

LANKASIGN CERTIFICATION SERVICE PROVIDER

EMAIL SIGNING & ENCRYPTION

Version 1.1

Issue Date: 21st August 2023

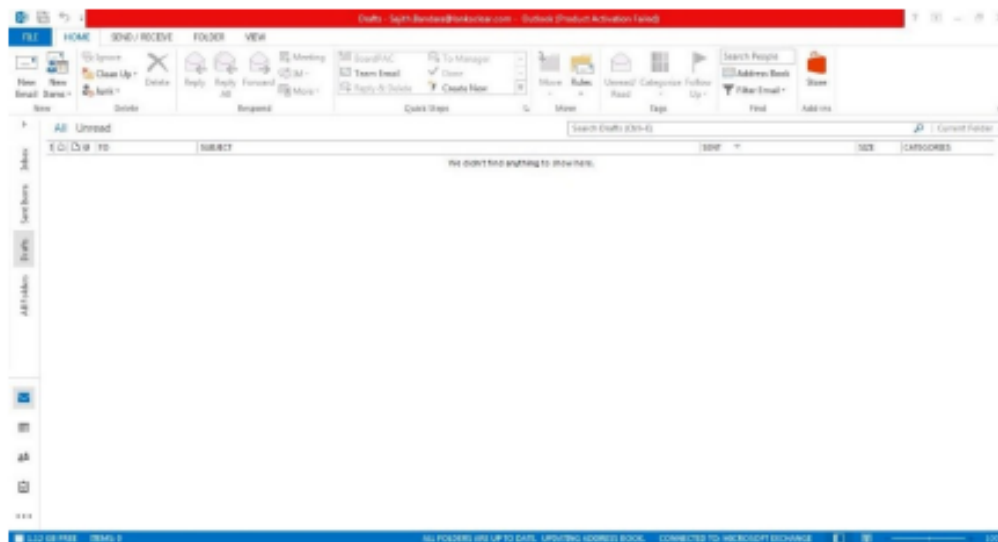
Issued By: LankaPay Private Limited

Your Trusted
Payment Network

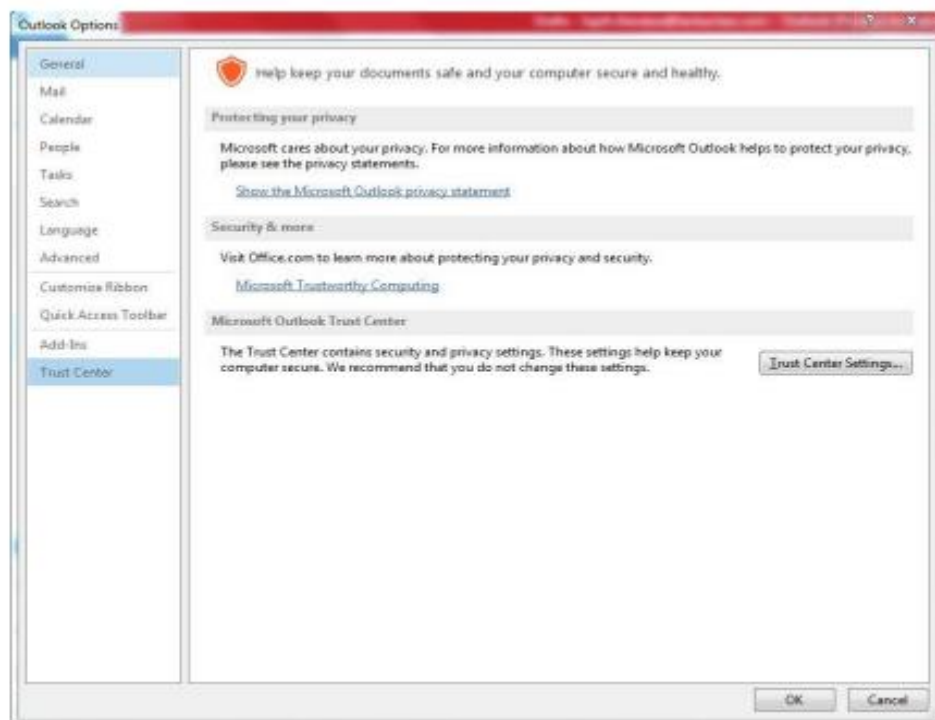


Enable digital signature in Outlook

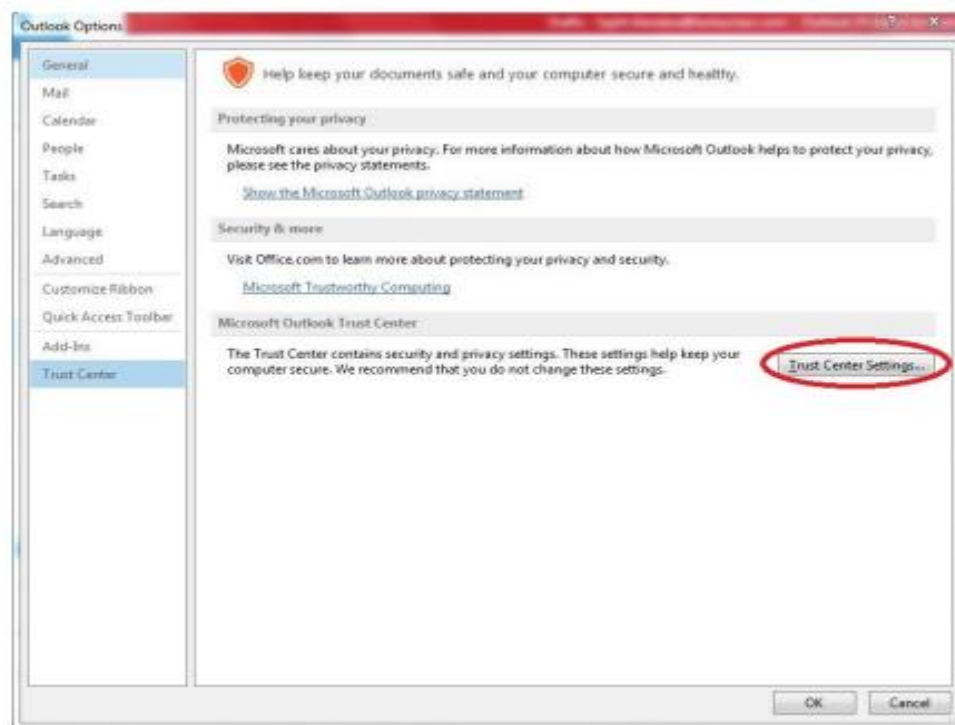
1. Open Outlook



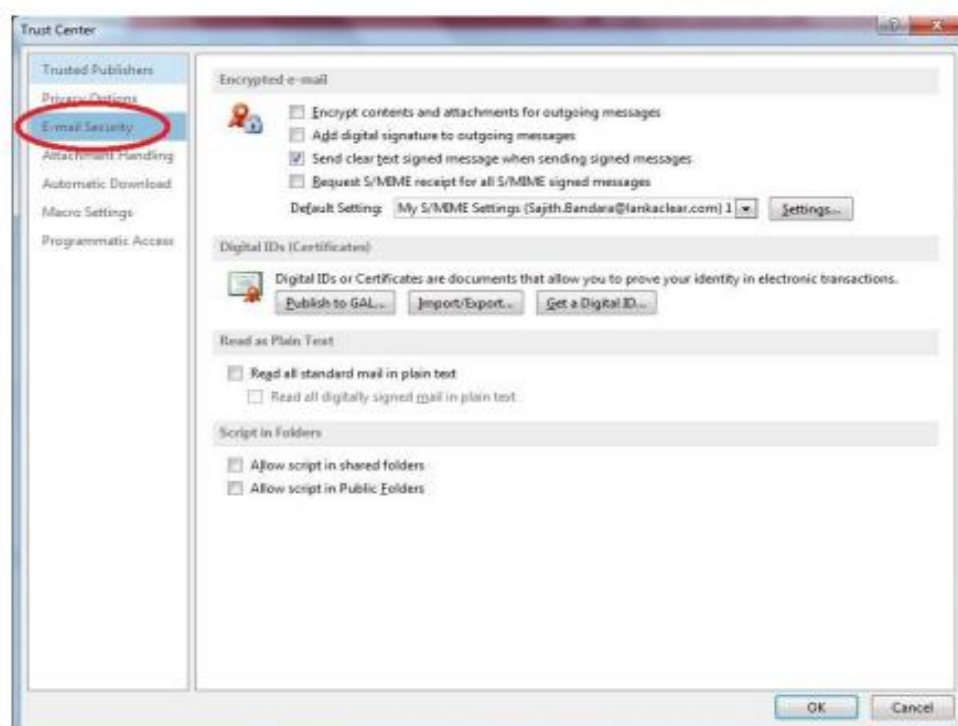
2. Click File → Options → Trust Center



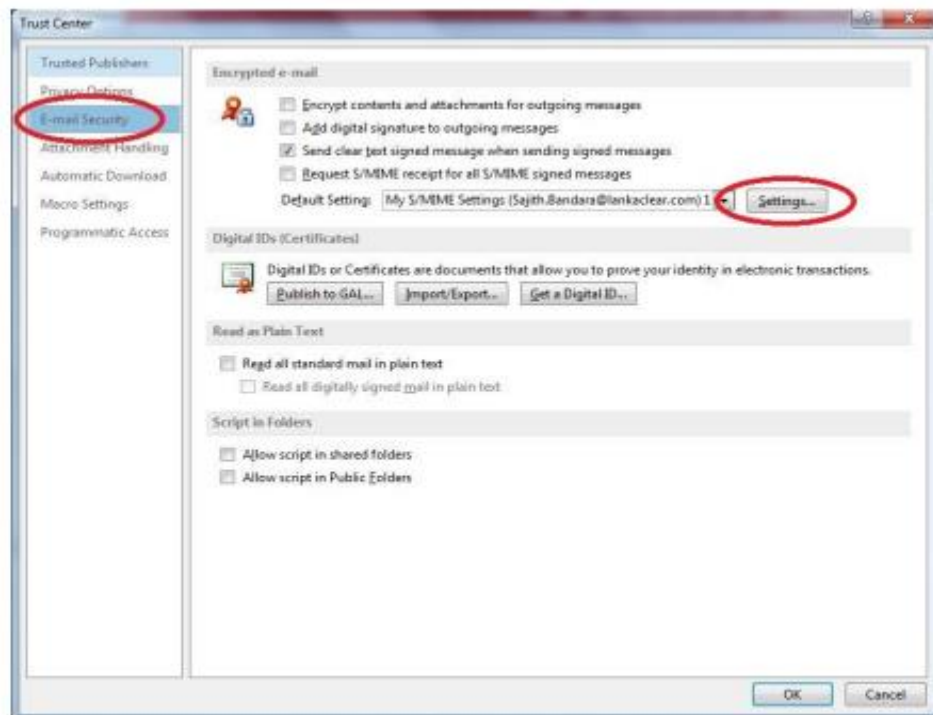
