VOLKSWAGEN

AKTIENGESELLSCHAFT

Extracting an S/MIME certificate from a digital signature

Instructions for Microsoft Outlook 2007 and 2010

Document	User_Instruction_Outlook_Certificate_Handling
Status	Final
Date:	03.06.2012
Version:	1.5

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.

Contents

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.

View in Outlook 2007
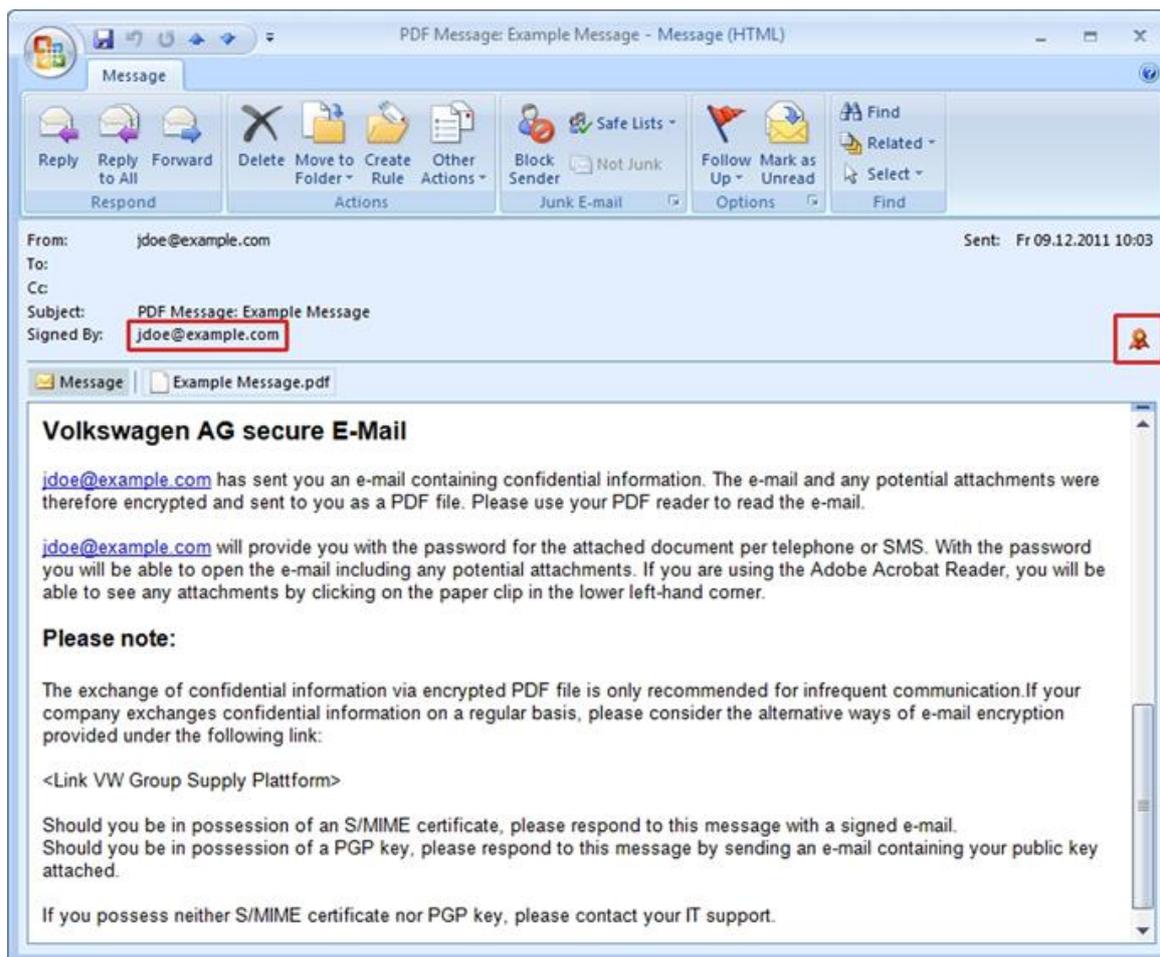
View in Outlook 2010
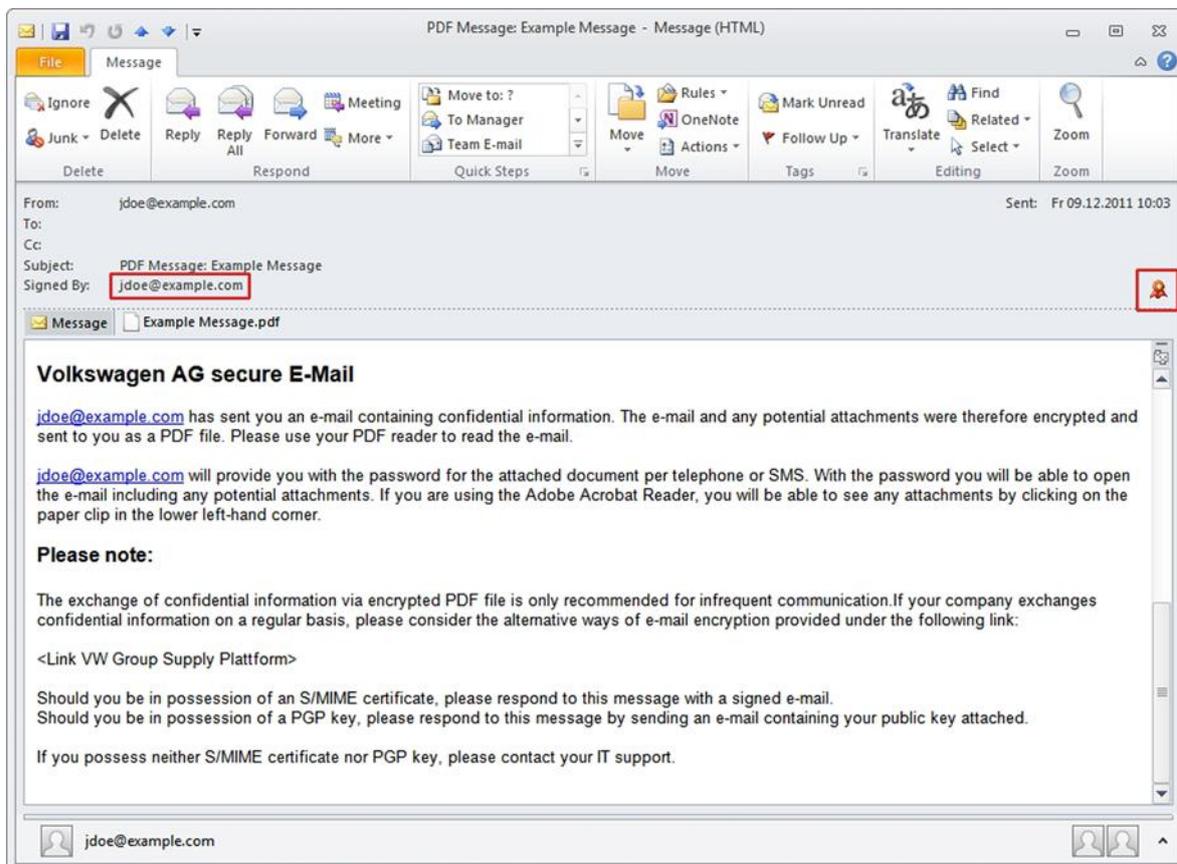
2   Verifying the signature

