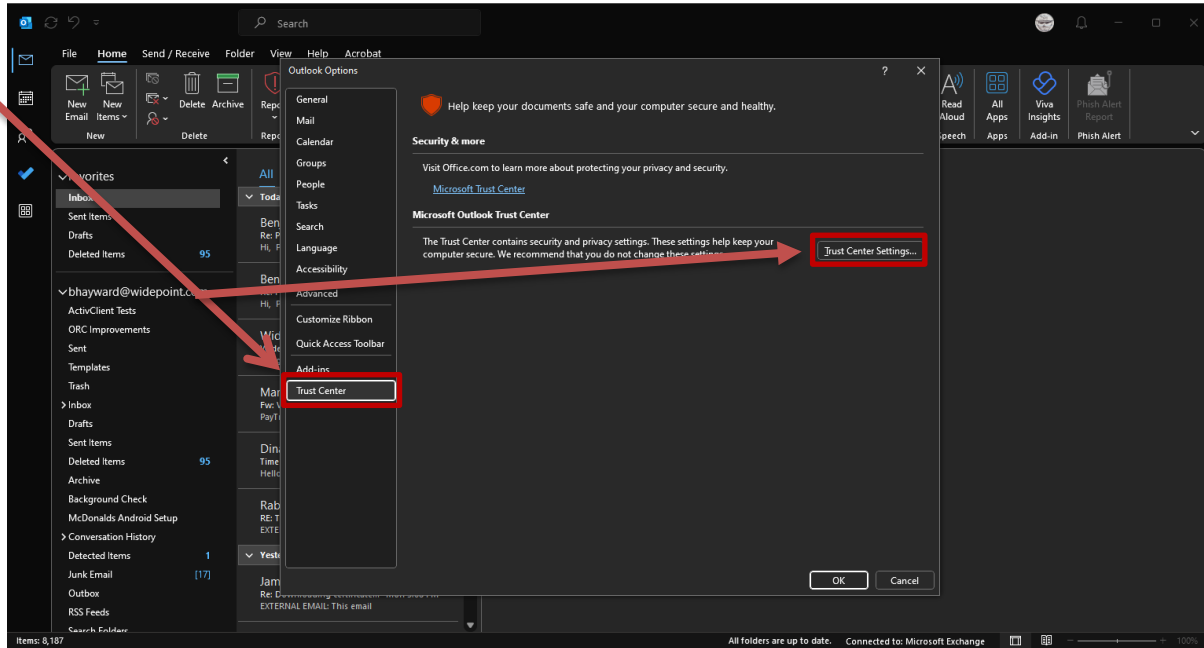


2. Select Options

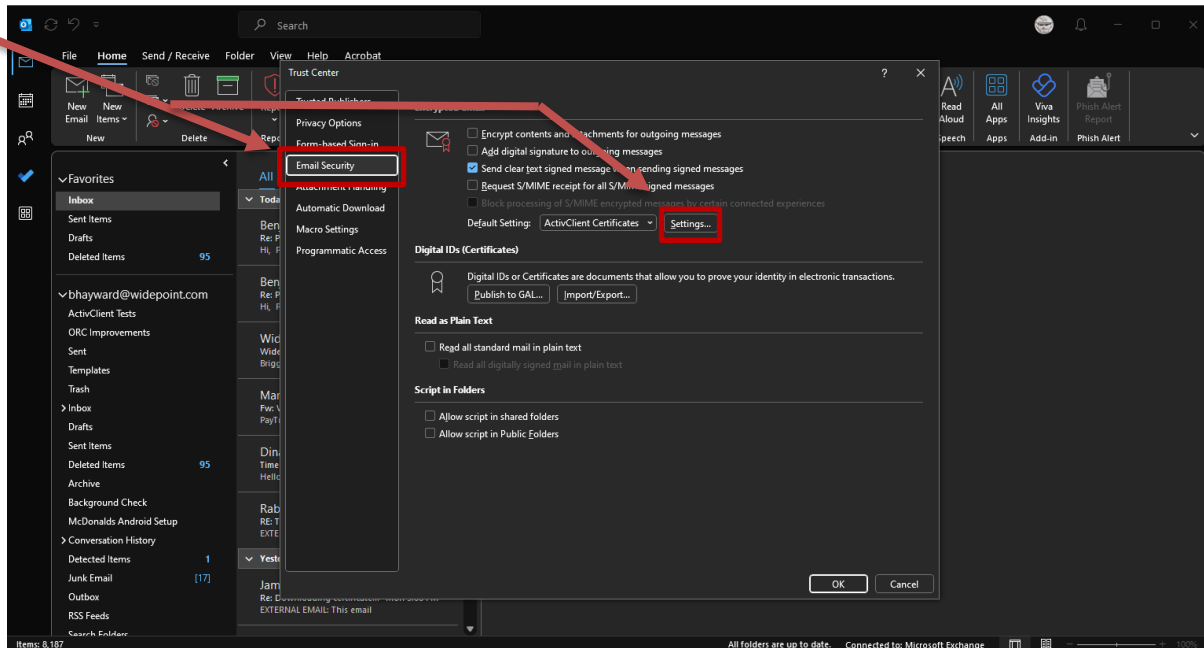


Using Certificates In Outlook

3. Select Trust Center and then Trust Center Settings