3. Click → Trust Center Settings



4. Choose Email Security on the left side

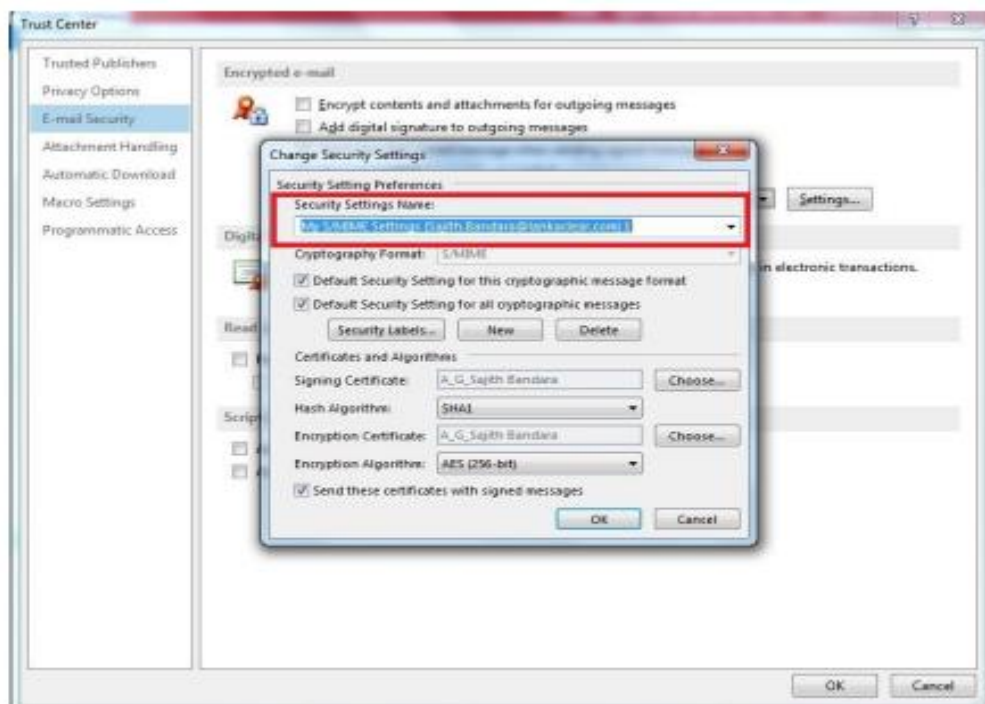


5. Choose Settings under Encrypted e-mail

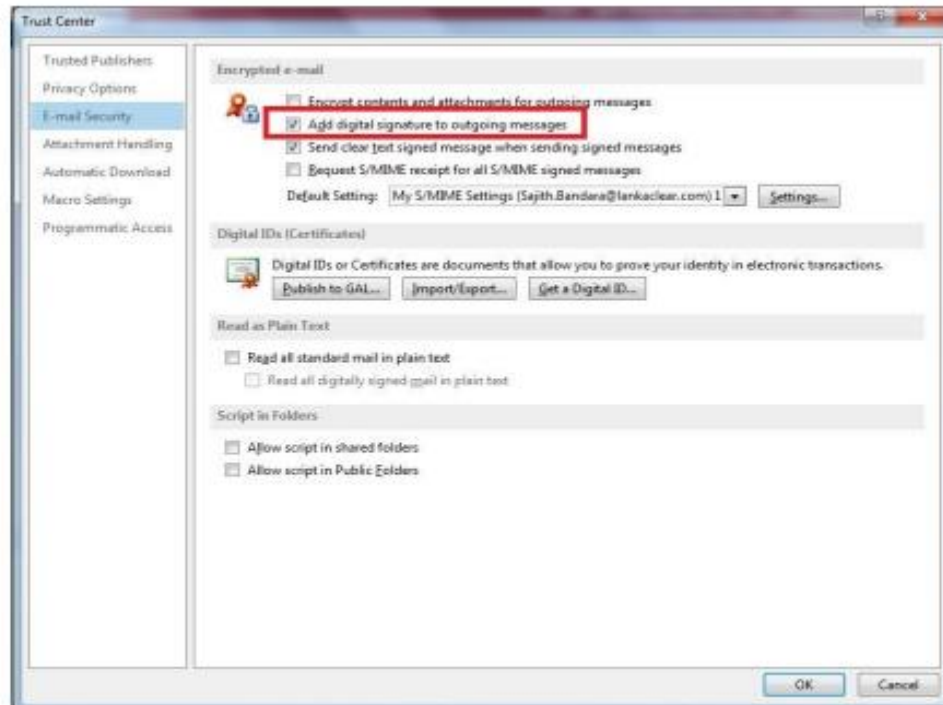


6. Choose My S/MIME Settings (email address)

- Click OK if your email address is shown under Security Settings Name

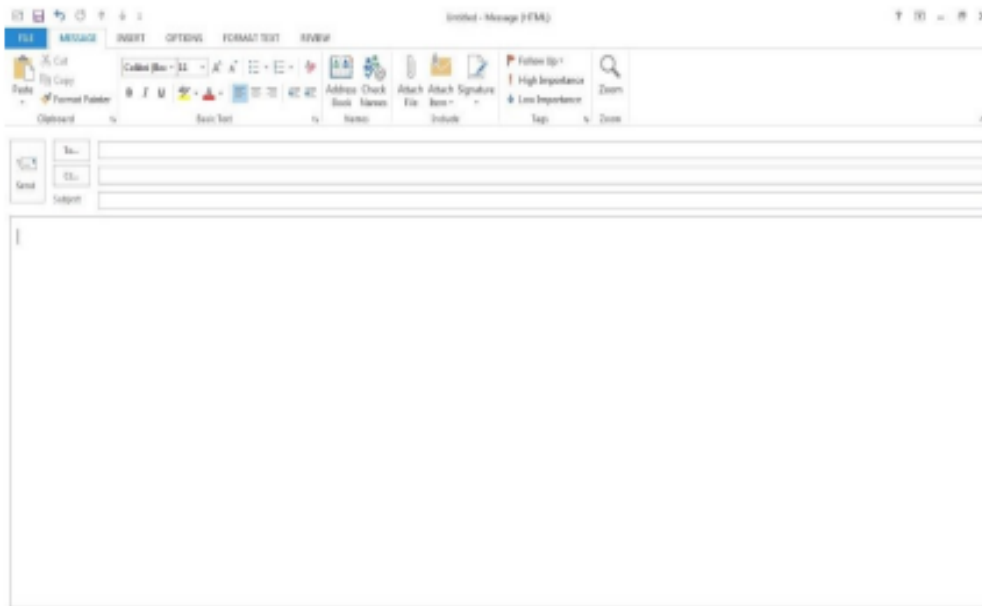


7. Mark Add digital signature to outgoing messages under Encrypted email

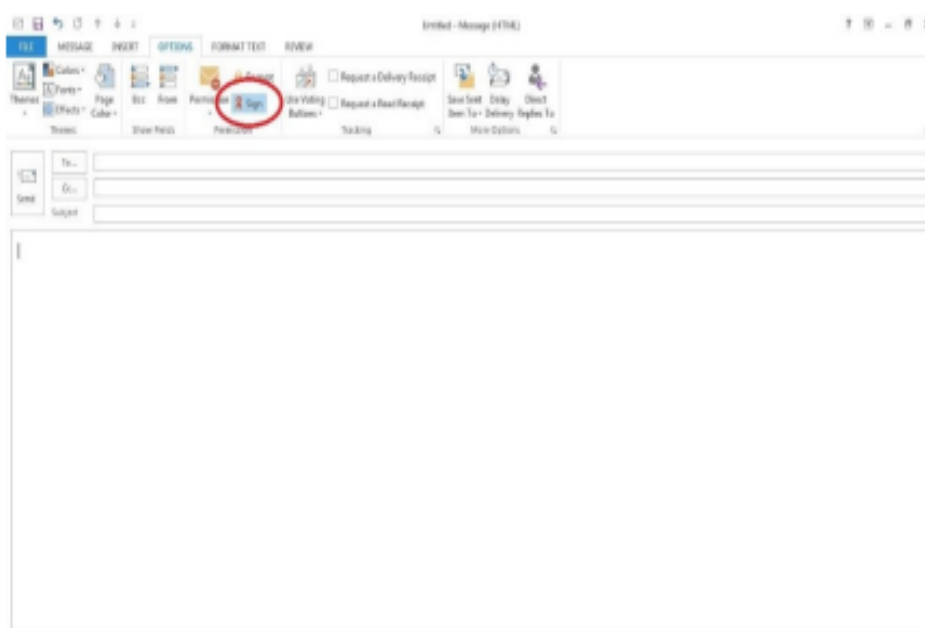
