

A K T I E N G E S E L L S C H A F T

Extracting an S/MIME certificate from a digital signature

Instructions for Microsoft Outlook 2007 and 2010

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Preface:

This document provides a step-by-step guide for extracting the S/MIME certificate from a digitally signed e-mail and adding it to a local contact. The aim is to create the conditions that are necessary for S/MIME secured e-mail traffic, together with the communication partner.

ATTENTION: S/MIME encryption with your local Outlook Client requires the possession of your own S/MIME certificate. If you do not possess an S/MIME certificate, please contact your IT support.

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1 Receiving an e-mail with attached S/MIME signature

The receipt of a signed e-mail is indicated by the additional line "Signed by:" as well as a certificate icon on the right hand side.

| 🕞 🕼 🕫 🙂 🔹 PDF Message: Example Message - Message (HTML) 🗕 | = X |
|---|-------------------------|
| Message | ۲ |
| Reply Reply Forward to All Reprove to Create Other Folder * Rule Actions * Other Actions Block I Not Junk Sender Follow Mark as Up * Unread At Find Respond Actions Junk E-mail Options Find | |
| From: jdoe@example.com Sent: Fr 09 To: Cc: Subject: PDF Message: Example Message Signed By: jdoe@example.com | 12.2011 10:03 |
| Message Example Message.pdf | |
| jdoe@example_com has sent you an e-mail containing confidential information. The e-mail and any potential attachments therefore encrypted and sent to you as a PDF file. Please use your PDF reader to read the e-mail. jdoe@example_com will provide you with the password for the attached document per telephone or SMS. With the pass you will be able to open the e-mail including any potential attachments. If you are using the Adobe Acrobat Reader, you able to see any attachments by clicking on the paper clip in the lower left-hand corner. Please note: | were vord will be |
| The exchange of confidential information via encrypted PDF file is only recommended for infrequent communication. If y company exchanges confidential information on a regular basis, please consider the alternative ways of e-mail encryption provided under the following link: | our n |
| <link group="" plattform="" supply="" vw=""/> | |
| Should you be in possession of an S/MIME certificate, please respond to this message with a signed e-mail. Should you be in possession of a PGP key, please respond to this message by sending an e-mail containing your publi attached. | 1 |
| The second se | c key |

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| File Message | | | ۵ 🕜 |
| Ignore X Junk - Delete Reply Reply Forward Delete Respond | Meeting More to: ? | Move Construction | AFind Related Select - Editing Zoom |
| From: jdoe@example.com To: Cc: Subject: PDF Message: Example Message Signed By: jdoe@example.com | | | Sent: Fr 09.12.2011 10:03 |
| Volkswagen AG secure E-N jdoe@example.com has sent you an e- sent to you as a PDF file. Please use y jdoe@example.com will provide you wi the e-mail including any potential attact paper clip in the lower left-hand corner. Please note: | fail mail containing confidential informati our PDF reader to read the e-mail. th the password for the attached doo ments. If you are using the Adobe A | on. The e-mail and any potential attachm cument per telephone or SMS. With the p crobat Reader, you will be able to see ar | ents were therefore encrypted and bassword you will be able to open ny attachments by clicking on the |
| The exchange of confidential informatio confidential information on a regular ba <link group="" plattform="" supply="" vw=""/> | on via encrypted PDF file is only recc sis, please consider the alternative w | ommended for infrequent communication rays of e-mail encryption provided under | I If your company exchanges the following link: |
| Should you be in possession of an S/N Should you be in possession of a PGF | /IIME certificate, please respond to the key, please respond to this messag | nis message with a signed e-mail. Ie by sending an e-mail containing your p | ≡ public key attached. |
| If you possess neither S/MIME certification | tte nor PGP key, please contact your | IT support. | - |
| jdoe@example.com | | | 22 . |

2 Verifying the signature

The used certificate can be displayed and verified by clicking the certificate icon.



