Microsoft Outlook for Mac 2019

Prerequisites

- Correct setup of the email client Outlook for Mac 2019
- Correct integration of the Certification authorities into the operating system.
- **Valid digital User certificate integrated into the operating system.**

Configuration

- Start Microsoft Outlook for Mac 2019
- Extras → Accounts…
- <your email account> → Advanced…
- Card Security
  - Digitally sign:
    - Certificate: select your digital user certificate here.
    - Signature algorithm: SHA-256
    - Sign outgoing messages: enabled
    - Send digitally signed messages as plain text: enabled (default)
    - Include my certificates in signed messages: enabled (default)
  - Encryption:
    - Certificate: select your digital user certificate here.
    - Encryption algorithm: AES-256
    - Encrypt outgoing messages: disabled
  - Certificate authentication:
    - Client certificate: No selection (default).

The configuration is now complete and you can sign any e-mail. If you have the public key of your communication partner, you can also encrypt every e-mail.

Use

Sign

- In Microsoft Outlook for Mac 2019, click the New Email icon and compose.
- Before sending, check that the message is digitally signed in the „Options“ menu.
- As soon as you click on „Send“, the email is digitally signed and then sent.
  - You may be asked to enter your local user name and password once more.
- The communication partner will see the loop symbol as a sign of a digitally signed e-mail.

Encrypt

To encrypt, you must first have the communication partner's public key. To do this, have your

communication partner send you a digitally signed e-mail, for example, which will automatically be added to your key ring.

- Click on the „New email“ icon in Microsoft Outlook for Mac 2019 and compose it.
- Before sending, check that the message is encrypted in the „Options“ menu.
- As soon as you click on „Send“, the email is encrypted and then sent.
    - You may be asked to enter your local user name and password once more.
- The communication partner sees the lock symbol as a sign of an encrypted e-mail.

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