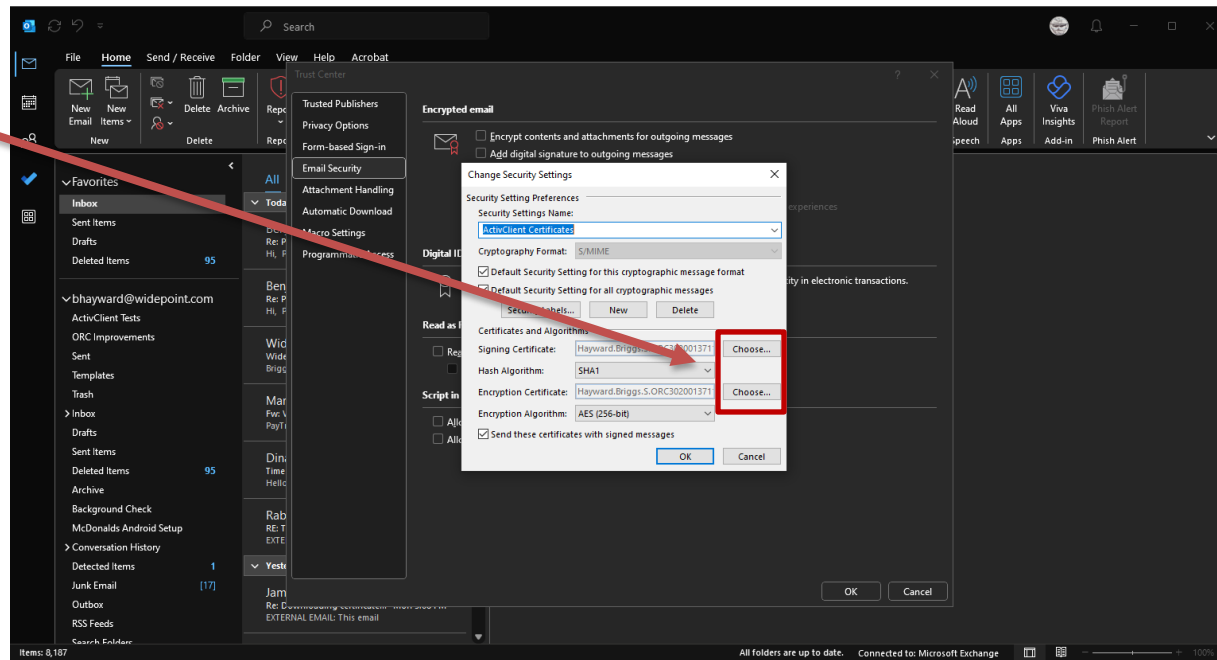


4. Select Email Security and then select "Settings" next to Default Settings

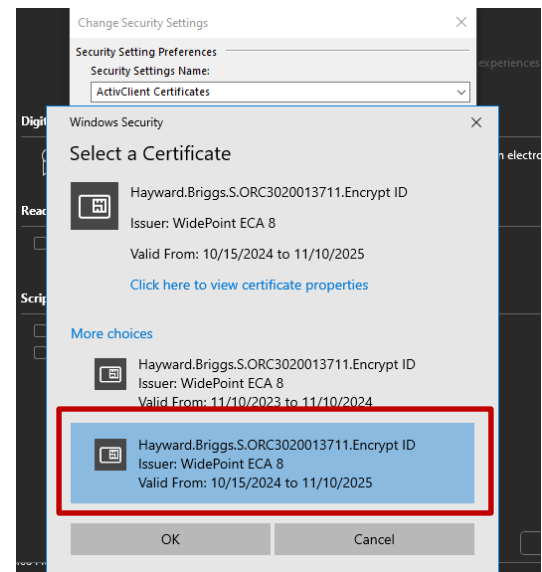
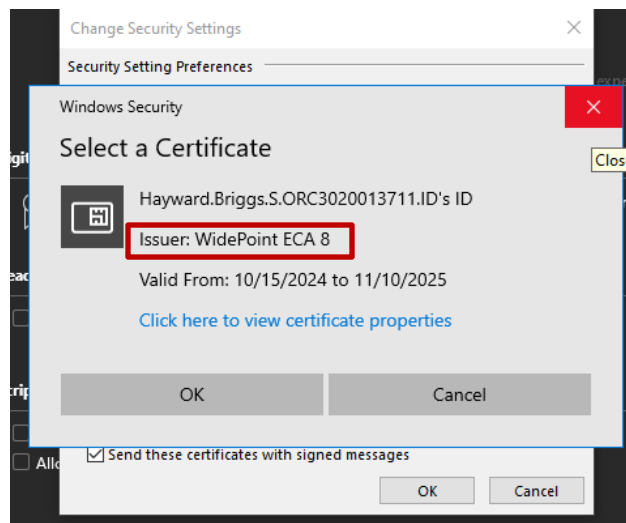