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

View in Outlook 2007
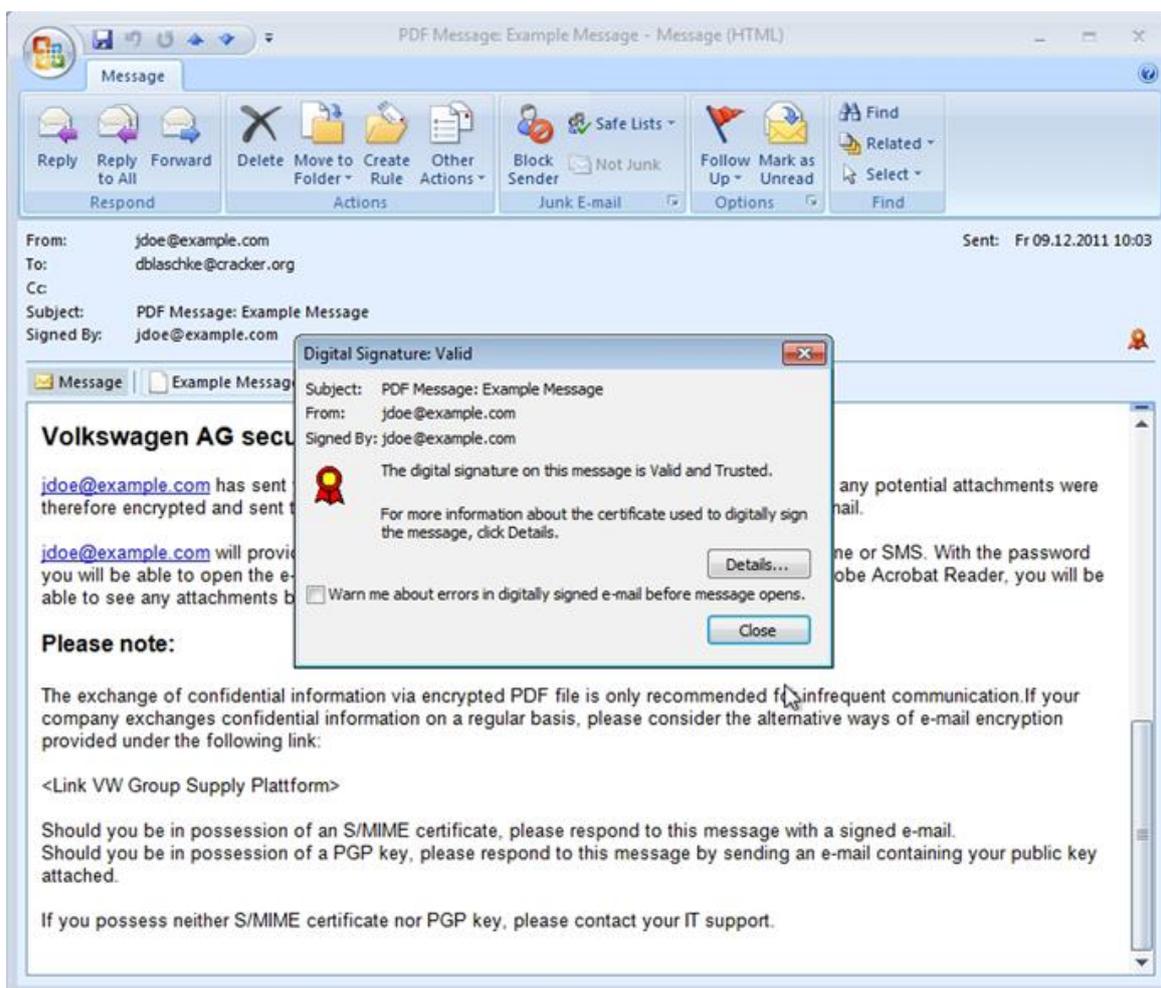
View in Outlook 2010
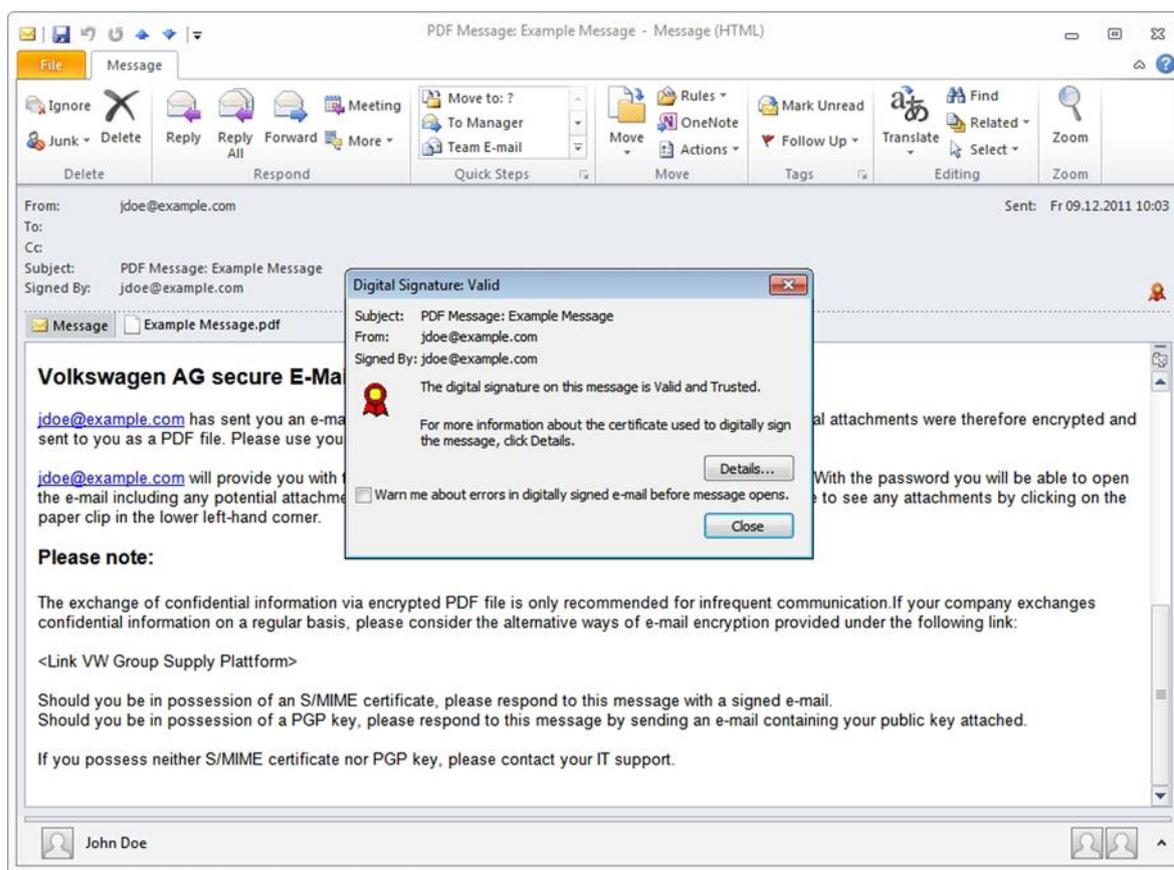
3   Trusting the Certificate Authority

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
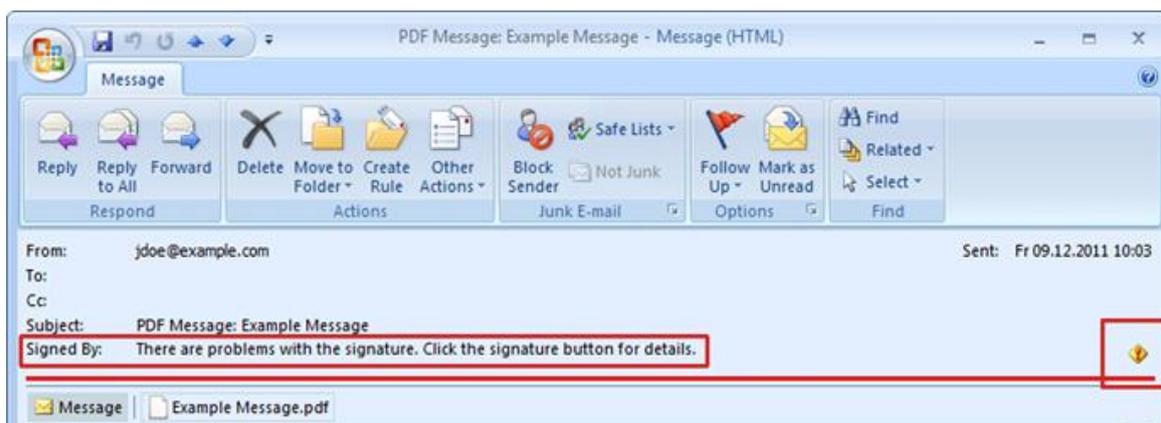
View in Outlook 2010
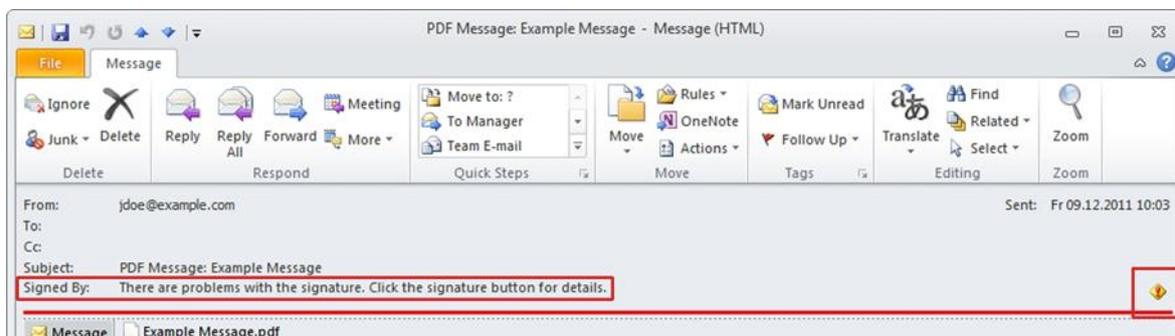
Click on the icon to display further details.

