

How to sign and encrypt an email message with:



Outlook 2003



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How to sign and encrypt an email message with:

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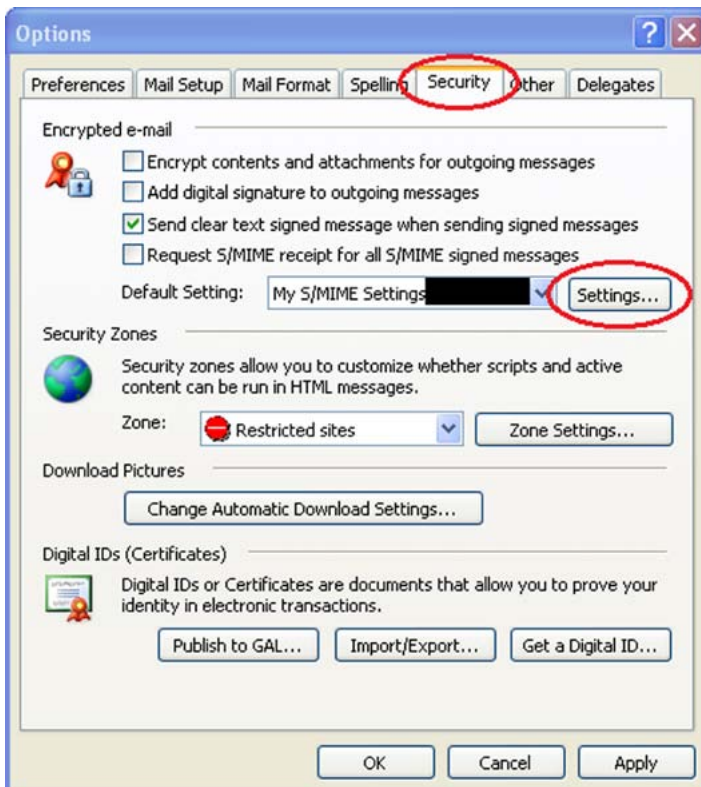


1. Selecting the signature and encryption certificates in Outlook 2003

To digitally sign and encrypt an email message you need to select the digital certificates to be used and the corresponding private key. These may reside in the computer hard disk, on a cryptographic card or on other supports. If the certificates are on a cryptographic card it must be inserted into the card reader before opening Outlook 2003 email client.

First, select the certificates with which you wish to sign and encrypt.

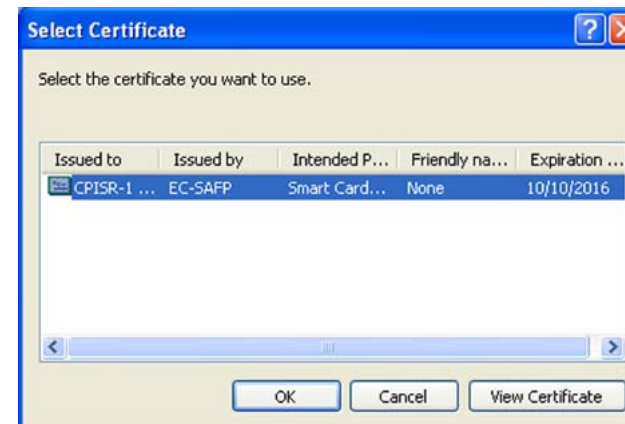
Go to “Tools” → “Options” → “Security” tab. In the Encrypted E-Mail section, press the Settings button to select the signing and encryption certificates.



Click on the “Choose” button, located to the right of “Signing Certificate” in the “Change Security Settings” window that appears.



Select the signing certificate.



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Next, click on the “Choose” button, located to the right of “Encryption Certificate”, to select the encryption certificate.



Select the encryption certificate.