Using Certificates In Outlook

5. Select each 'choose' button and select the correct certificate. You will be able to tell which certificate is correct based on name and expiration date.



6. Depending on how many certificates you have, you will be shown a list of certificates to choose from. Make sure to select the certificate with the correct expiration date, it will be marked with "Issuer: Widepoint ECA 8 (Or 9)"





Using Certificates In Outlook

Sending a signed or encrypted email.

To send an encrypted email in outlook you first need to receive a signed email from the user who you are trying to send encrypted emails to. If you want the user to be able to send you an encrypted email back, then you would need to send the user a signed email as well.

The process of sending signed emails between two users is usually referred to as 'The Handshake'. This is a necessary part of sending Encrypted emails.

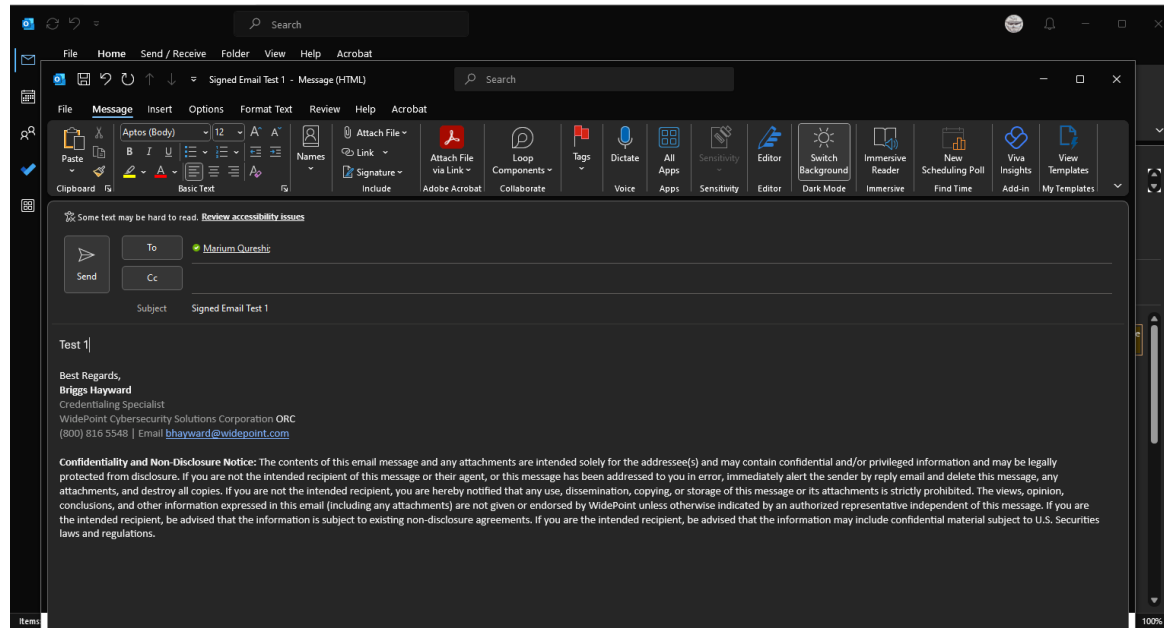
The Handshake process goes like this:

1. User 1 Sends a signed email to User 2.
2. User 2 adds User 1 to their Outlook contacts from the signed email.
3. User 2 sends a signed email to User 1.
4. User 1 adds User 2 to their Outlook contacts from the signed email.
5. User 1 sends an encrypted email to User 2.
6. User 2 replies to the encrypted email with their own encrypted email.