2. Trusting the Certificate Authority

Click on „Trust" to trust the Certificate Authority:

View in Outlook 2007
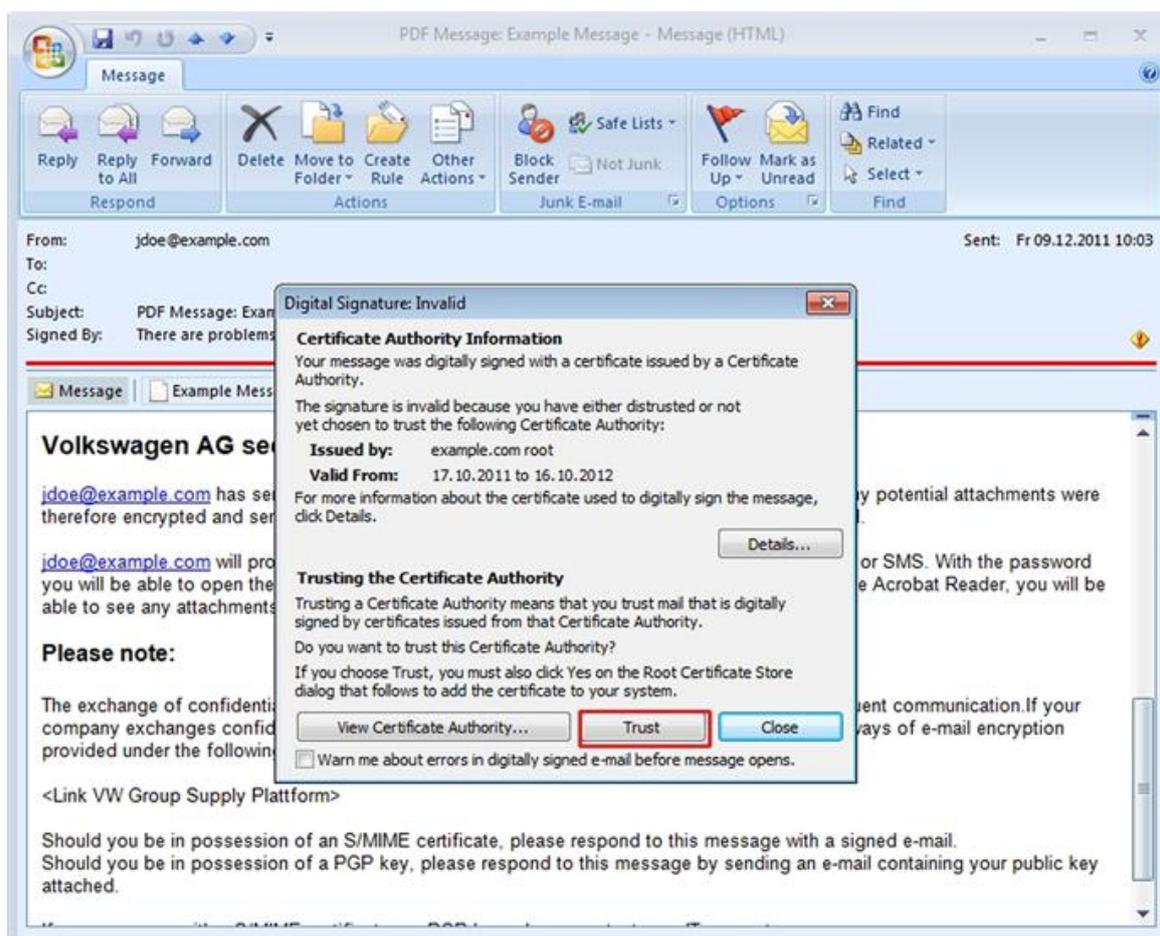
View in Outlook 2010
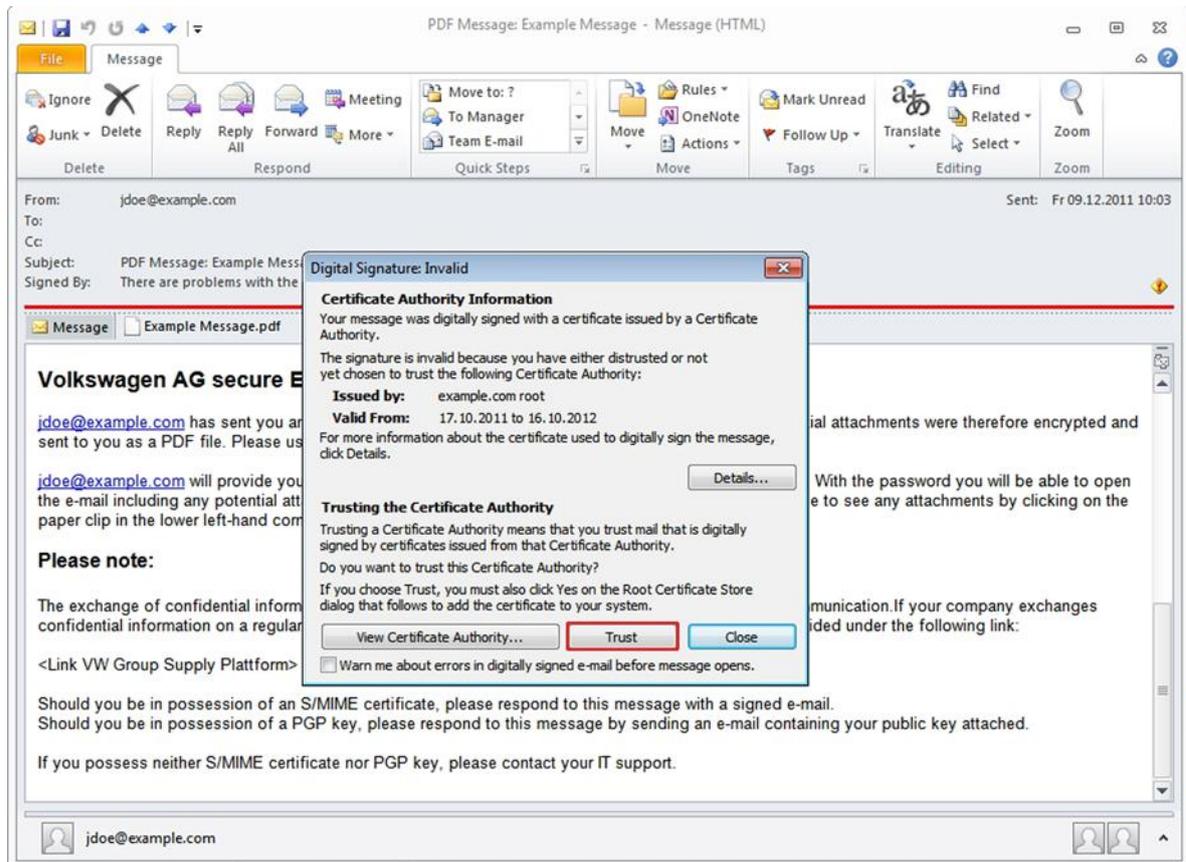
3. Security question

Confirm the security question by clicking „Yes":