8. Click OK,
followed by another OK

Verify digital email signature

1. Click New Email

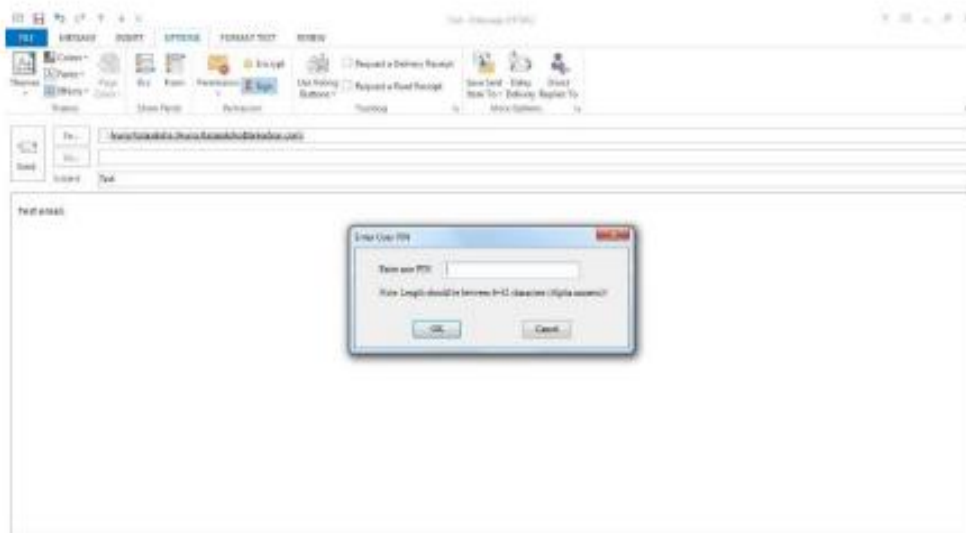


2. Click options-pane and check that Sign is enabled under Permission

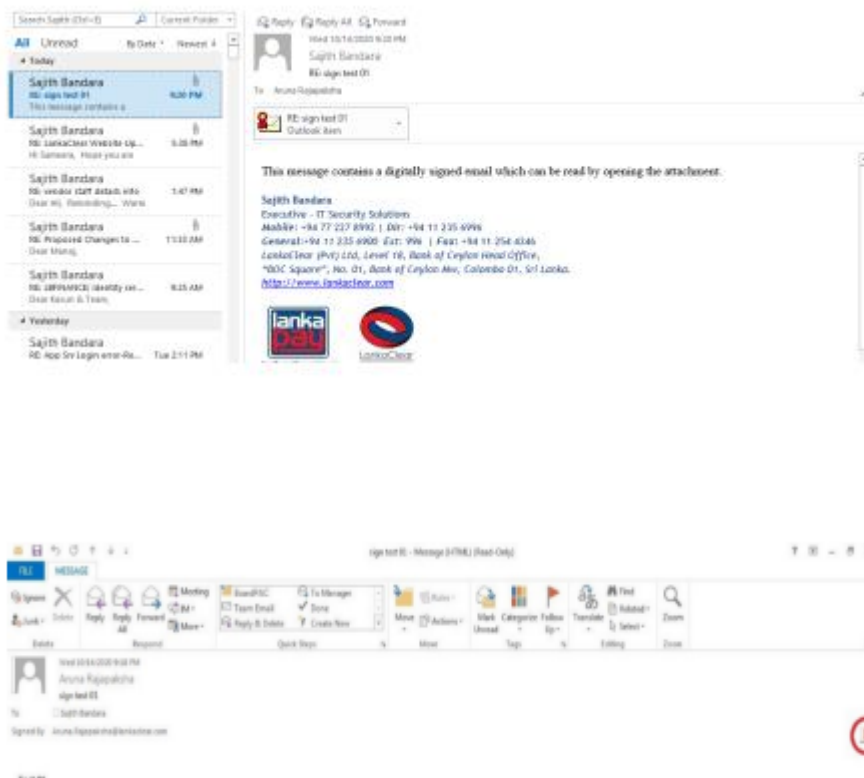


- Send a test email to someone that can verify that your digital signature is working.

Enter your Security Token PIN and click OK.



- If a red ribbon appears on your email to the recipient, you've done everything right.



