

# Digitally Signing Outlook Emails

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Microsoft® Outlook® includes tools for sending and receiving digitally signed emails. CoSign® integrates with Outlook by managing your public and private keys and certificates. This enables you to easily sign emails in Outlook.

Before you can send signed email messages, you must configure Outlook to associate your certificate with your email account.

**Note:** The procedures described in this section refer to Microsoft Office 2003 and 2007. Dialog boxes and other user interface elements may appear slightly different in Microsoft Office 2000/XP.

**Note:** If you are sending digitally signed outlook emails to recipients that do not have CoSign, they will need to install the [CoSign Root Certificate](#) in order to verify your digital signature.

**Note:** While CoSign creates digital signatures, it does not support email encryption. Therefore, you can digitally sign your emails but you cannot encrypt them.

## Signing Outlook Emails with Microsoft Office 2003

### Configuring Outlook 2003

- ▶ Open Outlook.
- ▶ Open the **Tools** menu and select **Options**. The *Options* dialog box appears.
- ▶ Select the **Security** tab (Figure 1).
- ▶ For additional settings options, click **Settings**. The *Change Security Settings* dialog box appears (Figure 2).
- ▶ In the *Certificates and Algorithms* section, click **Choose** to select a signing certificate. The *Select Certificate* dialog box appears.
- ▶ Select the certificate you want to use for signing your emails and click **OK**. You are returned to the **Security** tab of the *Options* dialog box.
- ▶ Click **OK**.

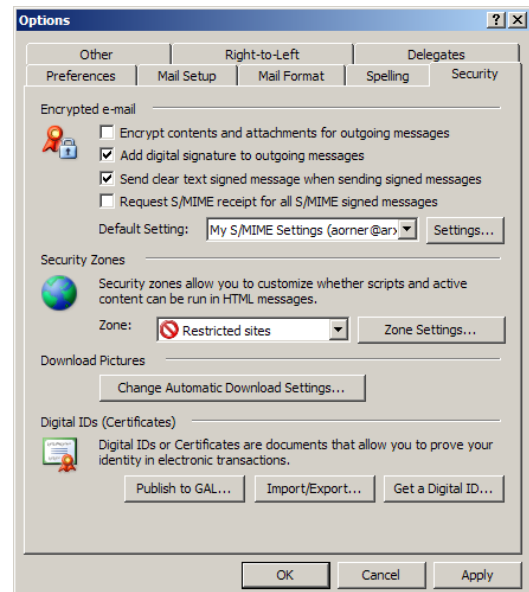



Figure 1: Security tab in Options dialog box

## Sending Signed Email Messages with Outlook 2003

To sign all your email messages:

- ▶ In Outlook, open the **Tools** menu and select **Options**. The *Options* dialog box appears.
- ▶ Select the **Security** tab and check **Add digital signature to outgoing messages** (Figure 1).

To sign a specific email message:

- ▶ On the Outlook toolbar, click the envelope icon  .

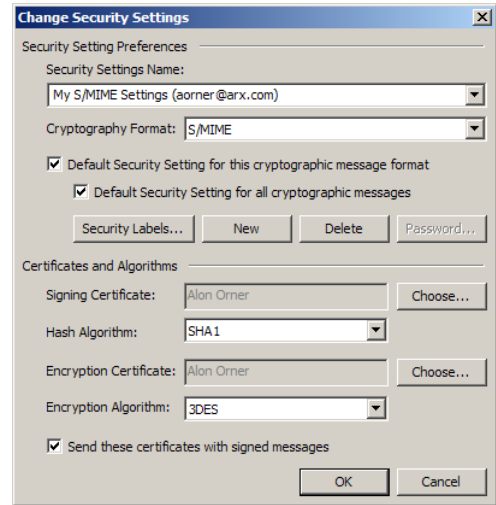


Figure 2: Change Security Settings

## Signing Outlook Emails with Microsoft Office 2007

### Configuring Outlook 2007

- ▶ Open Outlook.
- ▶ Open the **Tools** menu and select **Trust Center** (Figure 3).
- ▶ Select **E-mail Security** on the left-side panel (Figure 4).
- ▶ For additional settings options, click **Settings**. The *Change Security Settings* dialog box appears (Figure 5).
- ▶ In the *Certificates and Algorithms* section, click **Choose** to select a signing certificate. The *Select Certificate* dialog box appears.
- ▶ Select the certificate you want to use for signing your emails and click **OK**.
- ▶ You are returned to the *E-mail Security Options* dialog box of the *Trust Center* dialog box. Click **OK**.