View in Outlook 2007
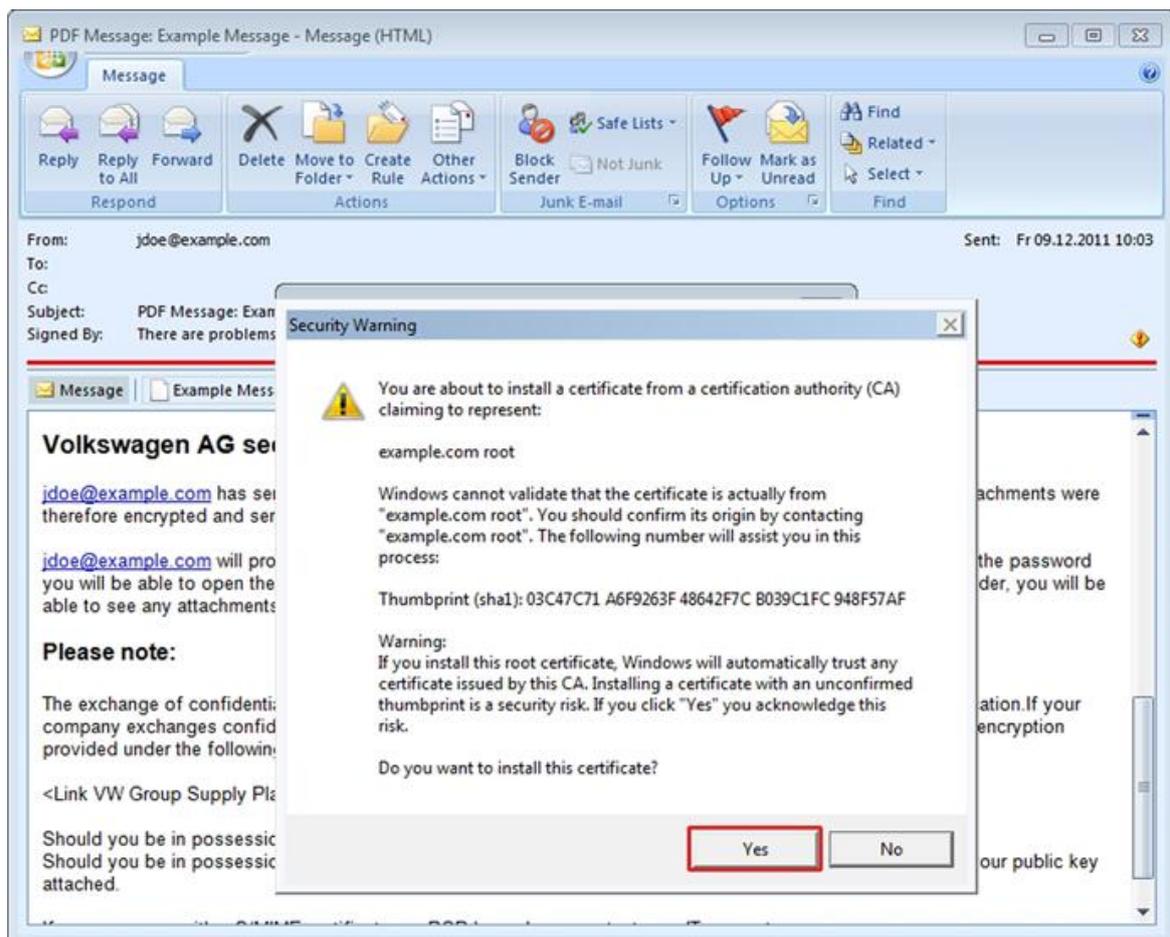
View in Outlook 2010
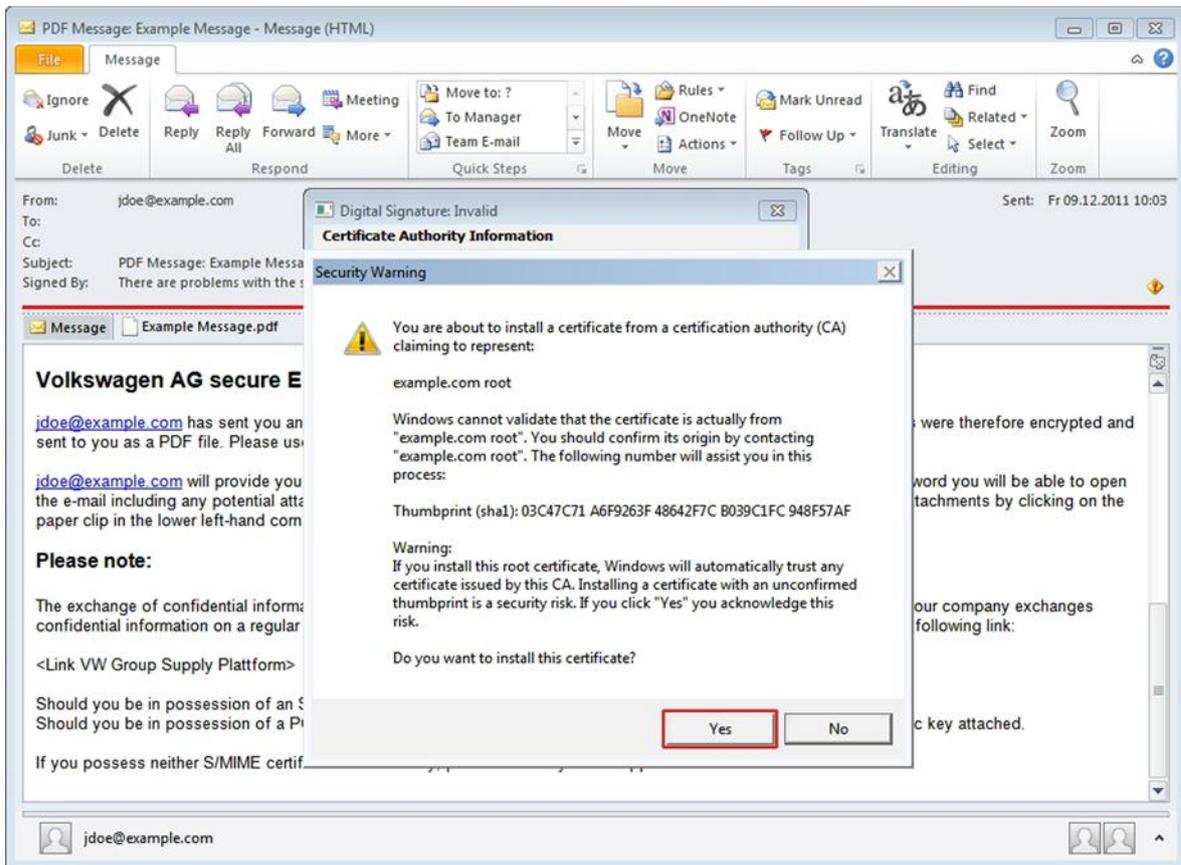
ATTENTION: Depending on your local Outlook settings, it may be necessary to restart Outlook for the signature to be displayed as trusted.

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".

View in Outlook 2007
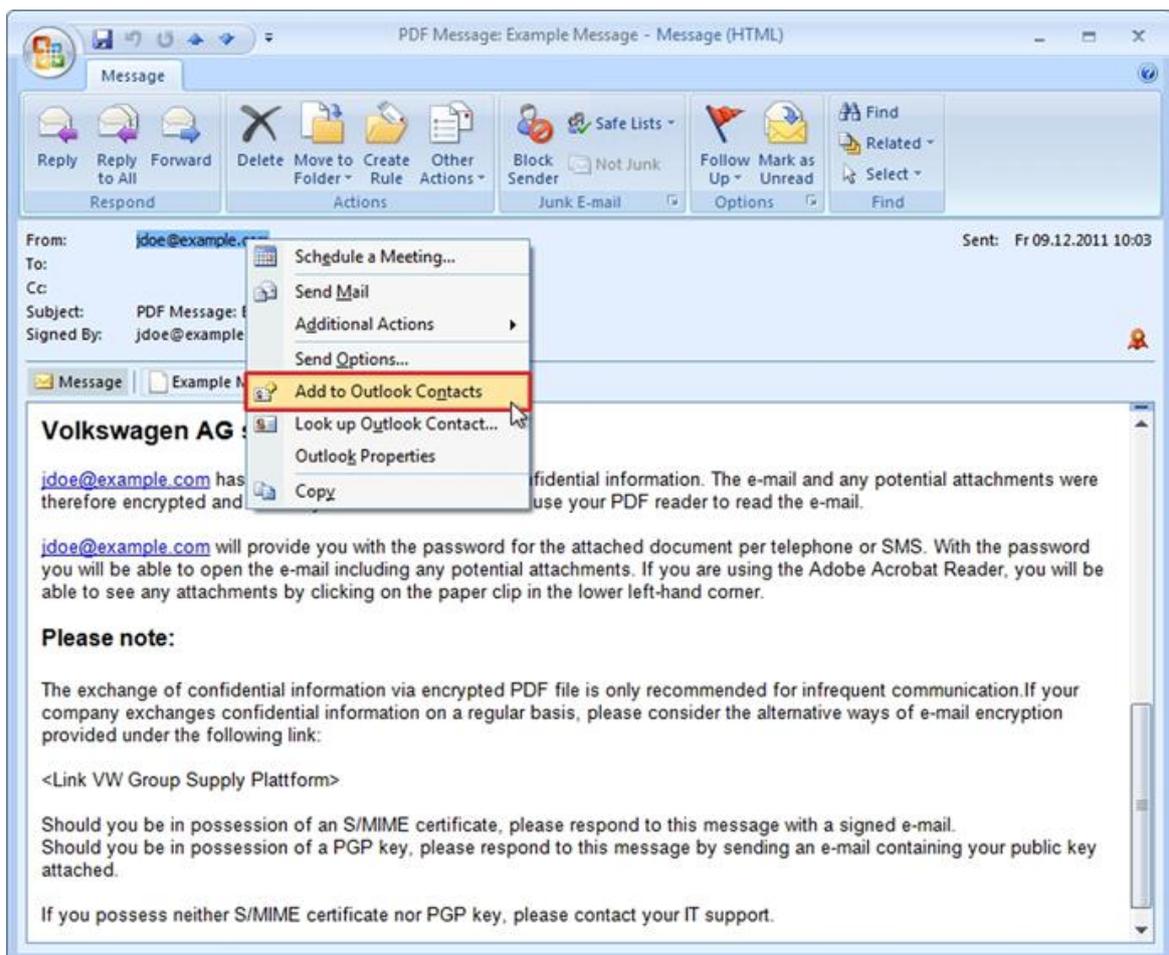
View in Outlook 2010
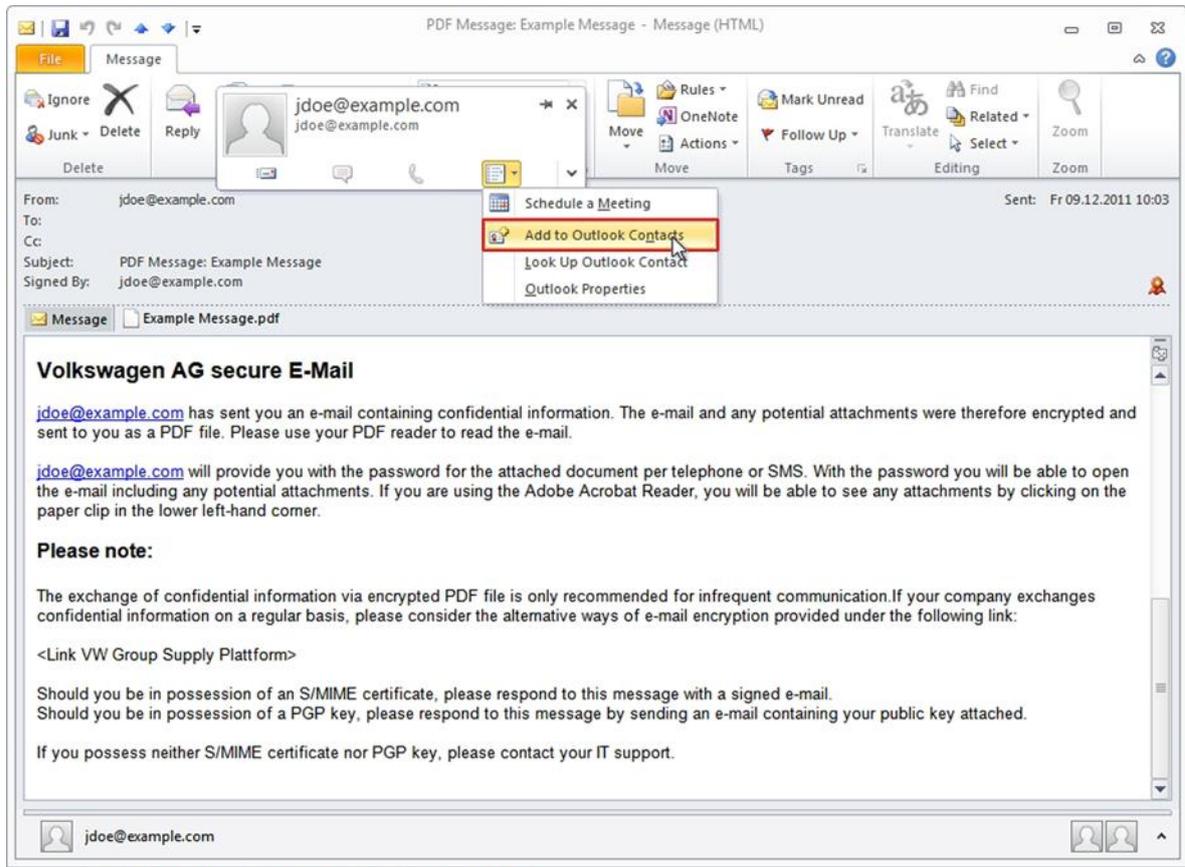
4. Saving the contact