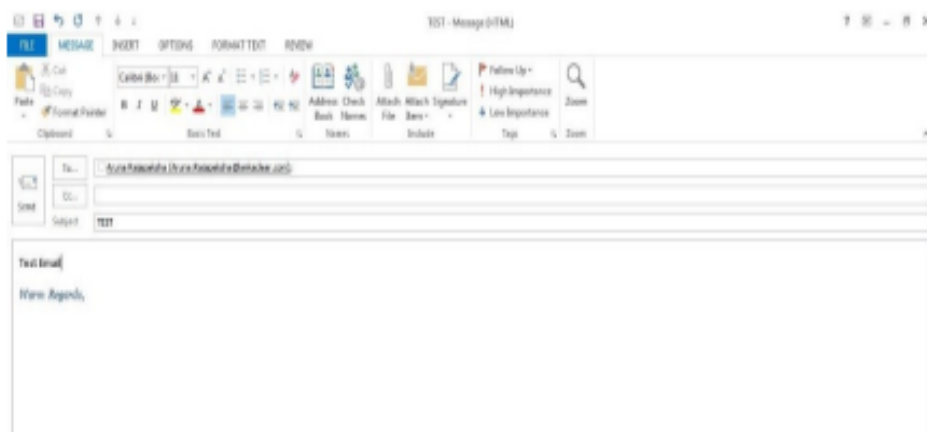
Encrypt e-mail

Encrypting your e-mail adds a layer of security effective against surveillance and unauthorized access.

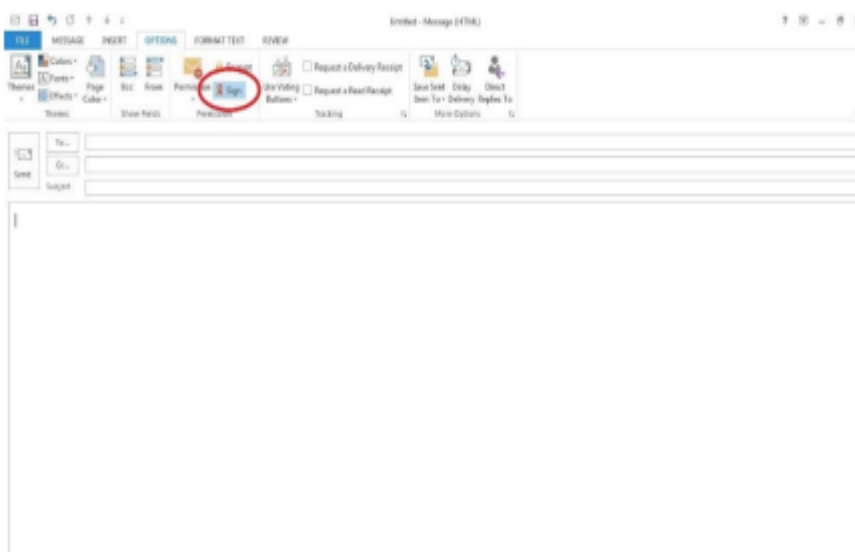
This procedure will only work if both you and your recipient have to exchange your public keys and added to the outlook contacts of those digital IDs.

❖ Recipient email address add to Outlook contact list

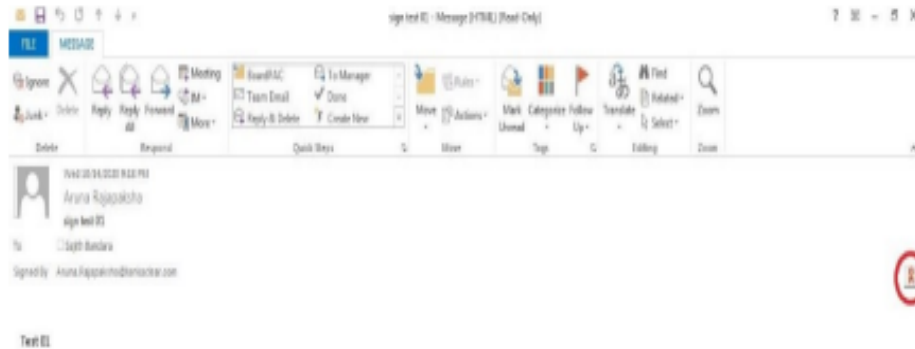
1. Create an e-mail as you normally would



