Microsoft Outlook 2016/2019

Prerequisites

- Correct setup of the e-mail client Microsoft Outlook 2016/2019
- Correct integration of the Certification authorities into the operating system.
- **Valid digital User certificate integrated into the operating system**

Configuration

Step 1: Microsoft Outlook needs to know which digital user certificate to use and how:

- Start Microsoft Outlook
- File → Options → Trust Center → Trust Center Settings… → E-mail Security
- Section „Encrypted e-mail messages“
    - Add digital signature to outgoing messages: activated
    - Send signed messages as plain text: activated
    - Select the button „Settings…“
        - Security setting name: GEANT-TCS-HARICA (<your e-mail address>).
        - Cryptography format: S/MIME
        - Default setting for this format of cryptographic messages: activated
        - Default setting for all cryptographic messages: activated
            - Certificates and algorithms
                - **Select your personal user certificate here** (possibly by clicking on „More options“)
            - hash algorithm: SHA256
            - Encryption certificate / Select…
                - **Select your personal user certificate here** (possibly by clicking on „More options“)
            - Encryption algorithm: AES (256-bit) (keep default setting)
            - Add these certificates to signed messages: activated
- Confirm your entries by clicking the „OK“ button several times until you are back in the main Microsoft Outlook window.

Step 2: Set up Microsoft Outlook for convenient use of digital signatures and encryption:

- In Microsoft Outlook, click on „New Email“ and then on the „Options“ card
- Right-click on „Sign“ and select „Add to Quick Access Toolbar“
- Right-click on „Encrypt“ and select „Add to Quick Access Toolbar“
- Close the window again

You have now completed all the necessary steps to sign each email. Provided you have the public key of your communication partner, you can also encrypt any e-mail.

Use

Sign

- Click on „New e-mail“ in Microsoft Outlook and compose it.
- Before sending, check that the message is digitally signed in the quick access at the top. The button „Digitally sign message“ at the top of the quick access is activated by default.
- As soon as you click on „Send“, the e-mail is digitally signed and then sent.
- The communication partner sees the loop symbol as a sign of a digitally signed e-mail.

Encrypt

To encrypt an e-mail, you must first have the communication partner's public key:

- Have your communication partner send you a digitally signed e-mail, for example. Add the communication partner to your Microsoft Outlook contacts so that his or her public key is stored in your system.

- Click on „New e-mail“ in Microsoft Outlook and compose it.
- Before sending, click on „Encrypt“ in the quick access at the top.
- As soon as you click on „Send“, the e-mail is encrypted and then sent.
- The communication partner will see the lock symbol as a sign of an encrypted e-mail.

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