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

View in Outlook 2007
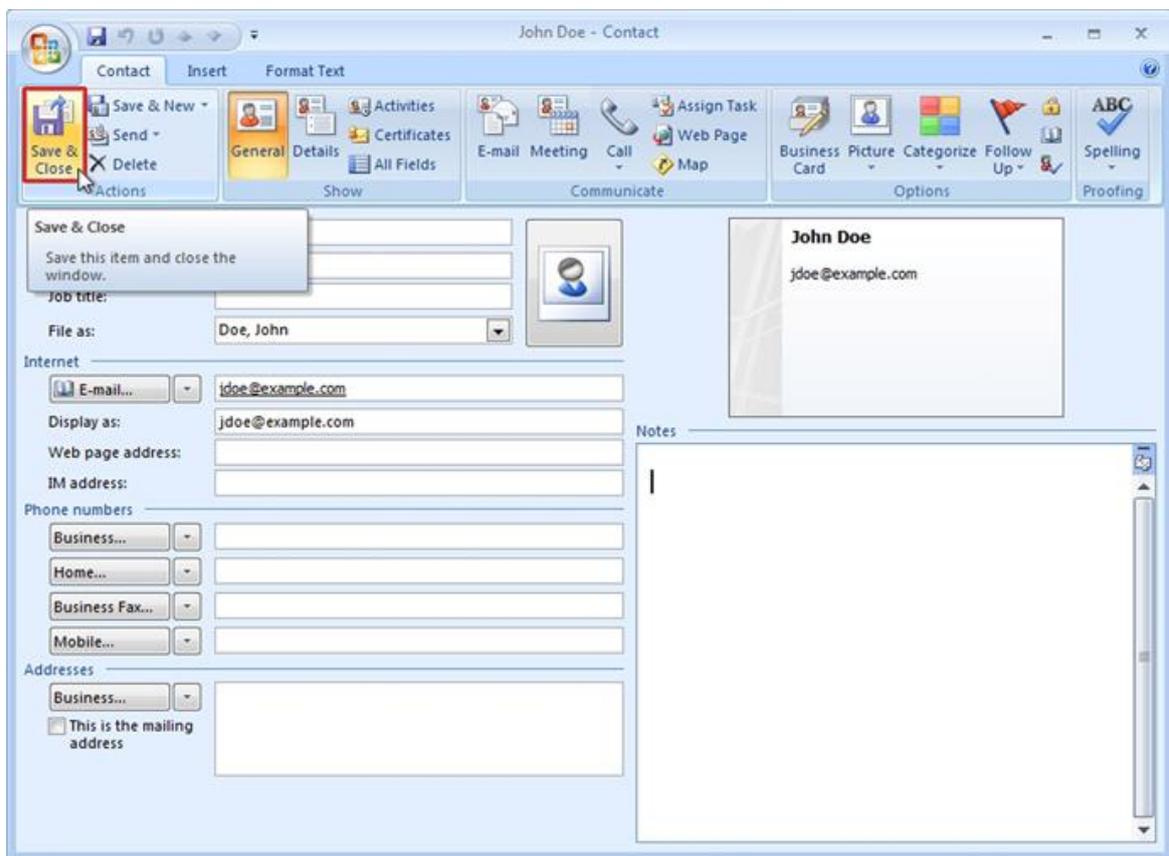
View in Outlook 2010
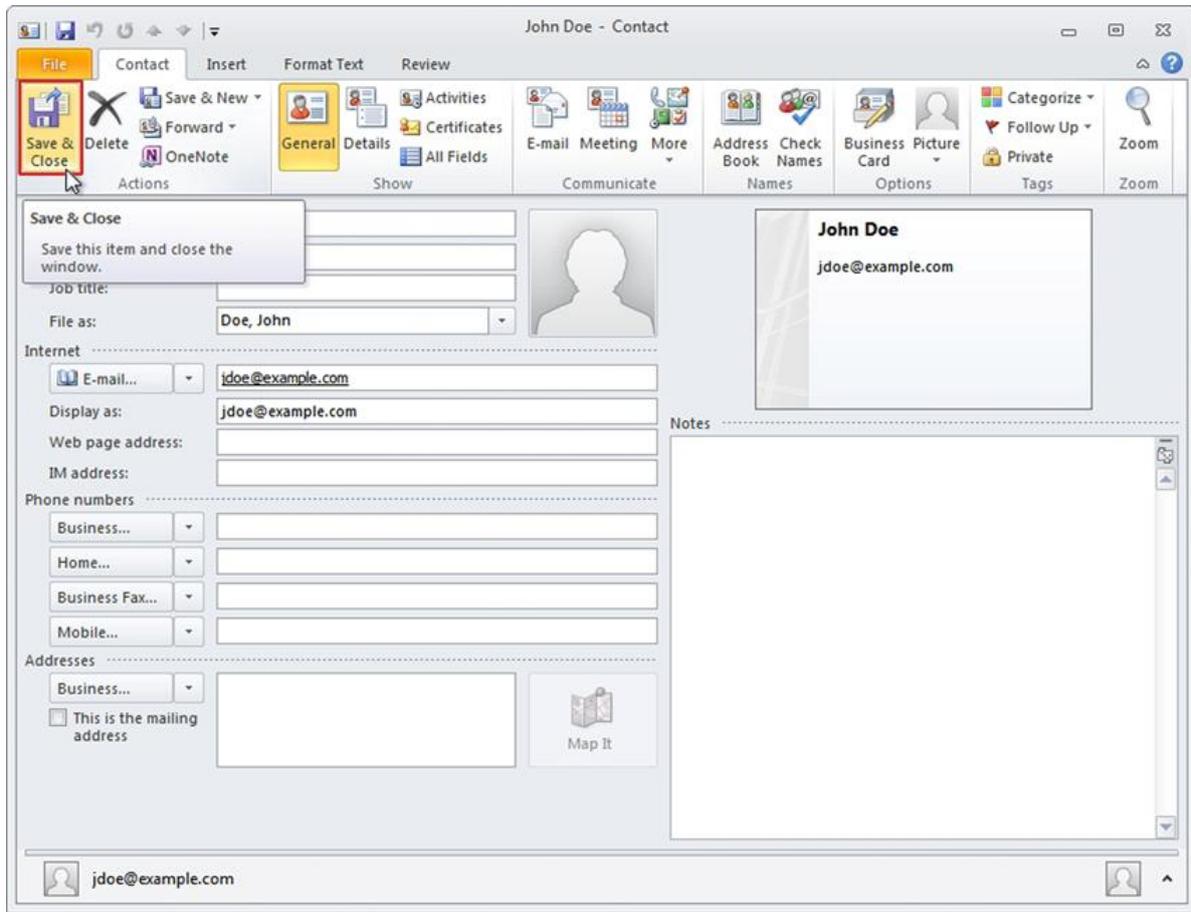
The certificate has now been added to the contact. This can be verified by clicking on "Certificates":