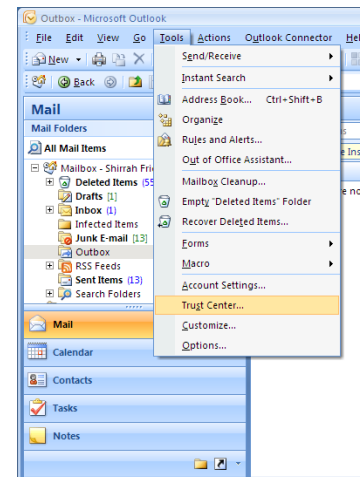


Figure 3: Tools - Trust Center

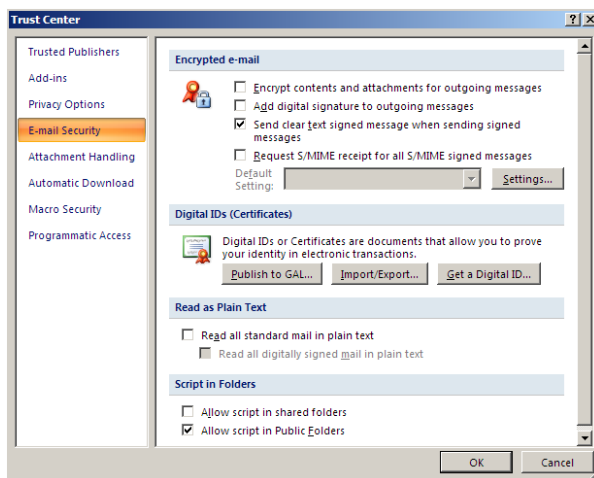


Figure 4: Trust Center - E-mail Security

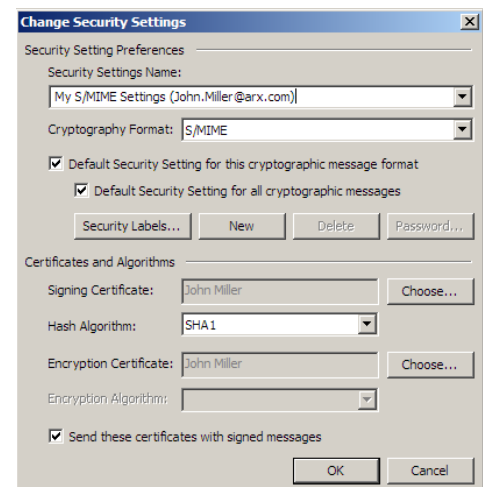



Figure 5: change Security Settings

## Sending Signed Email Messages with Outlook 2007

To sign all your email messages:

- ▶ In Outlook, Open the **Tools** menu and select **Trust Center** (Figure 3).
- ▶ Select the **E-mail Security** (Figure 4).
- ▶ Check **Add digital signature to outgoing messages** on the *E-mail Security* section of the *Trust Center*.

To sign a specific email message:

- ▶ On the Outlook toolbar, select the envelope icon .

