

CoSign® Quick Guide Digitally Signing Microsoft® Outlook 2007/2010

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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.

Getting Started

To send digitally signed email messages in Outlook, you must first configure Outlook to associate your certificate with your email account. To do so:

- » Open Outlook.
- » Open the Tools menu and select Trust Center. (Figure 1)

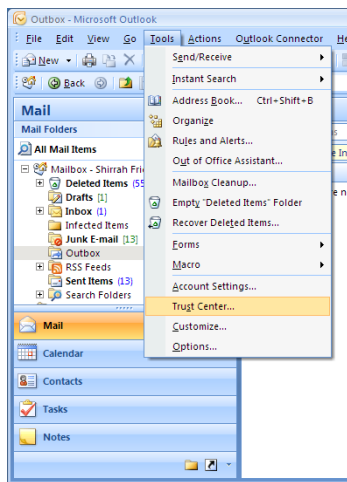


Figure 1: Tools - Trust Center

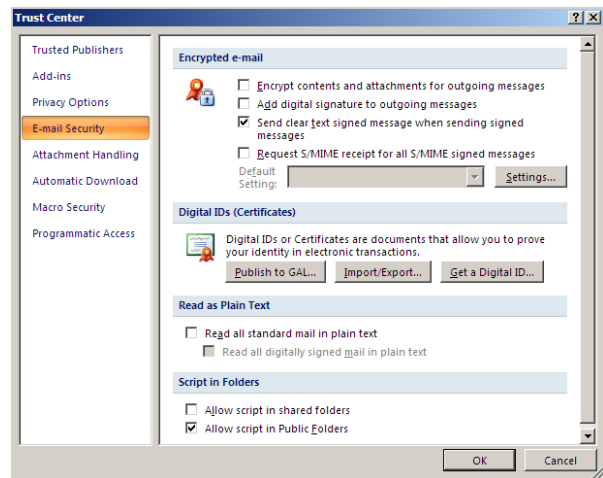


Figure 2: Trust Center - E-mail Security

- » Select E-mail Security on the left-side panel. (Figure 2)

- » For additional setting options, click **Settings**. The *Change Security Settings* dialog box appears. (Figure 3)

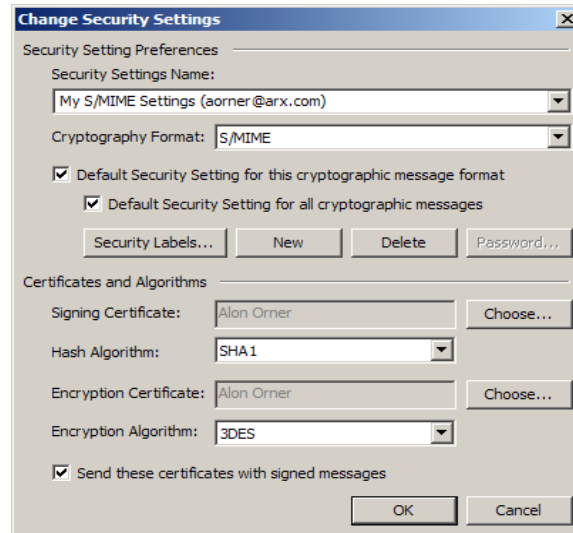


Figure 3: Change Security Settings dialog box

- » Under *Certificates and Algorithms*, click **Choose** to select a Signing Certificate. The *Select a Certificate* dialog box appears. (Figure 4)

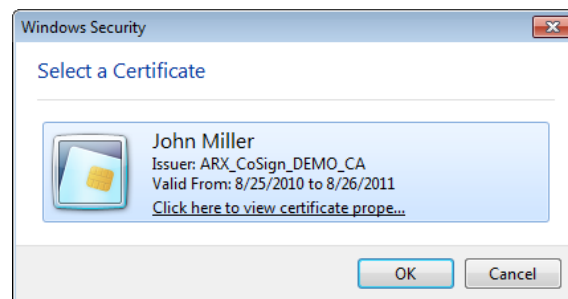


Figure 4: Select a Certificate

- » Select the certificate you want to use for signing your emails, and click **OK**.
- » You are returned to the **E-mail Security** tab of the *Trust Center* dialog box.