View in Outlook 2007
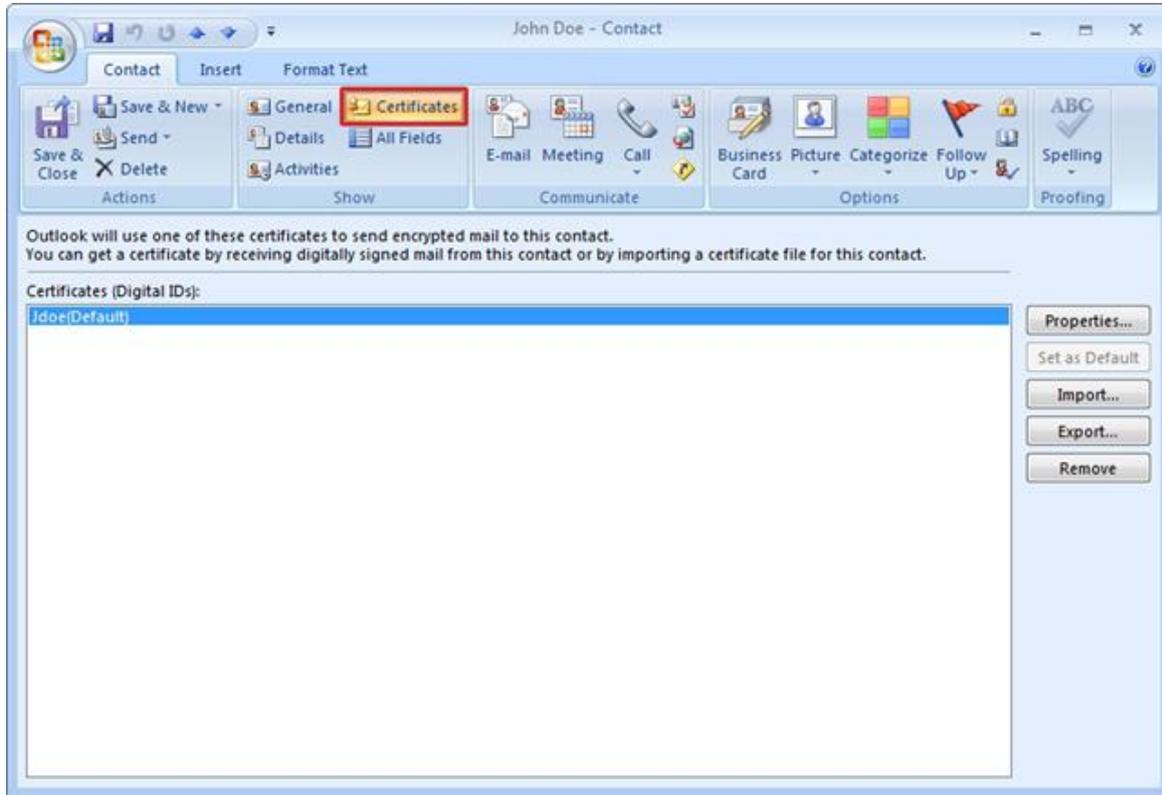
View in Outlook 2010
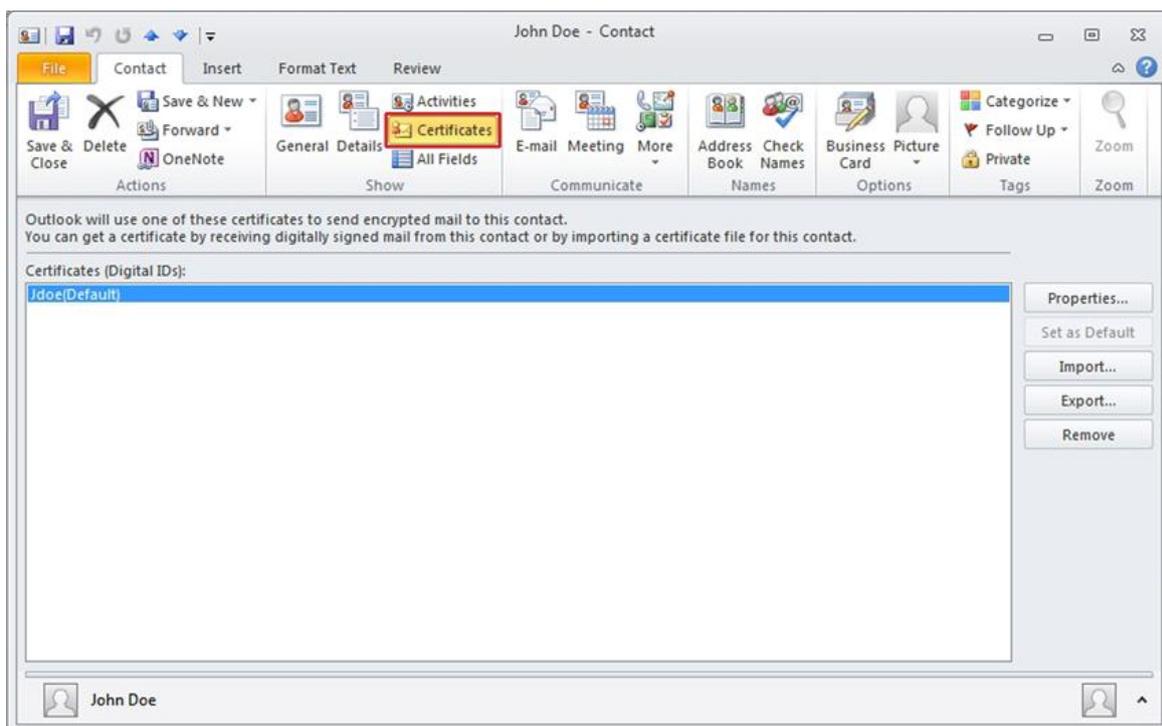
Should you have problems with the process described above, please follow the instructions in the following chapter.

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
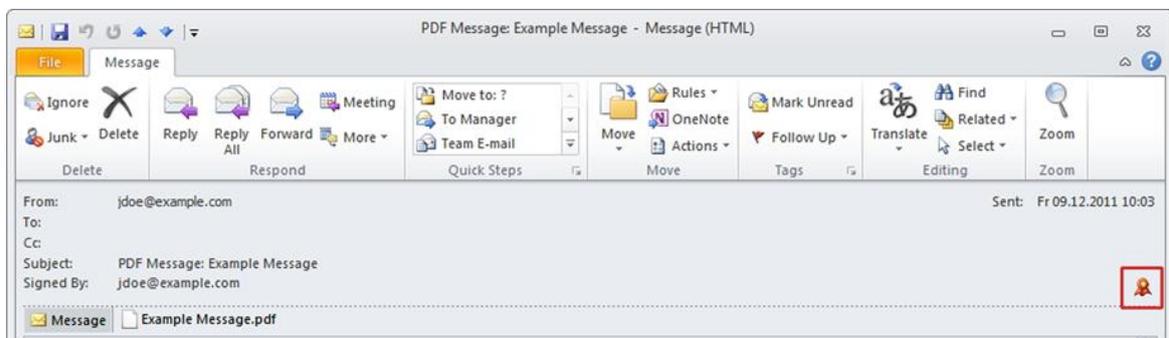
Now click the button „Details…"