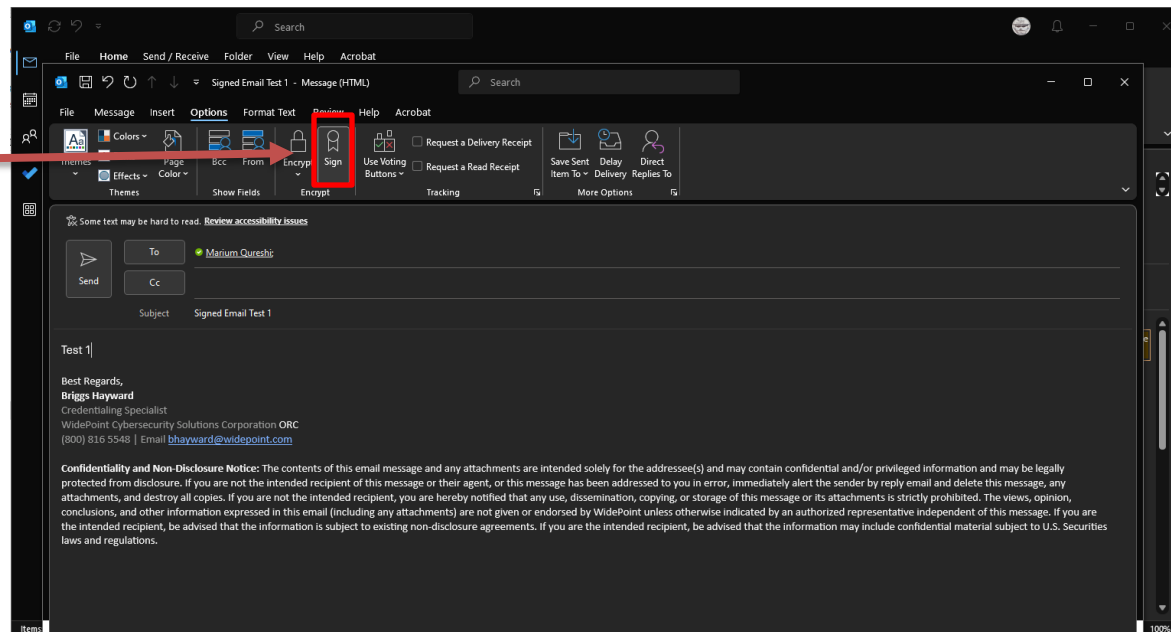
If either of the users have received new certificates then you would need to initiate the handshake again, and this time have each User delete the other's Outlook Contact card before starting the handshake. You want to make sure that your Outlook does not have any other certificates stored on file for the User you are trying to complete a handshake with.

Using Certificates In Outlook

1. User 1 writes an email to send to User 2.



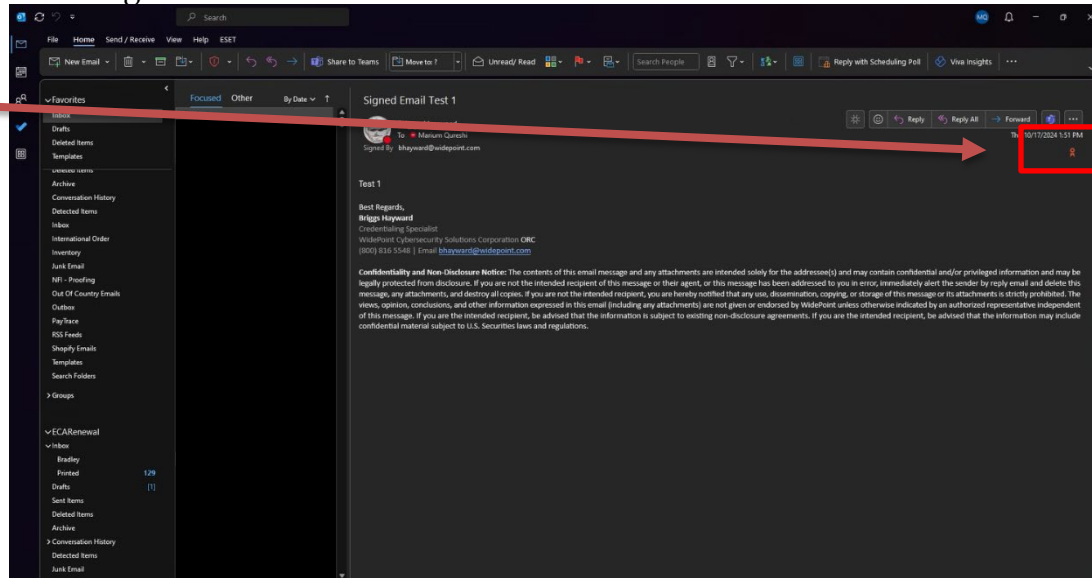
2. Click 'Options' at the top and then select the 'Sign' button. After signing the email, you can send it. Try to always make signing your email the last step of the process. Occasionally Outlook will give you an error if you try to edit the email after signing it.