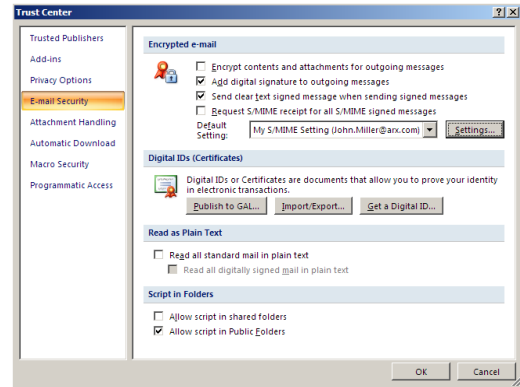


Figure 6: Trust Center - Add Digital Signatures to outgoing messages

## Signing Outlook Express Emails

Microsoft Outlook Express includes tools for sending and receiving digitally signed emails. CoSign integrates with Outlook Express by managing your public and private keys and certificates. This enables you to easily sign emails in Outlook Express.

Before sending signed email messages using Outlook Express, you must configure Outlook Express to associate your certificate with your email account.

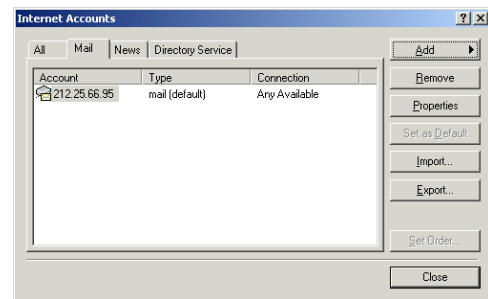


Figure 7: Internet Accounts - Mail

## Configuring Outlook Express

To configure Outlook Express:

- ▶ Open Outlook Express.
- ▶ Open the **Tools** menu and select **Accounts**. The *Internet Accounts* dialog box appears.
- ▶ Select the **Mail** tab (Figure 7).
- ▶ Select the email account with which you want to use your certificate and click **Properties**. The *Account Properties* dialog box appears.
- ▶ Select the **Security** tab (Figure 8).
- ▶ In the **Signing certificate** section of the dialog box, click **Select**. The *Select Default Account Digital ID* dialog box appears.
- ▶ Select the certificate you want to use and click **OK**.

**Note:** Only certificates with the same email address as the selected account are displayed.

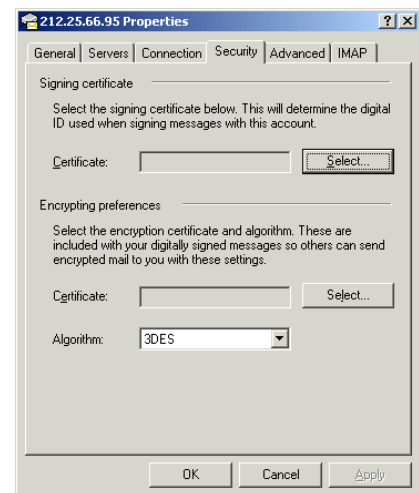


Figure 8: Account Properties - Security

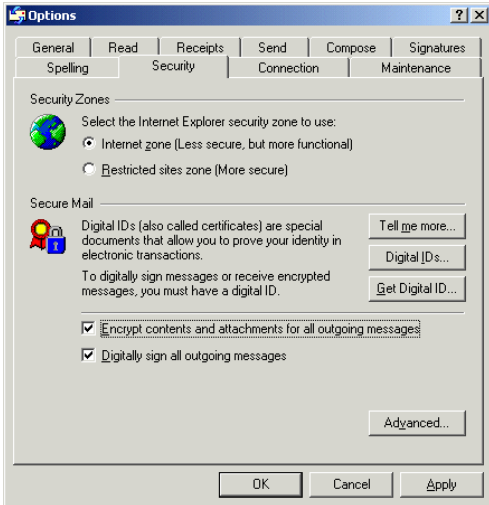



Figure 9: Options - Security

## Sending Signed Email Messages with Outlook Express

To sign all your email messages:

- ▶ In Outlook Express, open the **Tools** menu and select **Options**. The *Options* dialog box appears.
- ▶ Select the **Security** tab (Figure 9).
- ▶ Check **Digitally sign all outgoing messages** and click **OK**.

To sign a specific email message:

- ▶ On the New Message toolbar, click .
- ▶ Click **Send** to send the message.