**Installing your Digital Certificate & Using on MS Out Look 2007.**

Note: This technical paper is only to guide you the steps to follow on how to configure and use digital signatures. Therefore Certificate names used in this article could differ from actual being used.

After installing your certificate in Internet Explorer, it will be available for use in Outlook 2007.

To use your certificate in Outlook 2007, do the following:

- Choose "Tools" in the Outlook menu bar

- Choose "TrustCenter"

- Choose the "Email Security" Option
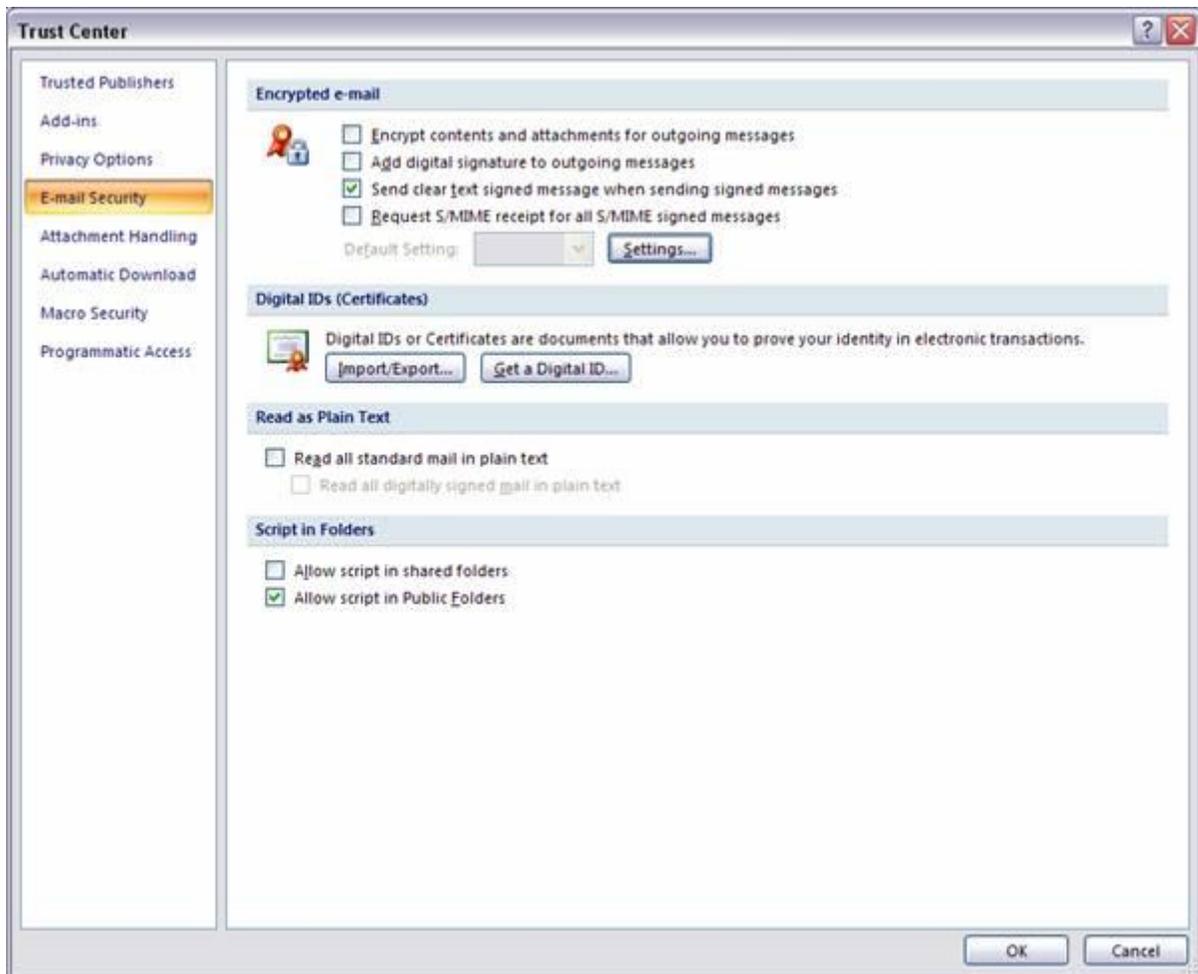
To define your security settings and to specify which certificate you wish to use you need to define your default security settings. To do so you need to click the "Settings..." button. You will then see the following screen:
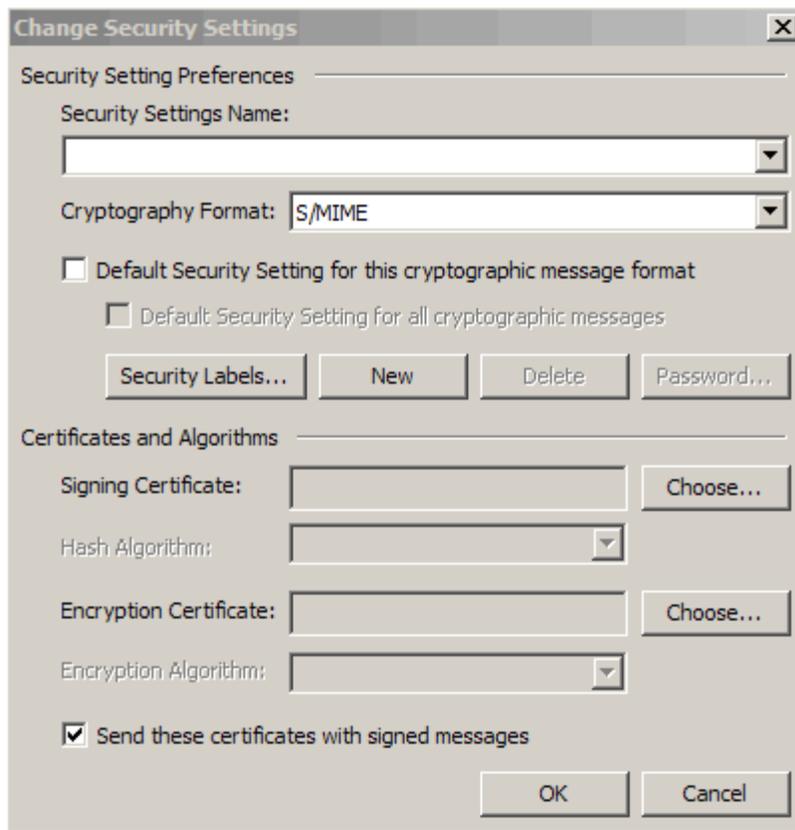
You can create different security settings and give these separate names. You can define the following settings:

- Secure Message Format (type of e-mail)
- Digital Signature Settings
- Encryption Settings
- Security Setting Preferences (setting defaults)

The first step is to give your setting a name, this you can choose yourself:

The "Digital Signature" setting allows you to choose the certificate you wish to use for signing your emails. If you click the "Choose..." button you will be presented by an overview of your personal certificates:
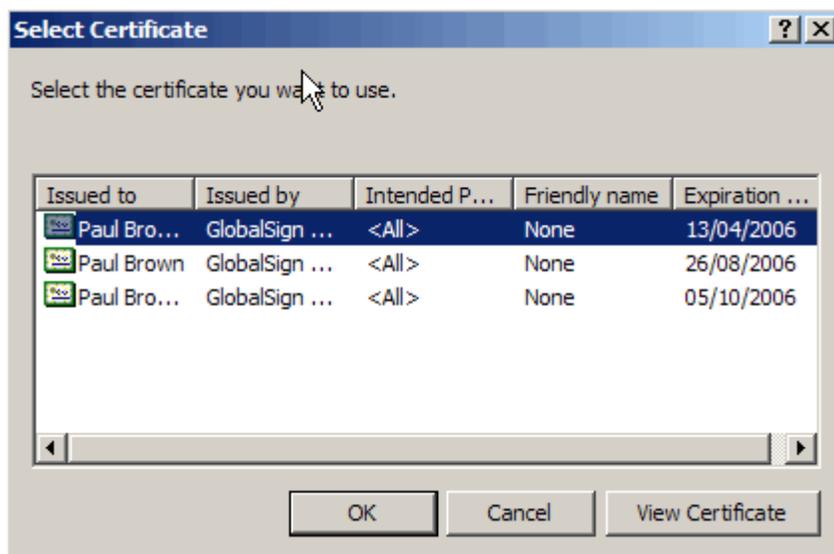
You can view each certificate by first selecting a certificate and then clicking on the 'View Certificate…' button. You will now have a screen which gives an overview of the certificate:
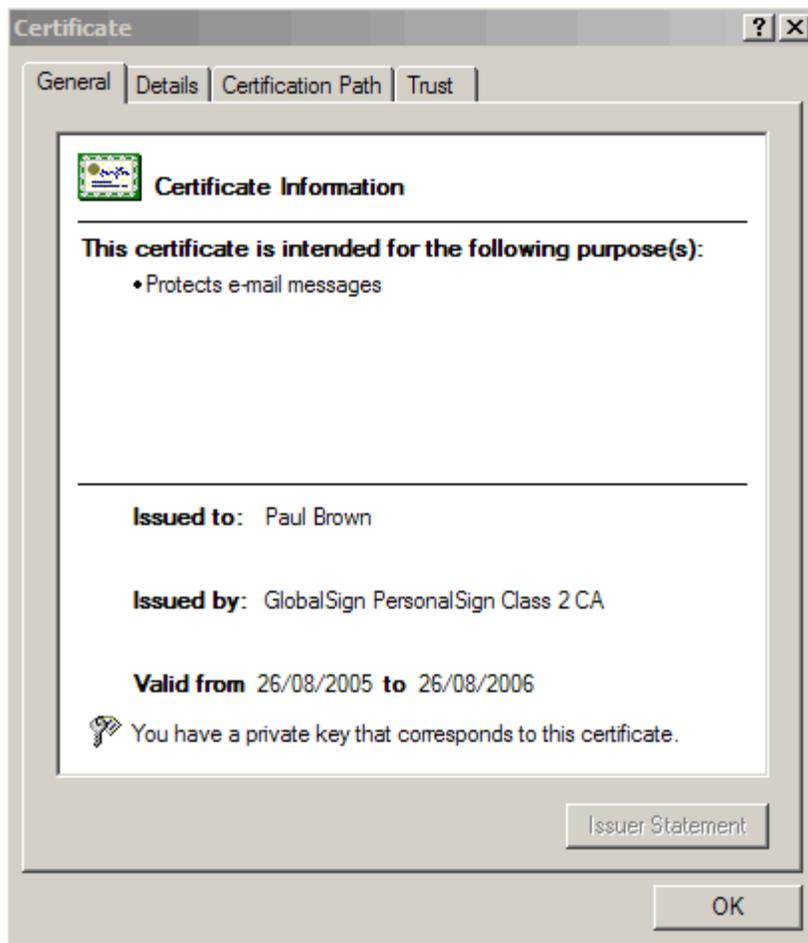
When you find the certificate you want to use select it and click "OK":
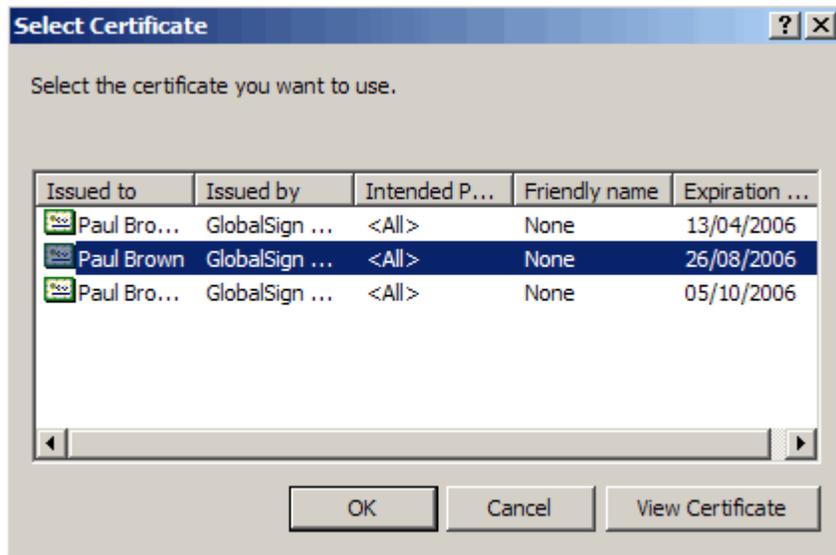
The certificate will now be added to both the "Signing Certificate" and "Encryption Certificate" box for this security setting.