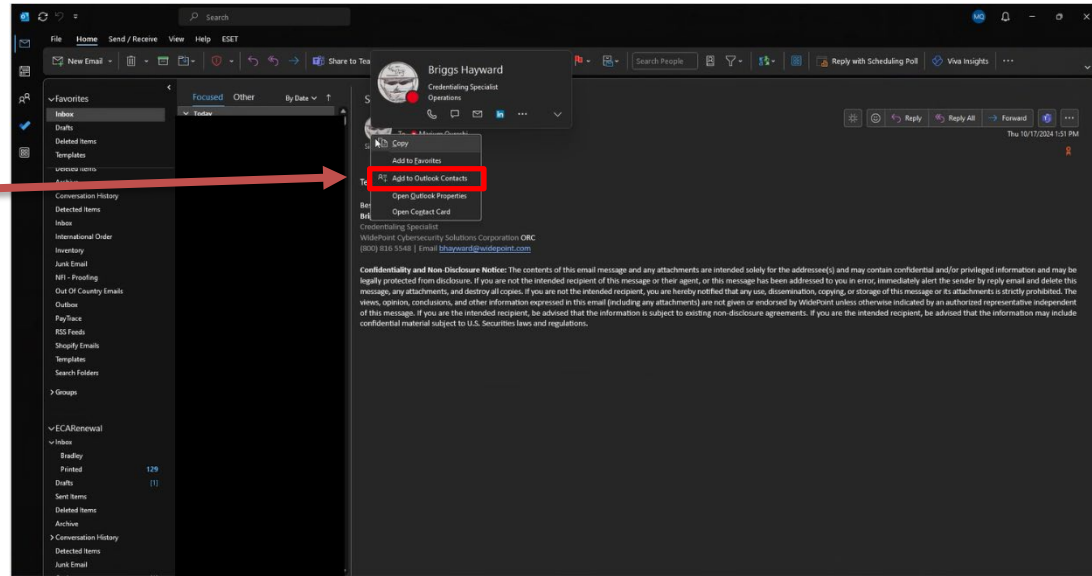


Using Certificates In Outlook

3. A signed email will appear with a Ribbon symbol in the top right corner of the email.



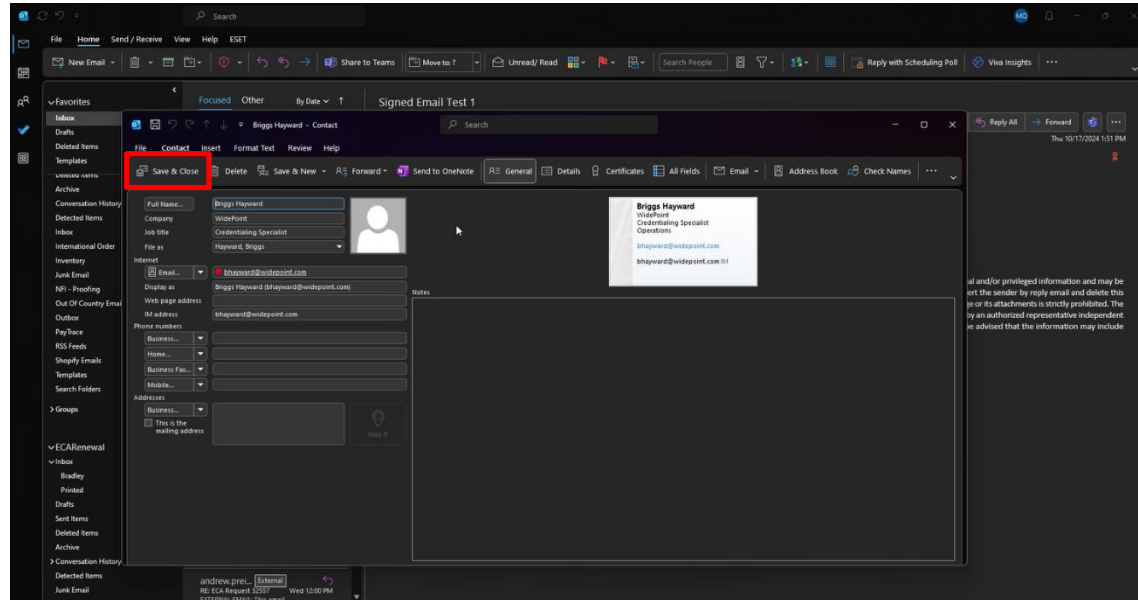
4. User 2 will right click on User 1's profile picture or email address in their signed email and select "Add to Outlook Contacts"