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|--|--|---|---|------------|
| Ganore ↓ Ignore ↓ ↓ Junk → Delete Delete | Reply Reply Forward All Respond | Meeting More * Move to: ? Team E-mail Quick Steps Move Quick Steps Move | Zoom Zoom | |
| From: jdoel To: Cc: Subject: PDF I | @example.com Message: Example Message | Se | nt: Fr 09.12.20 | 11 10:03 |
| Message E Volkswage idoe@example. sent to you as a idoe@example. the e-mail incluo paper clip in the Please note: | xample Message.pdf AG secure E-Ma <u>com</u> has sent you an e-ma a PDF file. Please use you <u>com</u> will provide you with t ding any potential attachme e lower left-hand corner. | Subject: PDF Message: Example Message From: jdoe@example.com Signed By: jdoe@example.com Image: The digital signature on this message is Valid and Trusted. For more information about the certificate used to digitally sign the message, click Details. Image: The digital signature on this message is Valid and Trusted. Image: Details. Image: The digital signature on this message is Valid and Trusted. Image: Details. Image: The digital signature on this message is Valid and Trusted. Image: Details. Image: The digital signature on the certificate used to digitally sign the message, click Details. Image: Details. Image: The digital signature on the certificate used to digitally sign the message opens. Image: Details. Image: The digital signature on the certificate used to digitally sign the message opens. Image: Details. Image: The digital signature on the certificate used to digitally sign the message opens. Image: Details. Image: The digital signature on the certificate used to digitally sign the message opens. Image: Details. Image: The digital signature on the certificate used to digitally sign the message opens. Image: Details. Image: The digital signature on the certificate used to digital to the certificate used to | e encrypted a le able to ope clicking on th | nd e |
| The exchange o confidential info <link group<br="" vw=""/> Should you be Should you be If you possess | of confidential information v ormation on a regular basis p Supply Plattform> in possession of an S/MIM in possession of a PGP ke neither S/MIME certificate i | ia encrypted PDF file is only recommended for infrequent communication. If your company please consider the alternative ways of e-mail encryption provided under the following link: E certificate, please respond to this message with a signed e-mail. y, please respond to this message by sending an e-mail containing your public key attached for PGP key, please contact your IT support. | exchanges | - |
| John Doe | | | 25 | - 2 • |

3 Trusting the Certificate Authority

1. Check status

Under certain circumstances, the Certificate Authority is not trusted. In this case, a warning will be displayed in the headline of the message.

View in Outlook 2007



View in Outlook 2010

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|---------------------------------------|--|--|--------|----------|--------------|--------------------------------|-----------|----------|--------|-------|
| File Mes | ssage | | | | | | | | | ۵ 🕜 |
| 🕞 Ignore 🗙 🍇 Junk + Delet | te Reply Reply Forward The More - | langer langer langer langer beam E-mail | 4 4 | Move | Rules * | 🗟 Mark Unread ♥ Follow Up ♥ | Translate | Zoom | | |
| Delete | Respond | Quick Steps | 15 | | Move | Tags 🕞 | Editing | Zoom | | |
| From: jd To: Cc: Subject: PI | loe@example.com DF Message: Example Message | | | | | | Sent: | Fr 09.12 | 2.2011 | 10:03 |
| Signed By: Th | here are problems with the signature. Click t | he signature button for | detail | 5. | | | | | | ٩ |
| 🖂 Message | Example Message.pdf | | | | | | | | | _ |

Click on the icon to display further details.

2. Trusting the Certificate Authority

Click on "Trust" to trust the Certificate Authority:



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|---|--|--|---------------------------------------|---|--|----------|
| Sugnore X Junk - Delete Reply Reply Forwar Delete Respond | d More * | Move Move Move | Mark Unread Follow Up + Tags 12 | Translate | Zoom Zoom | |
| From: jdoe@example.com To: Cc: | | | | Sent | Fr 09.12.20 | 11 10:03 |
| Subject: PDF Message: Example Mess Signed By: There are problems with the | Digital Signature: Invalid Certificate Authority Information | lifeste invad hu s Carlifeste | | | | ٩ |
| Volkswagen AG secure E idoe@example.com has sent you ar sent to you as a PDF file. Please us idoe@example.com will provide you the e-mail including any potential att | Authority. The signature is invalid because you have ei yet chosen to trust the following Certificate: Issued by: example.com root Valid From: 17.10.2011 to 16.10.20 For more information about the certificate us click Details. Trusting the Certificate Authority | ther distrusted or not Authority: 12 sed to digitally sign the messa Details | ge, | ments were therefore of password you will be any attachments by cli | encrypted a able to ope icking on th | nd |
| Please note: | Trusting a Certificate Authority means that y signed by certificates issued from that Certif Do you want to trust this Certificate Authori | you trust mail that is digitally icate Authority. ty? | | | | |
| The exchange of confidential inform confidential information on a regular | If you choose Trust, you must also click Yes dialog that follows to add the certificate to y View Certificate Authority | on the Root Certificate Store our system. Trust Close | municati | on.If your company ex er the following link: | changes | |
| <link group="" plattform="" supply="" vw=""/> Should you be in possession of an S Should you be in possession of a PO | Warn me about errors in digitally signed e MIME certificate, please respond to GP key, please respond to this messa | e-mail before message opens. this message with a sig uge by sending an e-mai | ned e-mail. I containing you | r public key attached. | | |
| If you possess neither S/MIME certifi | cate nor PGP key, please contact you | ur IT support. | | | | |
| jdoe@example.com | | | | | 22 | 2 - |

3. Security question

Confirm the security question by clicking "Yes":





ATTENTION: Depending on your local Outlook settings, it may be necessary to restart Outlook for the signature to be displayed as trusted.

4 Creating new Outlook Contact and adding certificate

Proceed as follows to save the sender of the e-mail as an Outlook contact:

- 1. Right-click on the name of the sender.
- 2. The context menu opens.
- 3. Select "Add to Outlook Contacts".

| G 9 0 + + + | PDF Message: Ex | ample Message - Mess | age (HTML) | | | × |
|--|--|--|---|---|--|----------|
| Message | | | | | | 0 |
| Reply Reply Forward to All Respond | Move to Create Other Folder * Rule Actions * Actions | Slock Not Junk ender Junk E-mail | Follow Mark as Up ~ Unread Options | A Find Related * Select * Find | | |
| From: jdoe@example.c | | | | | Sent: Fr 09.12.20 | 11 10:03 |
| To: | Schedule a Meeting | | | | | |
| Subject: PDF Message: [| Send Mail | | | | | |
| Signed By: jdoe@example | Agaitional Actions | | | | | 2 |
| Message Example N | Add to Outlook Contacts | | | | | |
| Valkawaran AC | Look up Outlook Contact. | 8 | | | | |
| voikswagen AG | Outlook Properties | | | | | |
| idoe@example.com has | Сору | fidential information | n. The e-mail and | any potential | attachments were | 8 |
| idoe@example.com will prov you will be able to open the e able to see any attachments | ide you with the password for -mail including any potentia by clicking on the paper clip | or the attached docur I attachments. If you in the lower left-hand | ment per telepho are using the Ad d corner. | one or SMS. W dobe Acrobat F | ith the password Reader, you will b | e |
| Please note: | | | | | | |
| The exchange of confidential company exchanges confide provided under the following | information via encrypted F ntial information on a regula link: | PDF file is only recom r basis, please consid | mended for infi der the alternativ | requent commu ve ways of e-m | inication.If your ail encryption | Π |
| <link group="" plat<="" supply="" th="" vw=""/> <td>tform></td> <td></td> <td></td> <td></td> <td></td> <td></td> | tform> | | | | | |
| Should you be in possession Should you be in possession attached. | n of an S/MIME certificate, p n of a PGP key, please resp | lease respond to this ond to this message | message with by sending an e | a signed e-mail e-mail containin | g your public key | 1 |
| If you possess neither S/MIM | E certificate nor PGP key, p | please contact your IT | support. | | | 2 |
| 1 (38) (3 | | *> | | | | • |