However if you wish to change your Encryption Certificate, you can do so by clicking "Choose..." next to "Encryption Certificate" and following the above procedure to select your desired certificate:

Both "Signing Certificate" and "Encryption Certificate" settings section also allow you to define which type of hashing algorithm you want to use for the creation of your signatures (SHA-1, MD5 or 3DES etc).
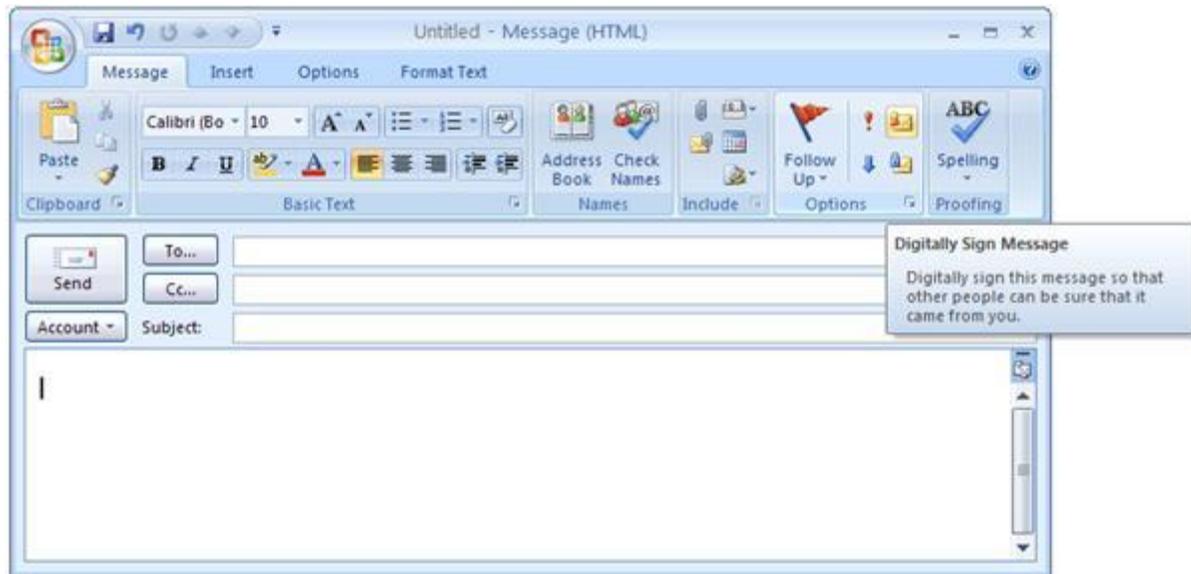
Click "OK" to save this Security Setting.
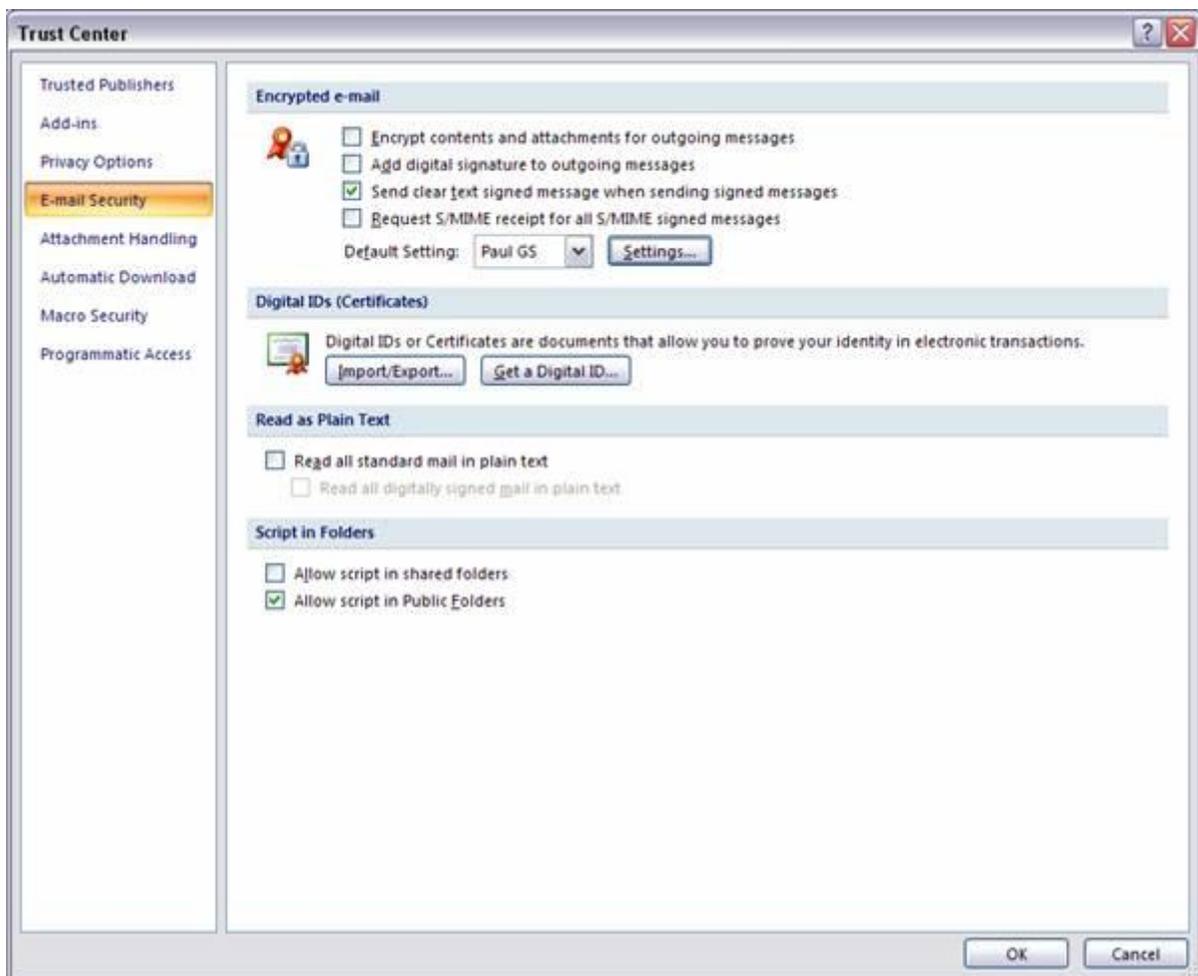
Digitally signing your e-mail messages with Microsoft Outlook 2007

The first step to securing your e-mail messages is to sign them using your digital certificate.