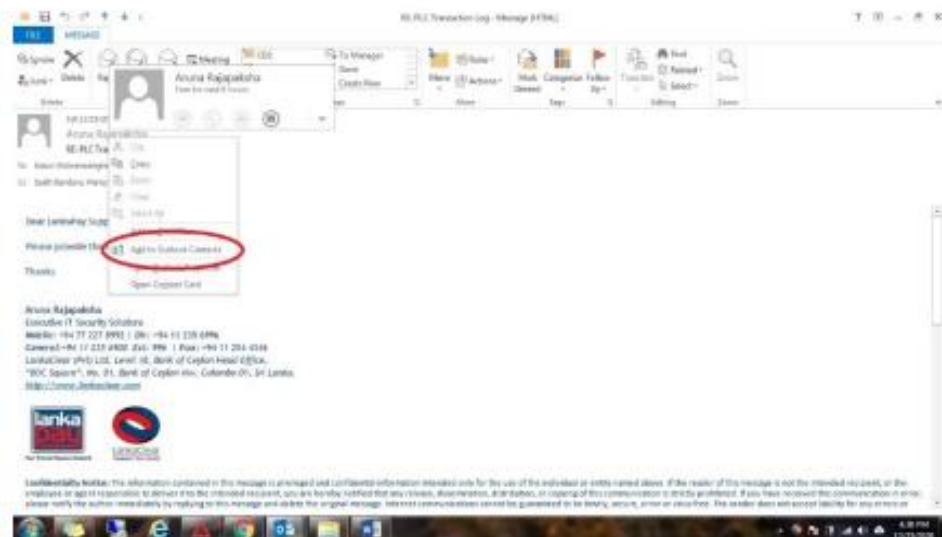
2. Click options-pane and check that Sign is enabled under Permission.



3. Exchange signed emails with you and the recipient.



4. Open the received signed email and right click on the recipient email address and add to Outlook contact list.



5. Check the recipient detail on the popup window and save it.



- ❖ The Recipient public certificate combines with the Outlook contact list.

1. Click on the red ribbon and select details tab on popup window.



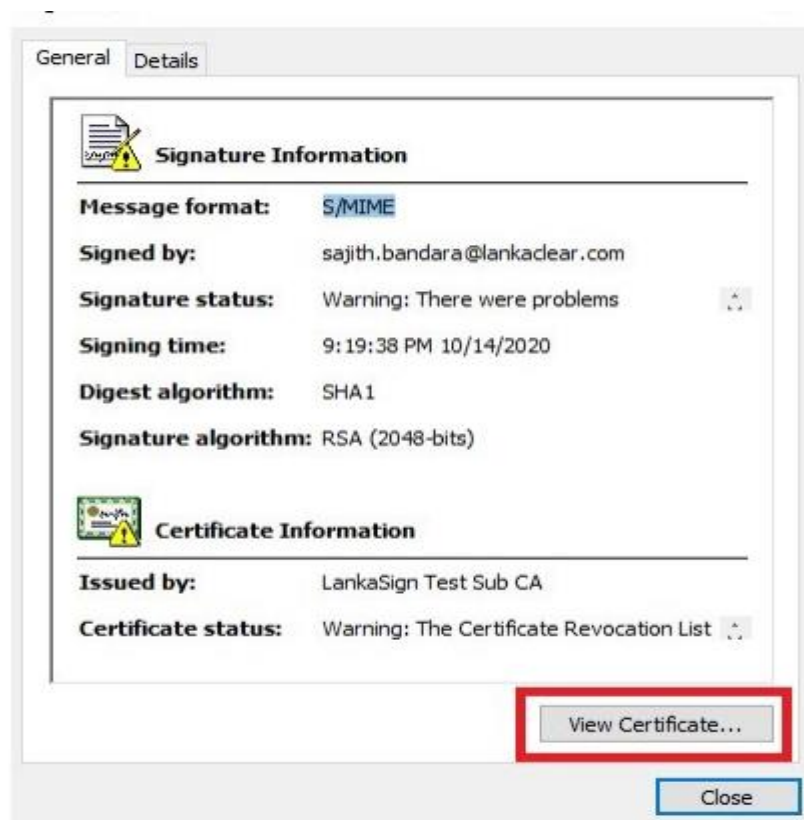
2. Select Signer email and click Trust Certificate Authority button.



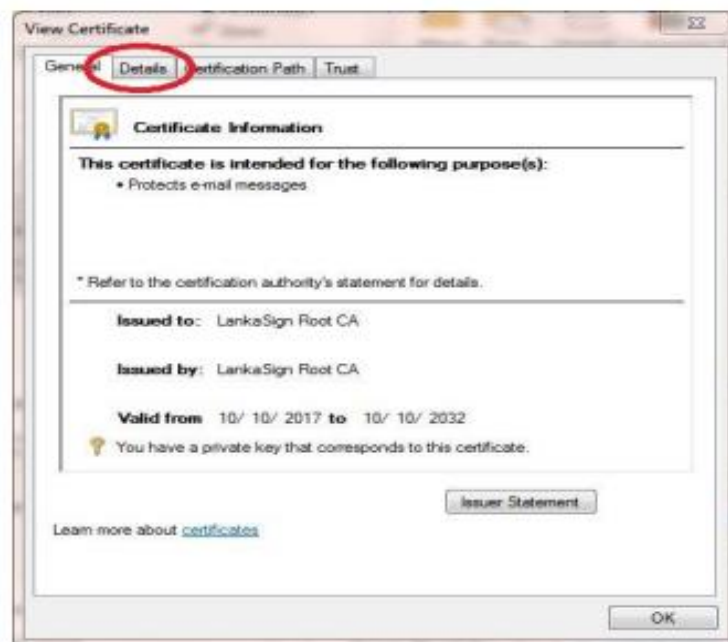
3. Then Select the View Trust Certificate Authority in the popup window.



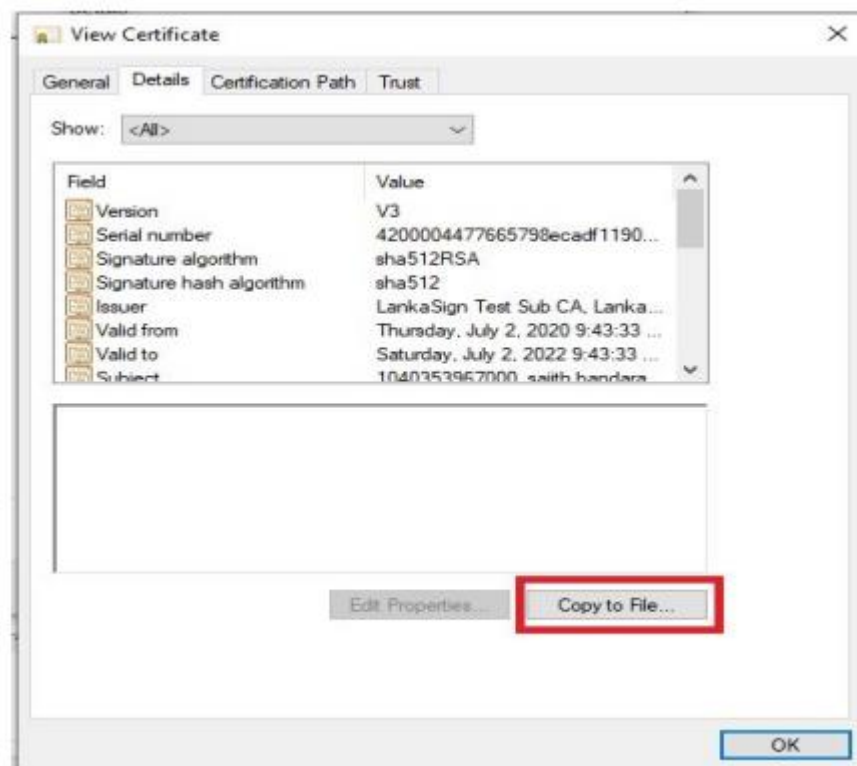
4. In the Signature Details window click the view certificate.