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|--|--|---|
| June - Delete Delete | | A Find Related - Salate Editing Zoom |
| From: jdoe@example.com To: Cc: Subject: PDF Message: Example Message Signed By: jdoe@example.com | Add to Outlook Contacts Look Up Outlook Contacts Qutlook Properties | Sent: Fr 09.12.2011 10:03 |
| Volkswagen AG secure E-Mail <u>jdoe@example.com</u> has sent you an e-mail containing conf sent to you as a PDF file. Please use your PDF reader to re <u>jdoe@example.com</u> will provide you with the password for the e-mail including any potential attachments. If you are us paper clip in the lower left-hand corner. | idential information. The e-mail and any potential attachment aad the e-mail. the attached document per telephone or SMS. With the pass ing the Adobe Acrobat Reader, you will be able to see any a | s were therefore encrypted and sword you will be able to open ttachments by clicking on the |
| The exchange of confidential information via encrypted PDI confidential information on a regular basis, please consider <link group="" plattform="" supply="" vw=""/> Should you be in possession of an S/MIME certificate, pleas Should you be in possession of a PGP key, please respon- | F file is only recommended for infrequent communication. If y the alternative ways of e-mail encryption provided under the ase respond to this message with a signed e-mail. d to this message by sending an e-mail containing your publ ase contact your IT support | your company exchanges following link: ic key attached. |
| jdoe@example.com | ase contact your it support. | - |

4. Saving the contact

The dialog window for a new contact opens. Additional data for the contact can be entered here. Then click on "Save & Close".

| C | •) = | John Doe - Contact | | _ = × |
|---|----------------------------|---------------------|---|-----------------------------|
| Contact Ins | ert Format Text | | | 0 |
| Save & New - Save & Send - Close X Delete | General Details Activities | E-mail Meeting Call | Assign Task Veb Page Map Card Options | ABC Spelling Proofing |
| Save & Close Save this item and close window. Job title: File as: Internet | the Doe, John | | John Doe jdoe@example.com | |
| E-mail | Idoe@example.com | | | |
| Display as: | jdoe@example.com | Notes | | |
| Web page address: | | | | 63 |
| Phone numbers | | | | Â |
| Business | | | | |

| SI . 7 0 4 | * | Ŧ | | | John Doe - Con | tact | | | _ | • ** |
|---|--------------------------|------------------------|-------------|--|-----------------------------|------------|--------------------------------------|-------------------------------------|--|--------------|
| File Contact | | Insert | Format Text | Review | | | | | | ۵ 🕜 |
| Save & Close | Save 8 Forwa OneNe | k New * rd * ote | General Det | Activities Certificates All Fields Show | E-mail Meeting Communica | More te | Address Check Book Names Names | Business Picture Card Options | Categorize ~ Follow Up ~ Private Tags | Zoom Zoom |
| Save & Close Save this item and window. Job title: File as: Internet | close | the Doe, Jor | | | | | J. je | ohn Doe loe@example.com | | |
| E-mail | - | idoe@ex | ample.com | | | | <u>14</u> | | | |
| Display as: Web page addres IM address: Phone numbers | 55: | jdoe@e | xample.com | | | Note | es | | | 127 |
| Business | - | | | | | 4 | | | | |
| Home | - | | | | | | | | | |
| Business Fax | - | | | | | | | | | |
| Mobile | - | | | | | | | | | |
| Addresses | | | **** | | 1 | | | | | |
| Business This is the mai address | iling | | | | Map It | | | | | |
| jdoe@exan | nple.c | om | | | | | | | | 2 • |

The certificate has now been added to the contact. This can be verified by clicking on "Certificates":

View in Outlook 2007

| Colored # 10 * * | | John Doe - Contact | | _ = x |
|---|--|---------------------|--|------------------------------|
| Contact Inser | t Format Text | | | 0 |
| Save & New * | S General Certificates Certific | E-mail Meeting Call | Business Picture Categorize Follow Card | ABC Spelling |
| Actions | Show | Communicate | Options | Proofing |
| Certificates (Digital IDs): [Idoe(Default) | | | | Properties Set as Default |
| | | | | Import |
| | | | | Export |
| | | | | Remove |
| | | | | |