Sending Signed Email Messages

To sign all outgoing email messages:

- » From the **E-mail Security** tab of the *Trust Center* dialog box, check **Add digital signature** to outgoing messages. (Figure 5)

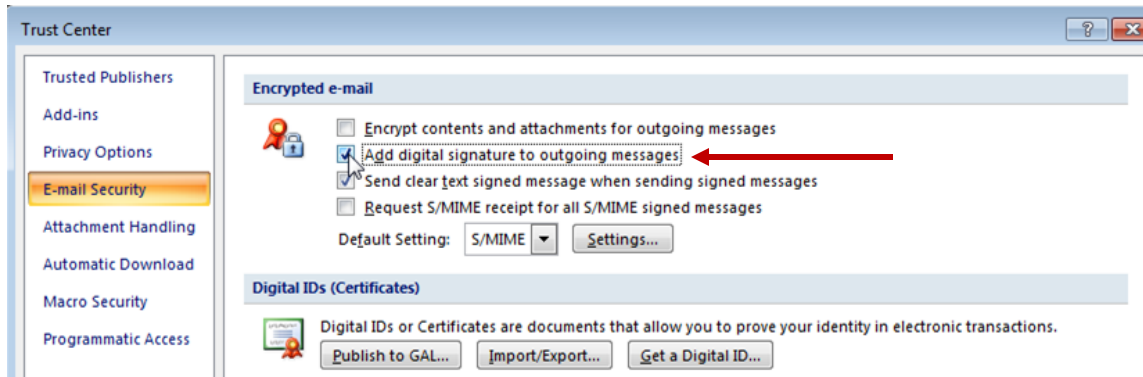



Figure 5: Adding Digital Signatures to All Outgoing Email Messages

To sign a single email message:

» On the Outlook toolbar, select the envelope icon . (Figure 6)

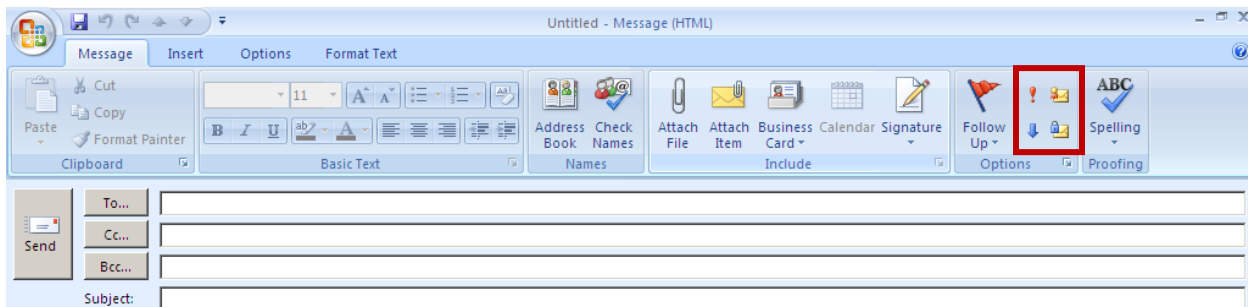


Figure 6: Digitally Signing Single Email Messages

Receiving Signed Email Messages

You can validate the authenticity of any signed email message you receive in Outlook. When you receive a signed email message, Outlook displays one of the following icons in the message window:



The digital signature is valid. Click on the icon to view the signature details.



The digital signature is invalid. Click on the icon to view the reason(s) for the invalid status.

Note: CoSign Trial Users, who are sending digitally signed Outlook emails to non-CoSign users will need to ask the recipient to install the [CoSign Root Certificate](#) in order to verify the digital signature.

For a more detailed description of signing Microsoft Outlook emails, please refer to the *CoSign v5.4 User Guide* ([Chapter 11: Signing Outlook Emails](#)).