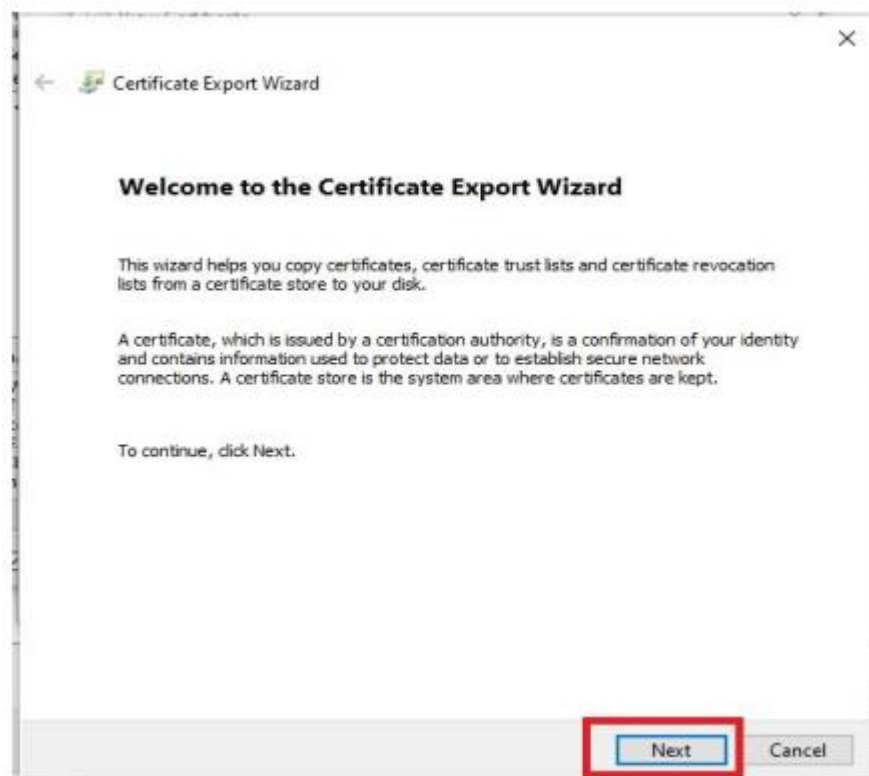
5. Select the Details tab in the Certificate window.



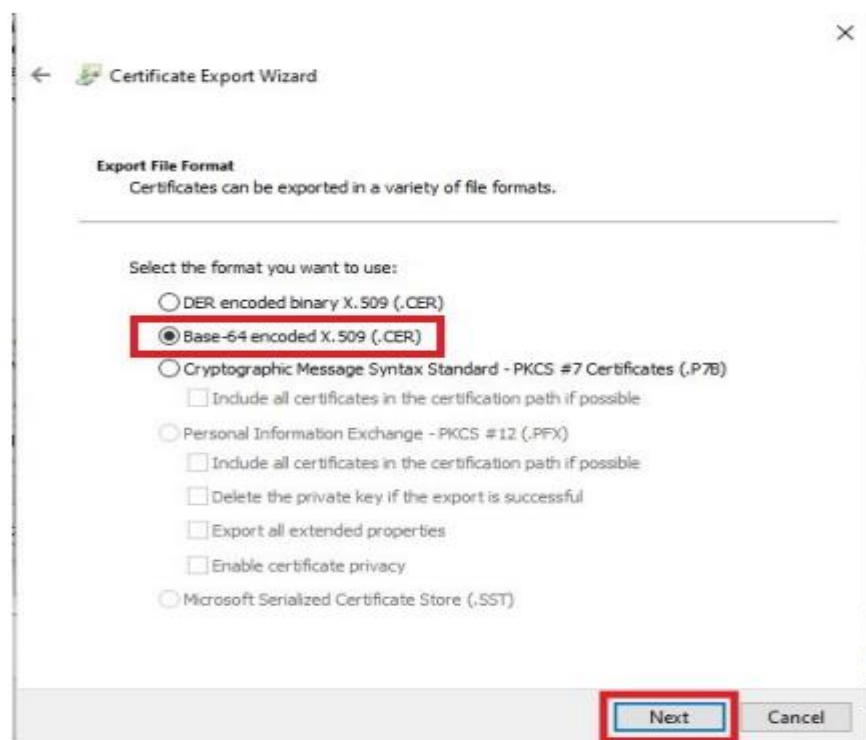
6. Select Copy to File tab in View Certificate Window.



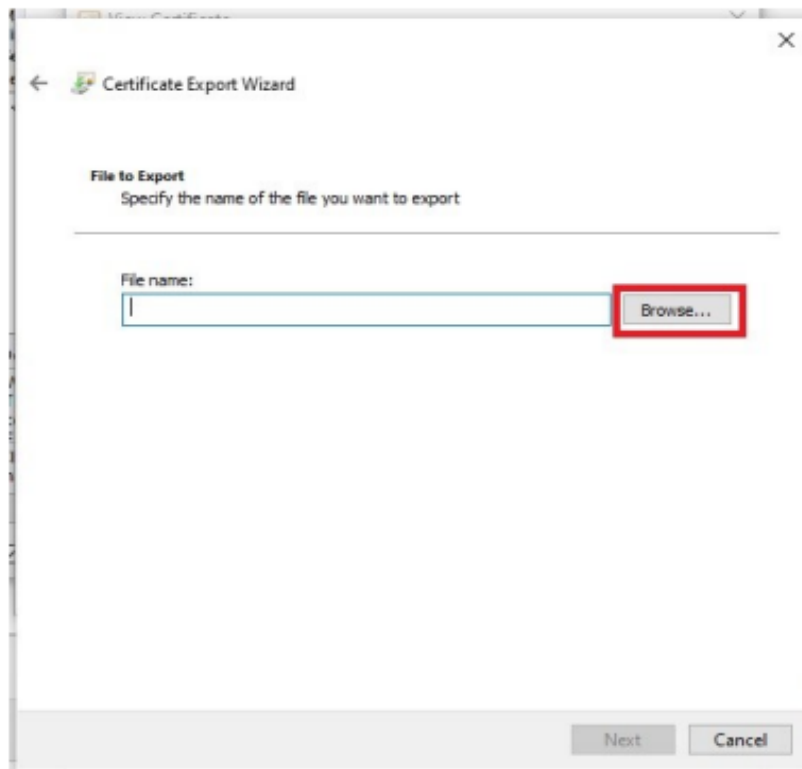
7. Click Next button on Certificate Export Wizard