| 💵 🖬 🤊 U 🔺 🕈 🖙 | | John Doe - Contact | | | | • 53 | |
|--|---|--|-----------------------------|--------------------------|--|-----------|--|
| File Contact Insert | Format Text Review | | | | | ۵ 🕜 | |
| Save & New * | General Details | E-mail Meeting More | Address Check Book Names | Business Picture Card | Categorize * * Follow Up * Private | Zoom | |
| Actions | Show | Communicate | Names | Options | Tags | Zoom | |
| Outlook will use one of these certif You can get a certificate by receiving | icates to send encrypted mail to this g digitally signed mail from this con- | s contact. tact or by importing a certi | ficate file for this co | ontact. | | | |
| Certificates (Digital IDs): | | | | | | | |
| Jdoe(Default) | | | | | Prop | erties | |
| | | | | | Set a | s Default | |
| | | | | | Im | Import | |
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| | | | | | | | |
| | | | | | | | |
| John Doe | | | | | | 2 . | |

Should you have problems with the process described above, please follow the instructions in the following chapter.

5 Adding a certificate manually to an existing Outlook contact

This is carried out identically in Outlook 2007 and Outlook 2010. The dialog windows are also identical.

This approach can be used to save a certificate in a file and manually add it to an Outlook contact.

5.1 Saving the certificate

Click on the certificate icon in the e-mail

| 🖂 🔛 🗗 🖬 🔺 | 🔊 👩 🐟 🔹 🗢 🛛 PDF Message: Example Message - Message (HTML) | | | | | | | | 8 23 |
|--|---|--|---|------|---------|--------------------------------|-----------|----------|------------|
| File Messag | ge | | | | | | | | ۵ 🕜 |
| lgnore X & Junk ≠ Delete | Reply Reply Forward to More + | langle Move to: ? langle To Manager langle Team E-mail | 4 | Move | Rules * | 🗟 Mark Unread ♥ Follow Up ◄ | Translate | Zoom | |
| Delete | Respond | Quick Steps | G | | Move | Tags 🕼 | Editing | Zoom | |
| From: jdoe() To: Cc: Subject: PDF I Signed By: jdoe(| @example.com Message: Example Message @example.com | | | | | | Sent: | Fr 09.12 | 2011 10:03 |
| Message E | xample Message.pdf | | | | | | | | |

Now click the button "Details..."



Then first select the corresponding Signature Layer (highlighted in blue) before selecting the button "View Details..."

| Message Security | Properties | | × |
|---|--|---|-------|
| Subject: F Messages may con | PDF Message: Examp | e Message igital signature layers. Each dig | ital |
| signature layer ma | y contain multiple sign | natures. | |
| Security Layers | | | |
| ✓ Subject: PDP ↓ ✓ Digital Sig ↓ ▲ Signe | Message: Example M nature Layer r: jdoe@example.com | | |
| | | | |
| Description: | | | |
| Description: Warning: The Certificate Re is either unavailab | vocation List needed | to verify the signing certificate | 4 1 |
| Description: Warning: The Certificate Re is either unavailab Signed by idea @e Click any of the fol changes to the sele | vocation List needed le or it has expired. vample com using PS lowing buttons to view ected layer: | to verify the signing certificate A/SHA1 at 11:07:58 v more information about or ma | ke ke |

Now click on "View Certificate..."

| Signature In | formation | |
|---------------------|---|-----|
| Message format: | S/MIME | |
| Signed by: | jdoe@example.com | |
| Signature status: | Warning: There were problems | 12 |
| Signing time: | 11:02:58 09.12.2011 | |
| Digest algorithm: | SHA1 | |
| Signature algorithm | n: RSA (4096-bits) | |
| Certificate In | nformation | |
| Issued by: | EXAMPLE-CA-EVG-01 | |
| Certificate status: | Warning: The Certificate Revocation Lis | t _ |

Open the "Details" tab and then select "Copy to File...".