Open a new email window:

In the Message ribbon in the Options section you will see two Mail Security icons, the first is the signing icon and selecting this will sign your email with the chosen certificate, the second is the encrypting icon and selecting it will encrypt your email (note: you will need the public key of your recipient before you can encrypt your email).

Signing Icon   Encrypting Icon

Your digital signature enables the recipient of your message to verify that you actually sent the message and that it was not altered along the route. Signing your email will also give your recipient your public key, this will allow your recipient to send you encrypted emails in the future.

When you sign your message, it does not mean that anybody can intercept or read your message. Signing a message does not affect the contents of the message in any way or protect the message from being intercepted and read by someone other than the intended recipient. To ensure that only the recipient can read a message, you must also encrypt the message.

If the recipient of your signed message uses an S/MIME–enabled e-mail package, he can still read your message. In that case, your digital signature shows up as an attachment. The *signed* icon shows that the received message was signed.

The *untrusted signature* icon shows that the received message was signed by a certificate which was issued by a CA which you do not trust yet (because you have not installed its root certificate or it has been revoked). This icon looks like:


You can sign your messages each time you want to sign or you can configure your security settings (as described previously) to sign using a specific certificate.

Encrypting / scrambling your e-mail messages with Outlook

The second step to secure your e-mail messages is to encrypt them. E-mail messages are relatively easy for other people to intercept or read.

You can avoid this by encrypting your messages so that only the recipient of the message can read it. Encrypt with Outlook 2007 is as easy as signing.
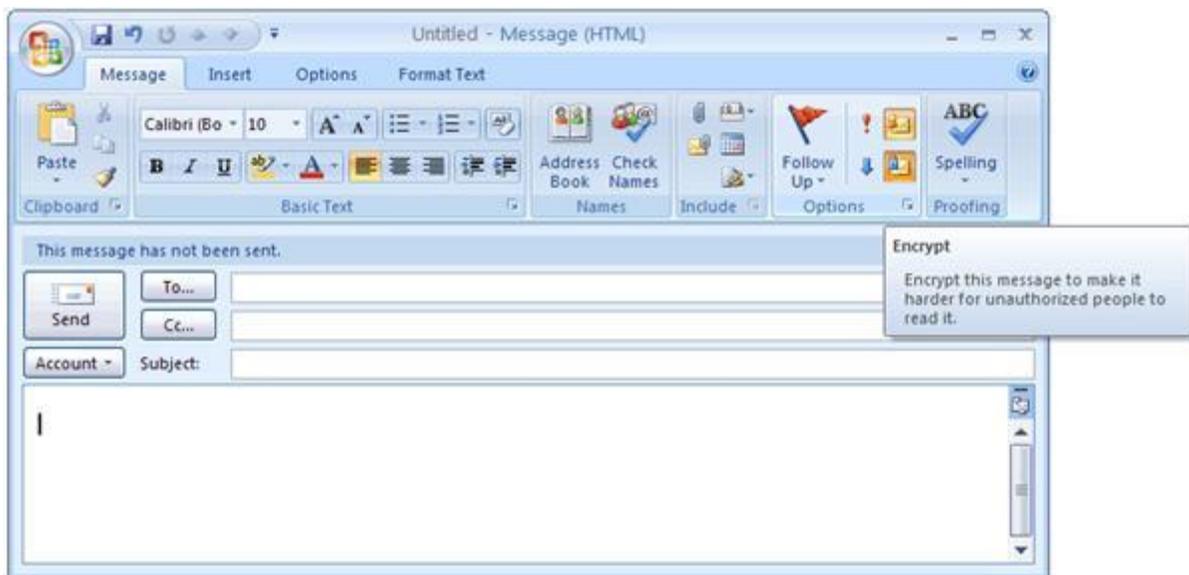
To encrypt your message you need to have a copy of the digital certificate of the intended recipient. When you receive a signed email, you can save the certificate of the sender in your Contacts List.

Ref: http://www.globalsign.com/support/personal-certificate/per_outlook07.html [Sited Jan 2012]