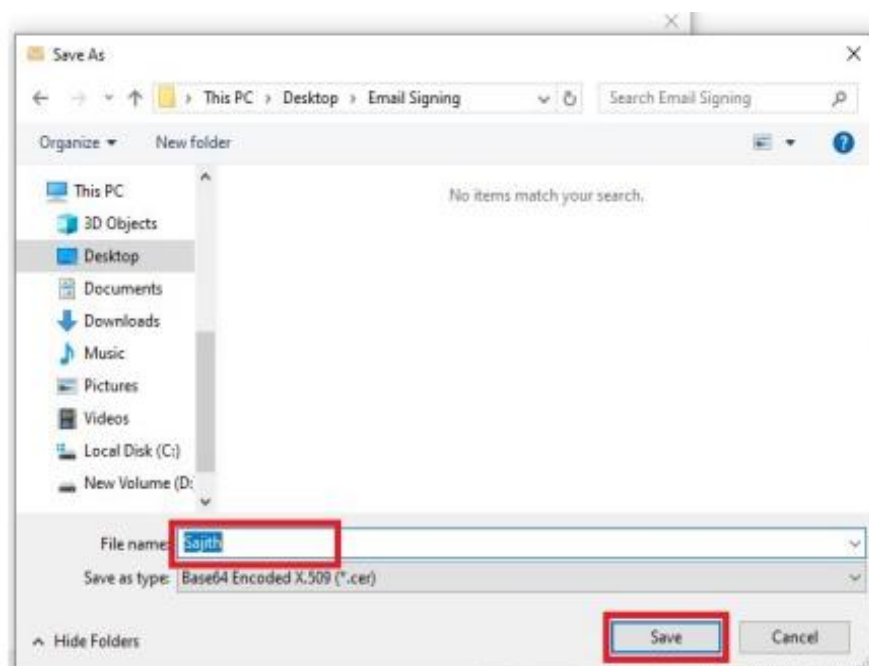
8. Select export file format as Base-64 encoded and click Next



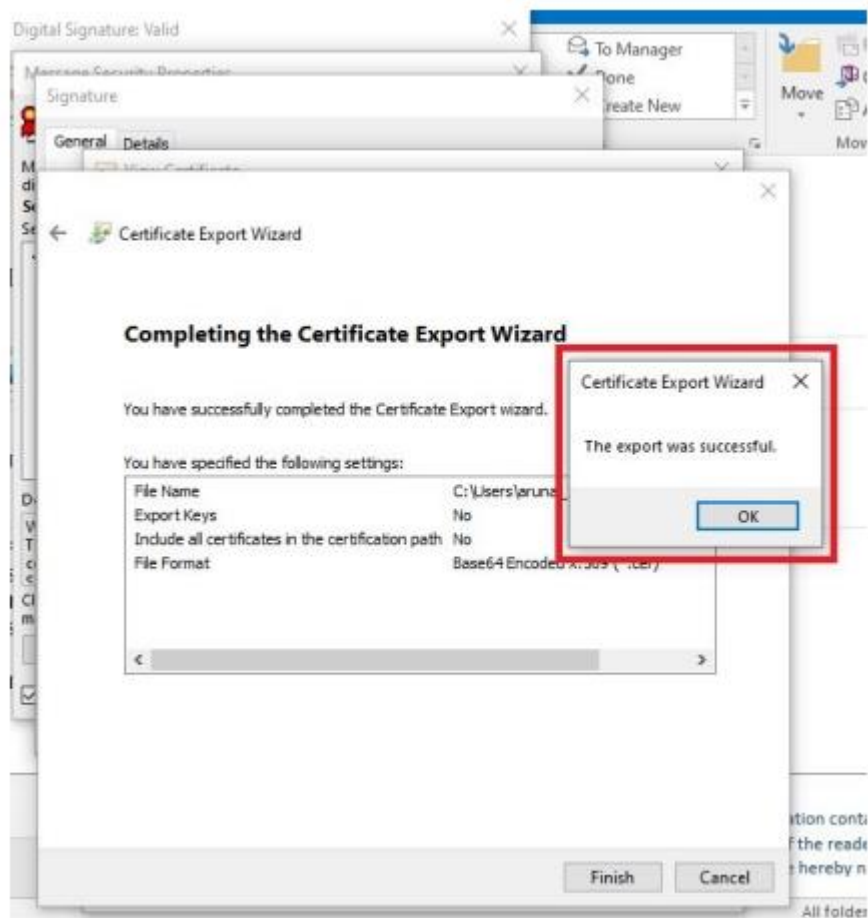
9. Select Browse in the popup window.



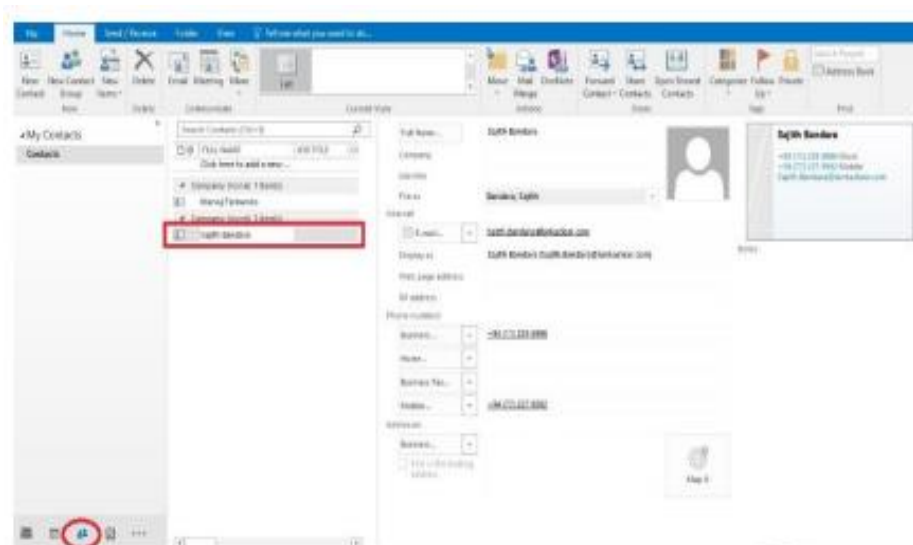
10. Select the desire location and enter the file name, then click Save.



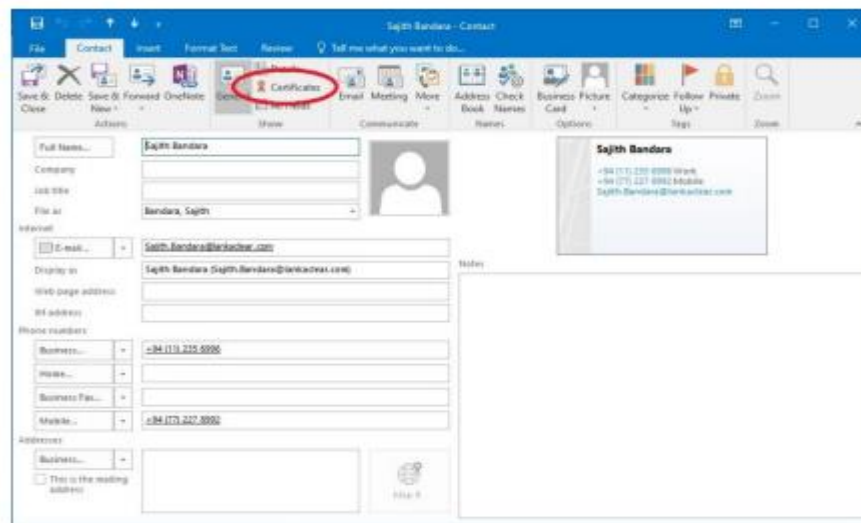
11. Click Next, followed by click Finish. Then wait for the Successful message.