| This certificate is • Protects e-ma | intended for the following p I messages | ourpose(s): |
|--|--|------------------|
| Issued to: | doe | |
| Issued by: 8 | XAMPLE-CA-EVG-01 | |
| Valid from (| 9. 12. 2011 to 09. 12. 2015 | |
| | | issuer Statement |

| eneral | Details | Certification Pa | th Trust | |
|-------------------------|---|------------------|---|---|
| how: | <al></al> | | • | |
| Field | | | Value | * |
| Ve | rsion rial numbe | er | V3 0e 9c f6 f8 2e 24 d1 | Е |
| Sig Sig Iss Va | Signature algorithm Signature hash algorithm Issuer | | sha1RSA sha1 EXAMPLE-CA-EVG-01, Exampl Freitag, 9, Dezember 2011 10:0. | |
| Va | lid to | | Mittwoch, 9. Dezember 2015 1 | - |
| | nect | | Inneiseramole com Jinne Era | _ |
| | nert | [| Edit Properties | |



The Certificate Export Wizard appears. Click on "Next".

Now select the first option "DER encoded binary X.509 (.CER)" and click on "Next".

| ertificate Export Wizard | | X |
|---|--|------|
| Export File Format Certificates can be exported in a variety of file for | ormats. | |
| Select the format you want to use: | | |
| DER encoded binary X.509 (.CER) | | |
| Base-64 encoded X.509 (.CER) | | |
| Cryptographic Message Syntax Standard Include all certificates in the certificate | - PKCS #7 Certificates (.P78) on path if possible | |
| Personal Information Exchange - PKCS #1 Indude all certificates in the certificati | 12 (.PFX) ion path if possible | |
| Delete the private key if the export is | successful | |
| Export all extended properties | | |
| O Microsoft Serialized Certificate Store (.SST | 7) | |
| Learn more about certificate file formats | | |
| | < Back Next > Ca | ncel |

Specify a file name and the storage location for the file and then click on "Next".

| ile to Export | |
|------------------------|----------------------------|
| Specify the name of th | ne file you want to export |
| C etc. and a | |
| File name: | Browse |
| 10 | |
| | |
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| | |
| | |
| | |
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| | |
| | |

Finally select "Finish" to export the certificate to a file.

5.2 Adding the saved certificate to a contact

Open the existing contact in Outlook and switch to view "Certificates".

| SII II II U ▲ ♥ I♥ | Format Text Review | John Doe - Contact | | | | 22 0 () () |
|--|---|--|--------------------------------------|-------------------------------------|--|-------------------|
| Save & New * | General Details | E-mail Meeting More Communicate | Address Check Book Names Names | Business Picture Card Options | Categorize * * Follow Up * Private Tags | R Zoom Zoom |
| Outlook will use one of these certif You can get a certificate by receiving | icates to send encrypted mail to thi g digitally signed mail from this con | s contact. tact or by importing a certi | ficate file for this c | ontact. | | |
| Certificates (Digital IDs): | | | | | Pror | erties |
| | | | | | Set a | Default |
| | | | | | Im | port |
| | | | | | Ex | port |
| | | | | | Re | move |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| John Doe | | | | | | 2 . |

The previously saved certificate can be selected and added by clicking on "Import…".

| an and the second s | | John Doe - Contact | | | • | • 8 |
|--|-------------------------------------|---|-----------------------------|--------------------------|---|---------|
| File: Contact Insert | Format Text Review | | | | | ۵ (|
| iave & Delete Ø OneNote | General Details | E-mail Meeting More | Address Check Book Names | Business Picture Card | Categorize * Follow Up * Private Tags | Zoom |
| Actions | Show | Communicate | Names | Options | Tags | 200m |
| ou can get a certificate by receiving | digitally signed mail from this con | s contact. Itact or by importing a certi | ficate file for this co | ontact. | | |
| ertificates (Digital IDs): | | | | | | |
| | | | | | Prop | erties |
| | | | | | Set as | Default |
| | | | | | Im | oort |
| | | | | | Exp | port |
| | | | | | | |
| | | | | | Re | move |
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| | | | | | Re | move |
| | | | | | Re | move |
| | | | | | Re | move |

Then save the changes in the contact.

6 Sending an encrypted message

This is carried out identically in Outlook 2007 and Outlook 2010. However, there are different ways of activating the encryption.

The different methods are explained in the following.