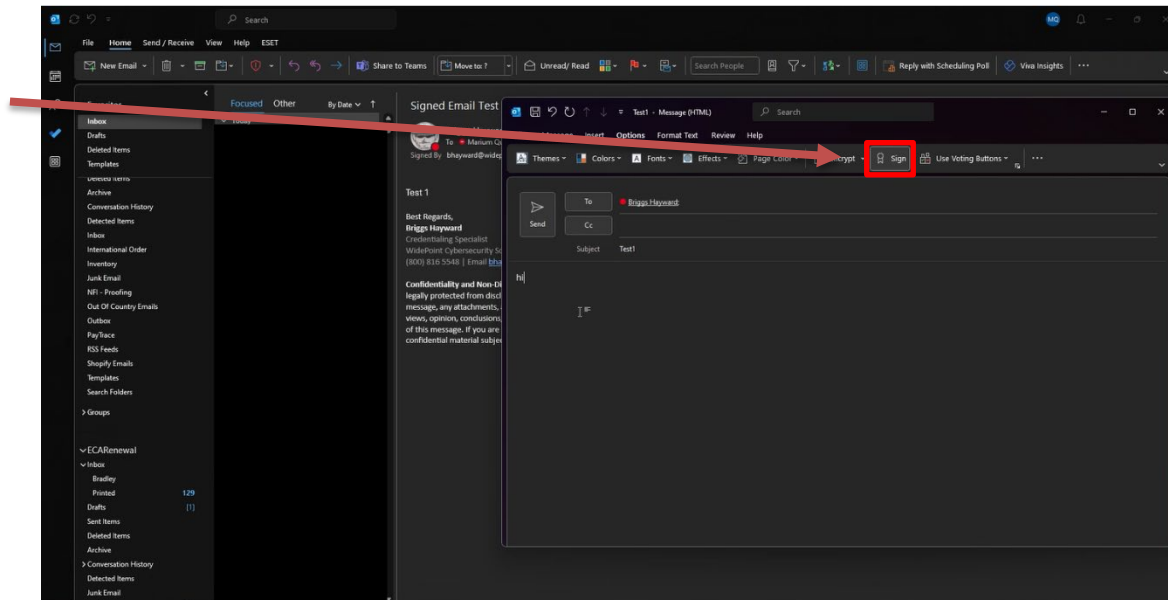


Using Certificates In Outlook

5. Select "Save and Close" in the top left corner of the contact screen.

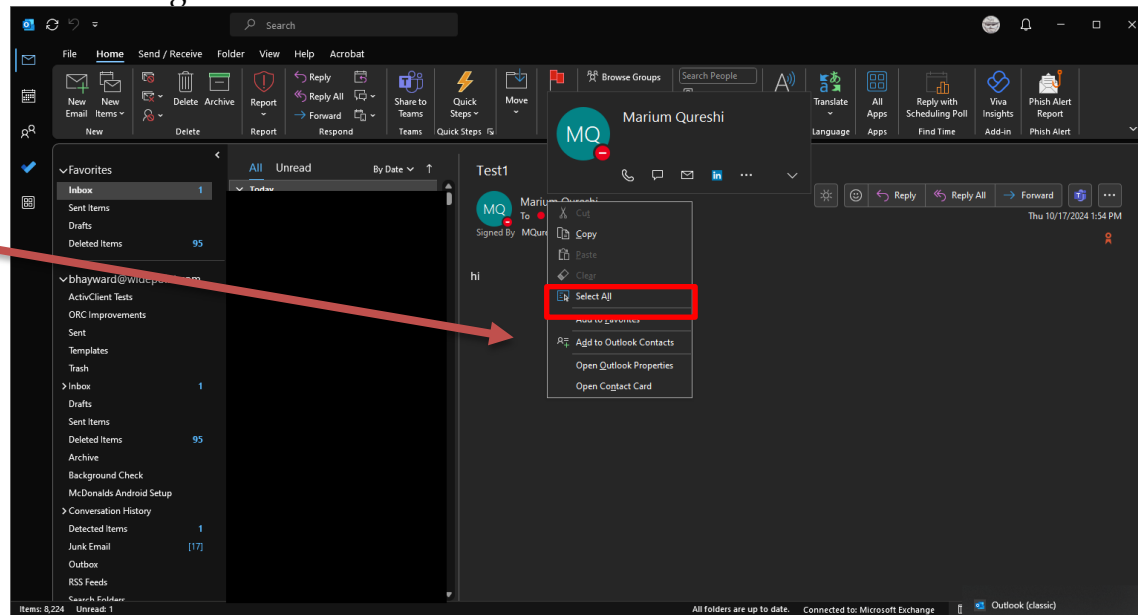


6. User 2 will now send a signed email to User 1.

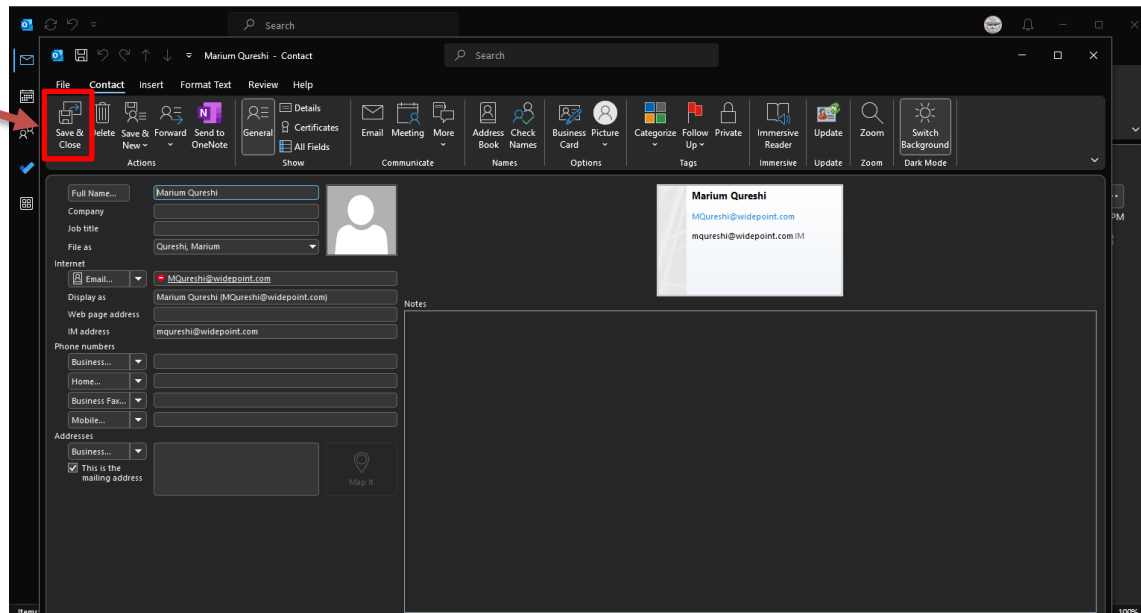


Using Certificates In Outlook

7. User 1 will right click on User 2's profile picture or email address in their signed email and select "Add to Outlook Contacts"