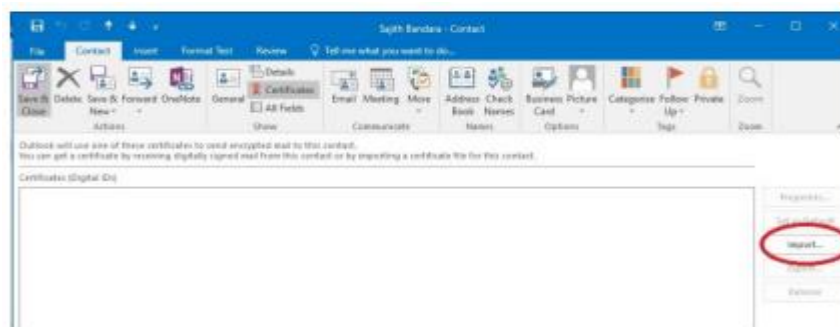
12. Select My contact in Outlook and Double Click on the recipient email address to open the recipient contact page.



13. Select Certificates button.



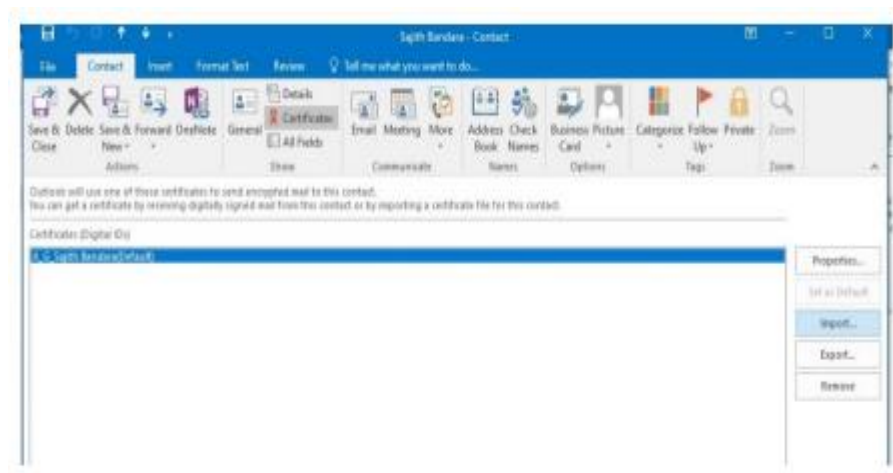
14. Select Import to add the previously saved certificate.



15. Select saved Certificate and Open it.



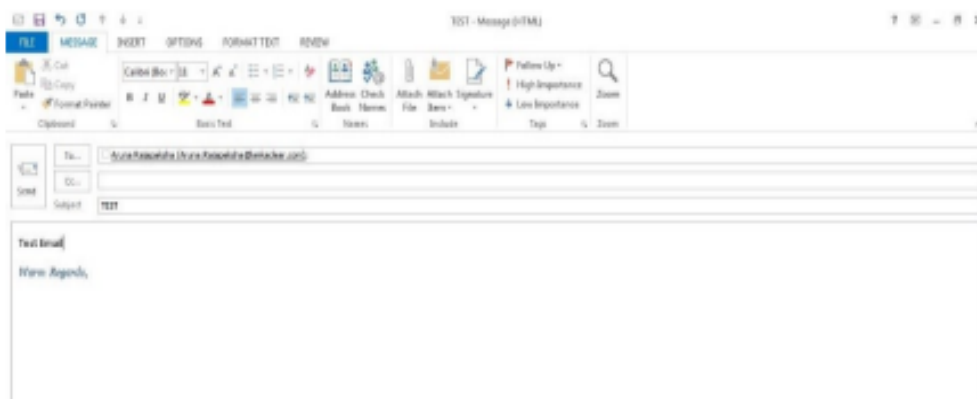
16. If the import is successful showing the certificate with recipient name.



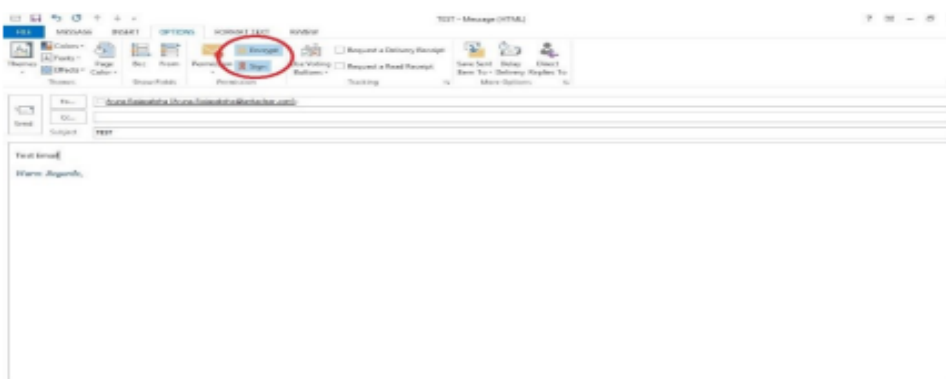
Note:- These settings should be done on both sides.

❖ Send Encrypted Email.

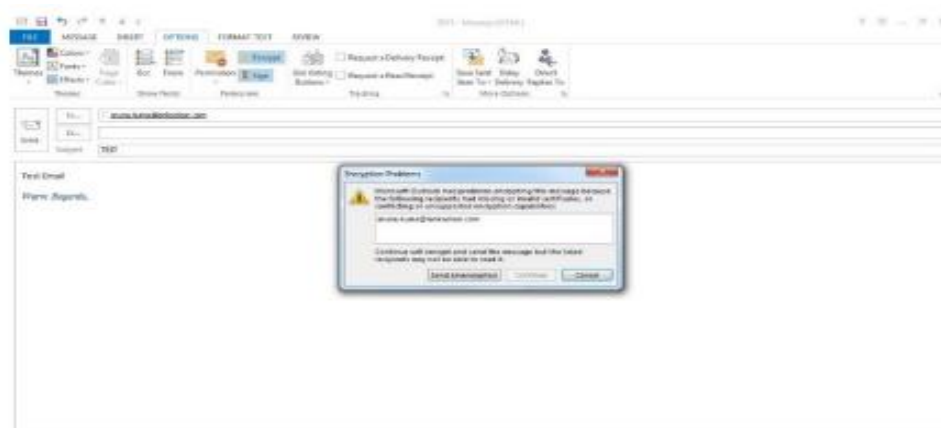
1. Create an e-mail as you normally would



2. Select Sign and Encrypt in the Options tab.



3. Write your e-mail as you normally would and send it, if you get an error message there might be a problem with your or your recipients digital ID.



EMAIL SIGNING & ENCRYPTION LANKASIGN - ISSUED ON 21ST AUGUST 2023

VERSION 1.1

4. If the red ribbon and encrypted icon appears on your email to the recipient, you've done everything right.