ATTENTION: S/MIME encryption with your local Outlook Client requires the possession of your own S/MIME certificate. If you do not possess a S/MIME certificate, please contact your IT support.

6.1 Encrypting via button (example for Outlook 2007)

The dialog window for a new message appears.

Since the public certificate of the contact is now known in Outlook, an encrypted message can now be sent by clicking on "Encrypt".

| Cn | 390 | 4 4 |) = | | | Untitled | - Message | (HTML) | | | | | | | | × |
|-------|----------------------|--------|--------------------------|-------------|-------------------------------|----------|-----------|--------|--------|------------|-----------|-----------|--------|-------|----------|----|
| - | Message | Insert | Options | Format Text | | | | | | | | | | | | 0 |
| Paste | Cut Copy | inter | Calibri (8 - 11 B I U | · A · F |) (Ξ ·)Ξ · (Ξ Ξ) (Ξ ·) | Address | Check | Attach | Attach | Business C | alendar 1 | Signature | Follow | | ABC | |
| | Clipboard | 5 | | Basic Text | | Na Na | mes | riie | item | Include | | 6 | Opti | ons f | Proofing | |
| Send | To Cc Subject: | | | | | | | | | | | | | | | |
| | 2 | | | | | | | | | | | | | | | 63 |
| Ľ | | | | | | | | | | | | | | | | Â |
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6.2 Encrypting via menu (example Outlook 2010)

The dialog window for a new message appears.

Click on "Tags".

| File | 7 (°⊨ 🎄 🤉 Message | Untitled - Message (HTML) | | | и Со со |
|---------------|---------------------------------------|---|---|-------------------|--|
| Paste Clip | Cut a Copy Format Pair board | ・ II ・ A* A* Ⅲ ・ IE - 形 B I U 沙 - A - 画 画 读读 Basic Text G Basic Text G | Follow Up * High Importance Low Importance Tags 72 | R Zoom Zoom | |
| | From * | jdoe@example.com | | | |
| Send | То | idoe@example.com | | | |
| | Cc | | | | |
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| 8 | lohn Doe | | | | - 12 |

A new window "Properties" opens. Here, click on "Security Settings...".

| Bal B II CI & → = | Untitled - Message (HTML) | 82 0 00 0 |
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| A Cut Cut Copy Paste Format Painter Clipboard | ・ II ・ A* A* I 三・ 三・ 一 型 経 | |
| Send Cc Subject: | Properties Importance: Normal Change security settings for this message. Sensitivity: Normal Security Settings Do not AutoArchive this item Security Settings Voting and Tracking options Importance: Request a delivery receipt for this message Request a read receipt for this message | 1274 |
| | Have replies sent to: Select Names Do not deliver before: None 00:00 Save copy of sent message | |
| | Contacts John Doe Categories None Close Close | |
| John Doe | | • • |

In the window "Security Properties", activate the option "Encrypt message contents and attachments".

Then confirm the changes with "OK".

| File File Paste | 7 CH & A Message 6 Cut 1 Copy 7 Format Pair 2 Dooard | F ▼ Insert B F2 | Options F • 11 • <i>I</i> <u>U</u> №7 • Å Basi | ormat Text Re A* A* III - A - IIII = III × Text | Untitled wiew 1 = - ⊕ 1 1 = 1 = 1 | - Message (HTM Address Check Book Names Names | L) Attach Attach Sign File Rem * | Follow Up High Impo Low Impor | rtance tance Ta Zoom | 8 0 C |
|-----------------------|---|-------------------|---|---|---|---|--|---|----------------------------|-------|
| Send | From * To Cc Subject: | jdoe@en | Properties Settings Importa Sensitiv Do n Voting and Trackin Use Requ Requ Delivery options Have Do n Expir Save Contacts Categories | Security Propert Encrypt messe Add digital sig Send this Request Security Settings Security Settings Cautomatic> Security Label Policy Module: Classification: Privacy Mark: | Security ies ige contents ar nature to this in message as di S/MIME receipt R | d attachments ressage ear text signed for this message | Change Settings | Select Names | | |
| | John Doe | | | | | | | J | | • |