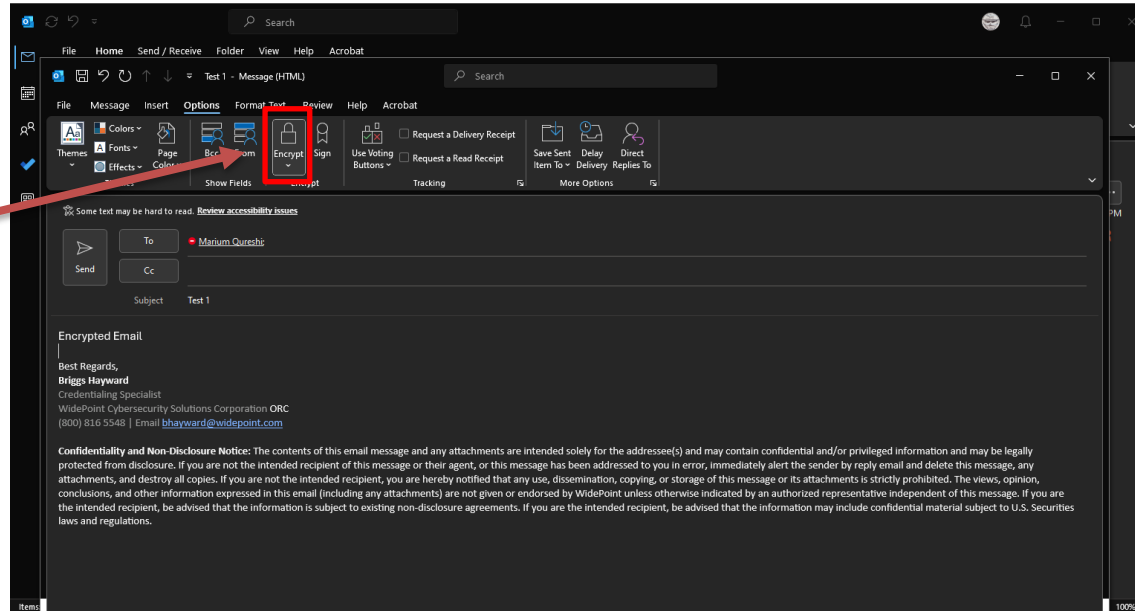


8. Select "Save and Close" in the top left corner of the contact screen.

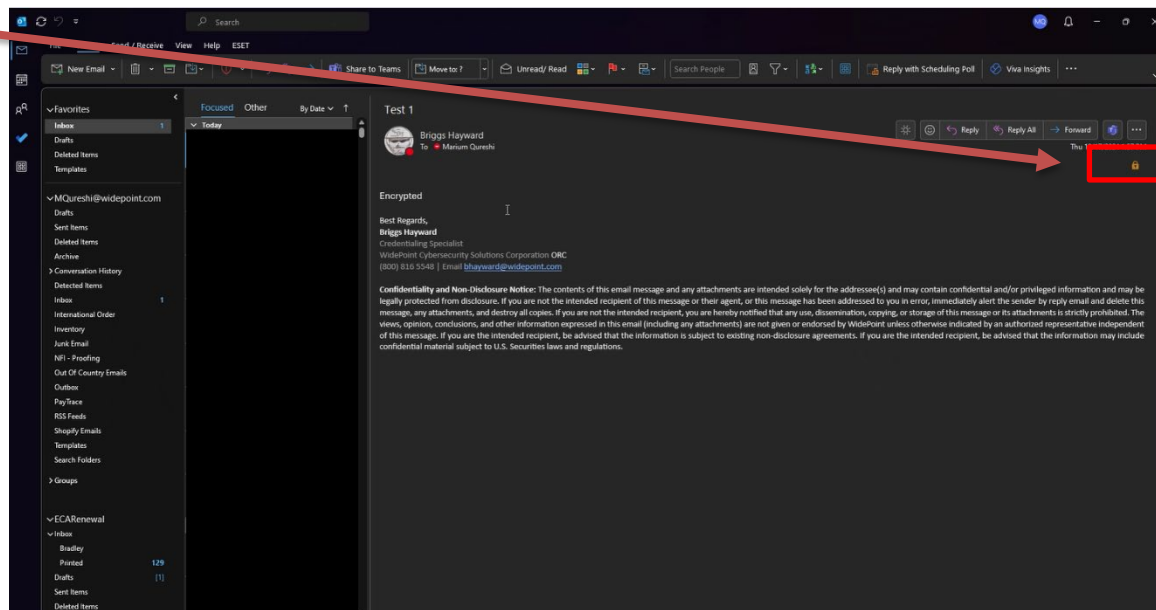


Using Certificates In Outlook

9. User 1 will now write an email to User 2. Click 'Options' at the top and then select the 'Encrypt' button. After Encrypting the email, you can send it.



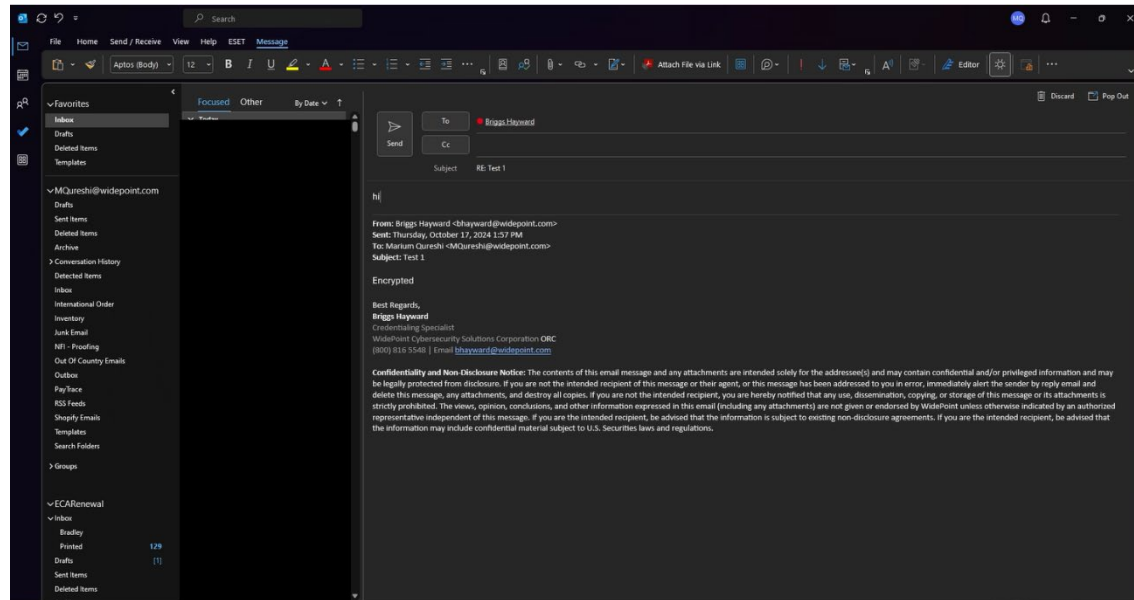
10. User 2 will see a Lock Symbol in the top right of the email, indicating that the email is encrypted. Outlook will occasionally show a precursor screen to this if the User has not used their certificate in the past few minutes.





Using Certificates In Outlook

11. User 2 can now reply to the encrypted email. When you reply to an encrypted email it is automatically encrypted.



That ends the process of selecting and using your ECA Certificates within Outlook. If you need further guidance, please contact wcsc.helpdesk@widepoint.com.