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

Now click on „View Certificate…"
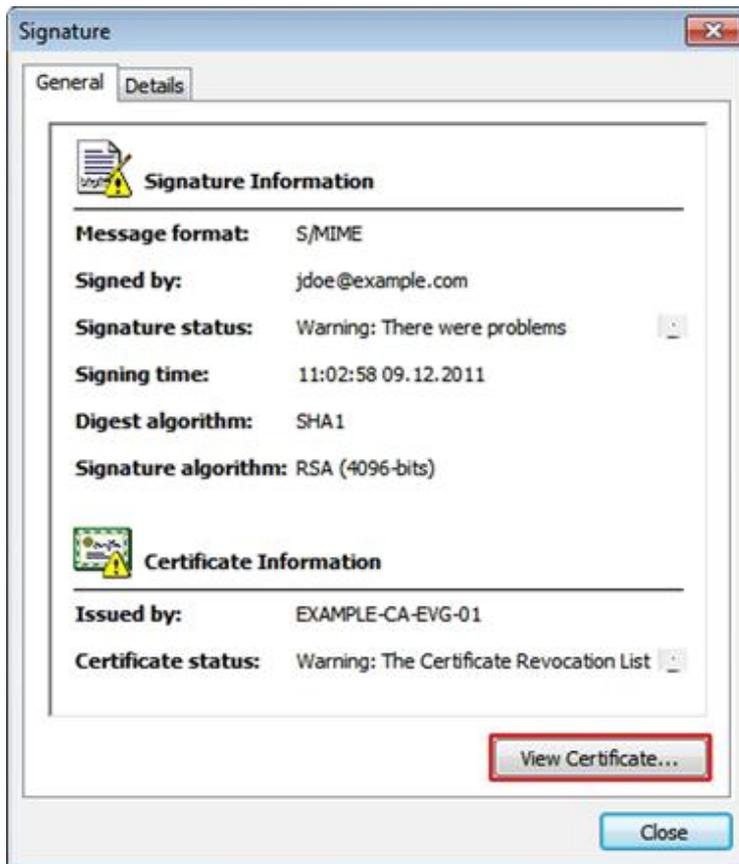
Open the „Details" tab and then select „Copy to File…".
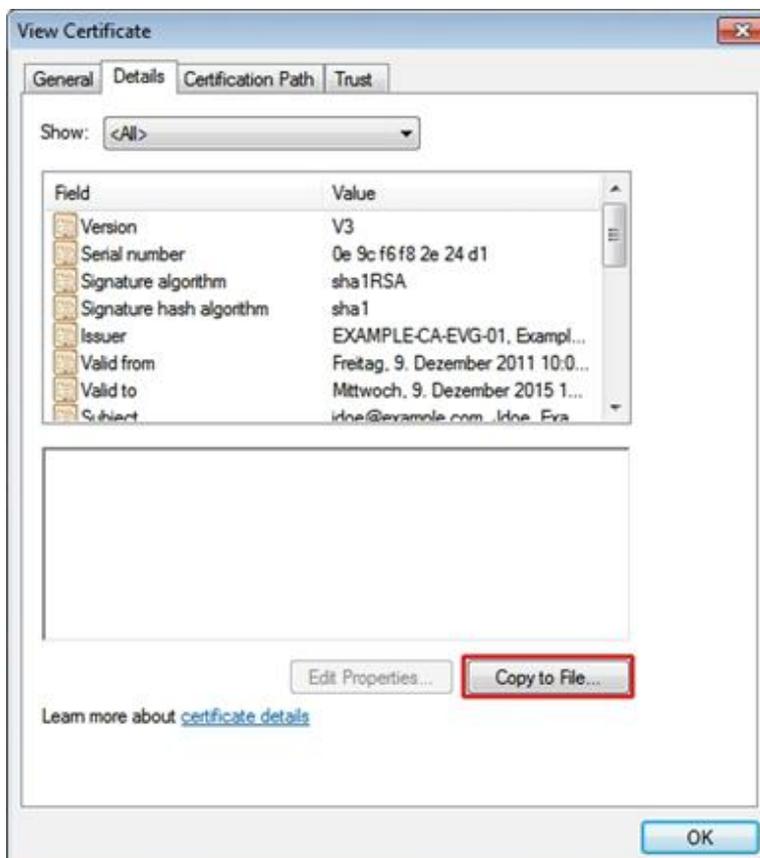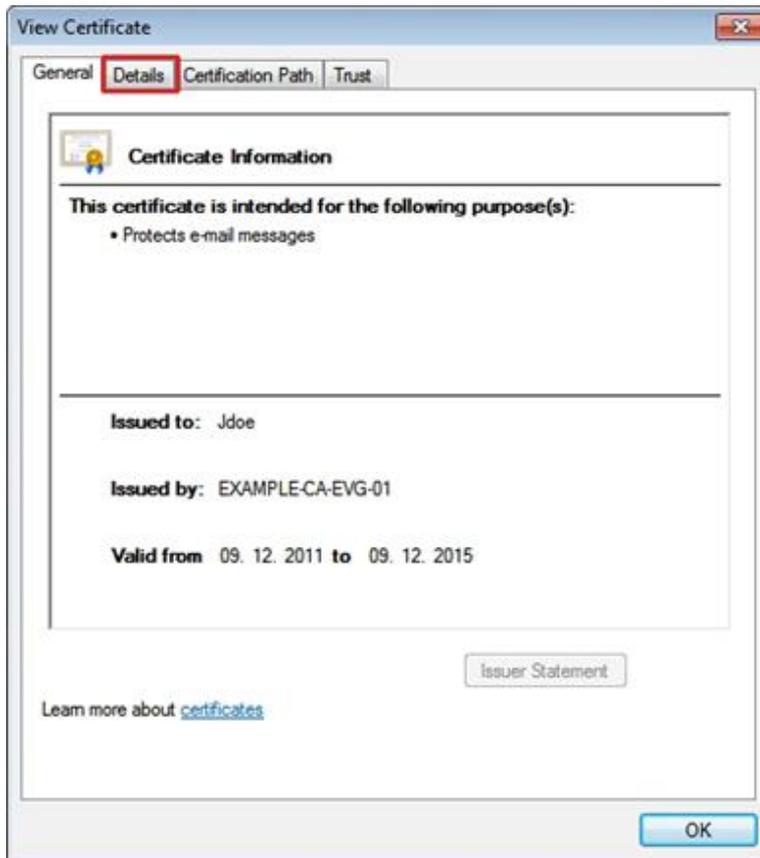
The Certificate Export Wizard appears. Click on "Next".

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

Specify a file name and the storage location for the file and then click on „Next".
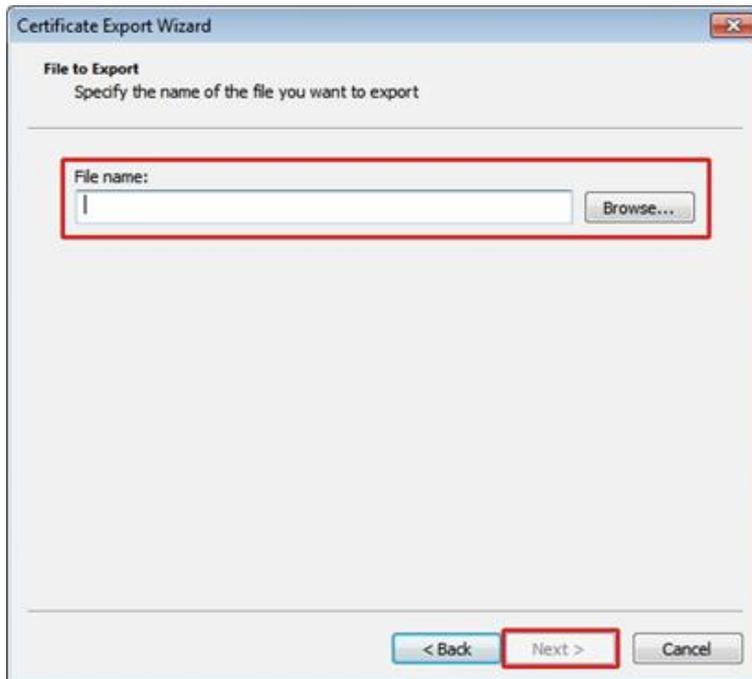
Finally select „Finish" to export the certificate to a file.

5.2 Adding the saved certificate to a contact

Open the existing contact in Outlook and switch to view „Certificates".
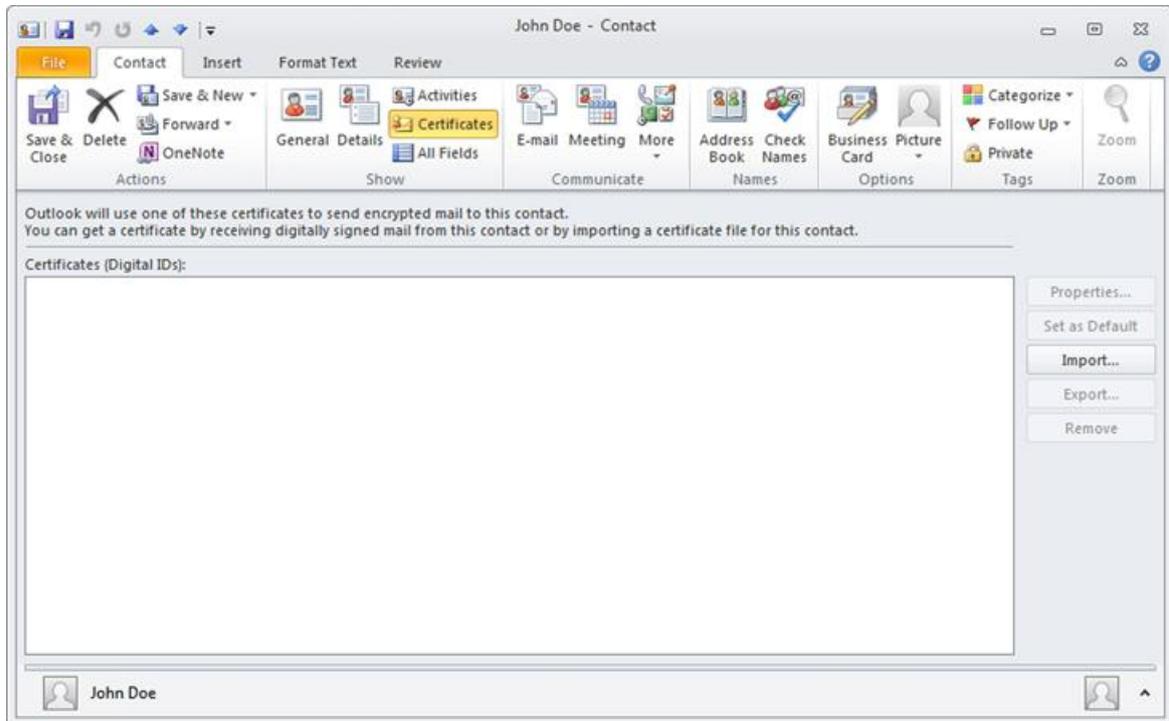
The previously saved certificate can be selected and added by clicking on „Import…".
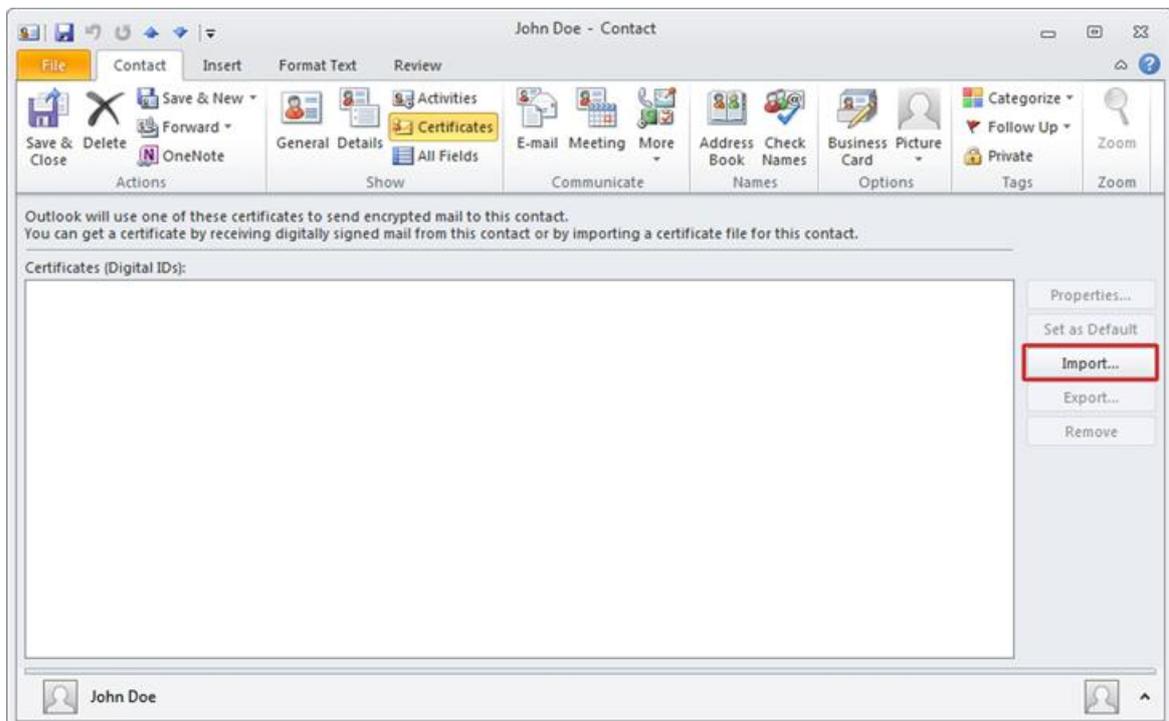
Then save the changes in the contact.

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".
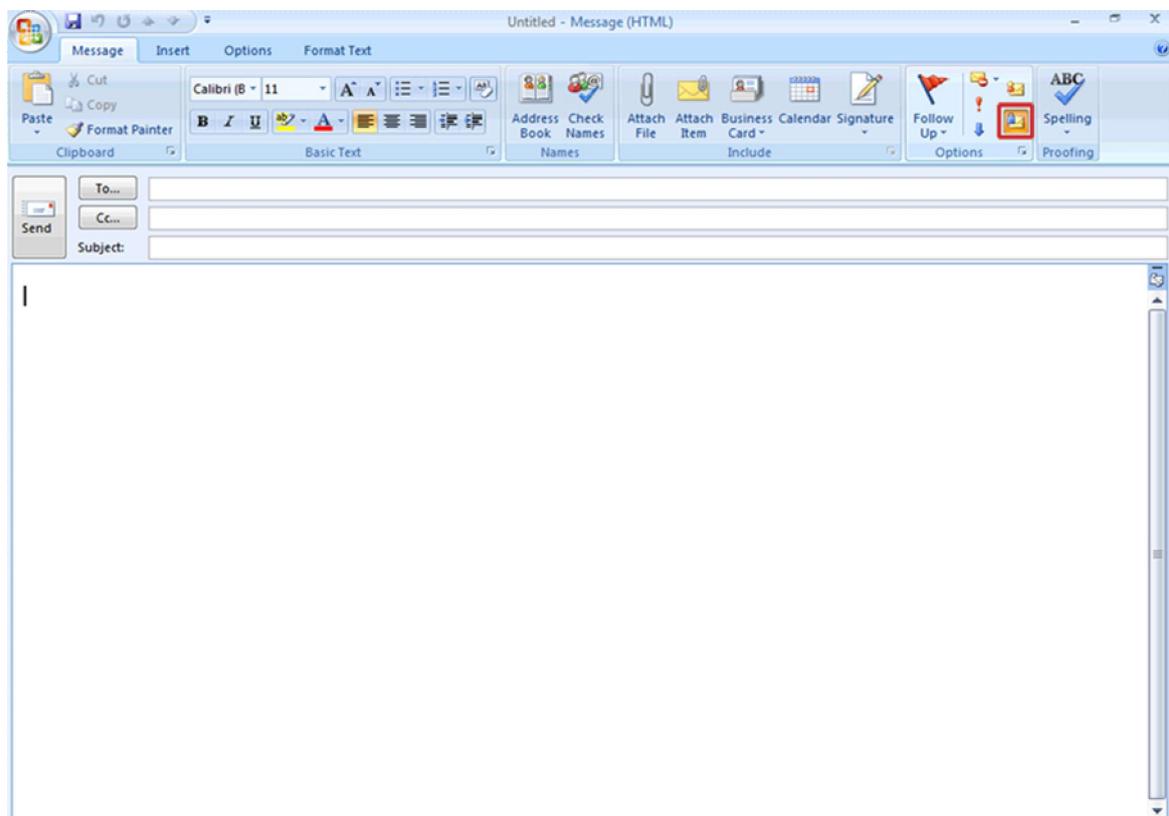
6.2   Encrypting via menu (example Outlook 2010)

The dialog window for a new message appears.

Click on "Tags".
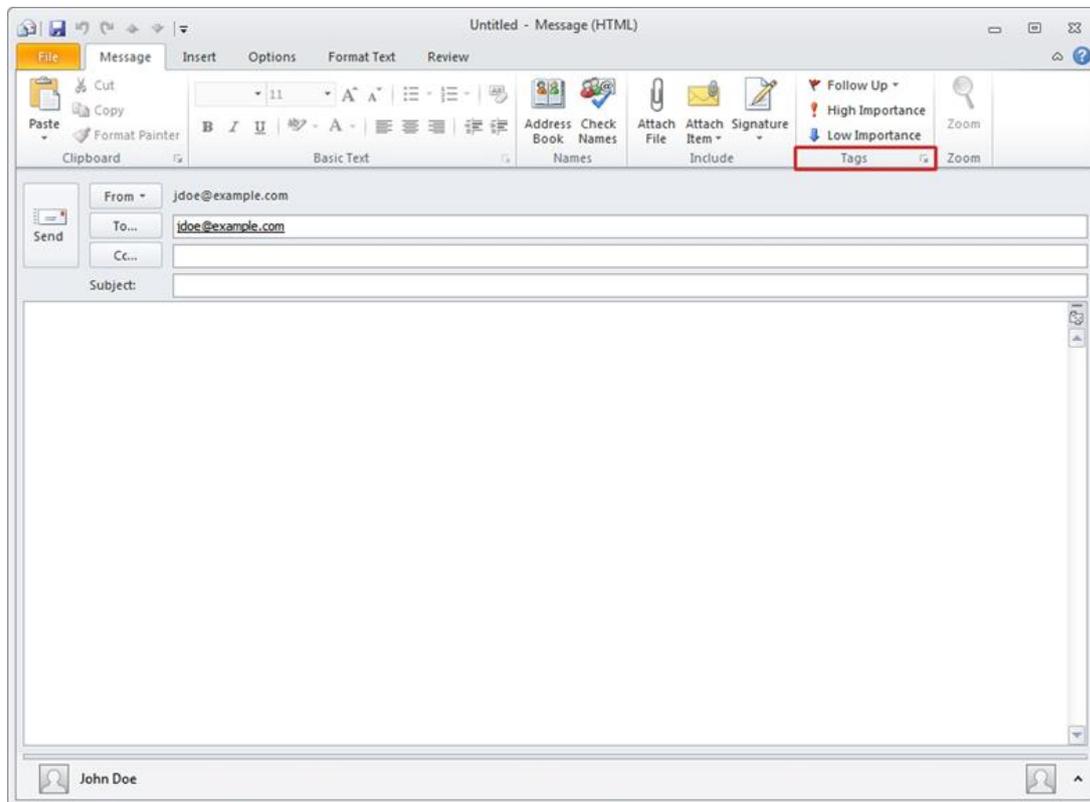
A new window „Properties" opens. Here, click on „Security Settings…".

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

Then confirm the changes with „OK".