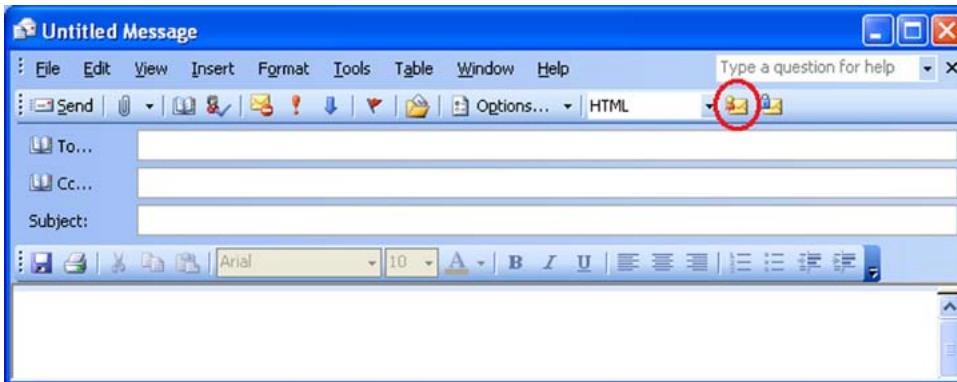
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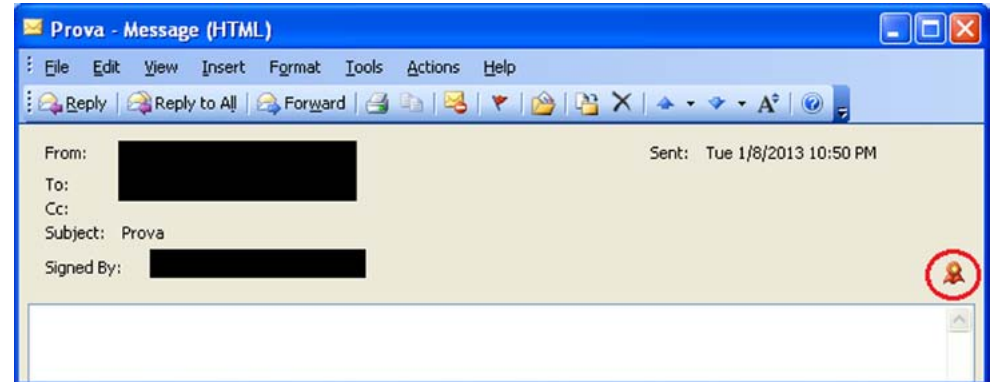
2. Signing an email message in Outlook 2003

To sign an email message, go to the New Mail window and click on the icon that is circled in the following image. If the button is enabled, the message will be digitally signed.

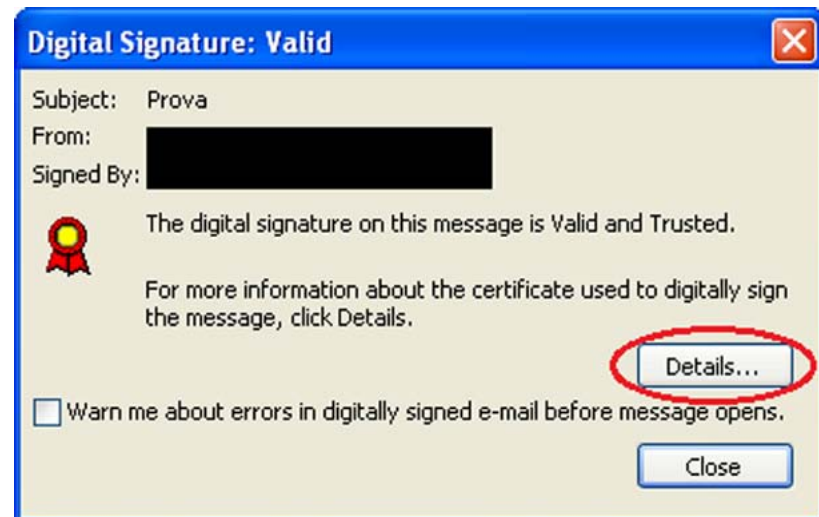


Note: Every time we want to sign using a certificate stored on a cryptographic card, the card must be inserted into the reader before opening Outlook 2003.

In order to see the signature information when opening a digitally signed message, click on the signature icon that is circled in the following image.



The signature information will appear.



To view the certificate, click on the "Details" button.

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3. Encrypting an email message in Outlook 2003

To encrypt an email, we must have:

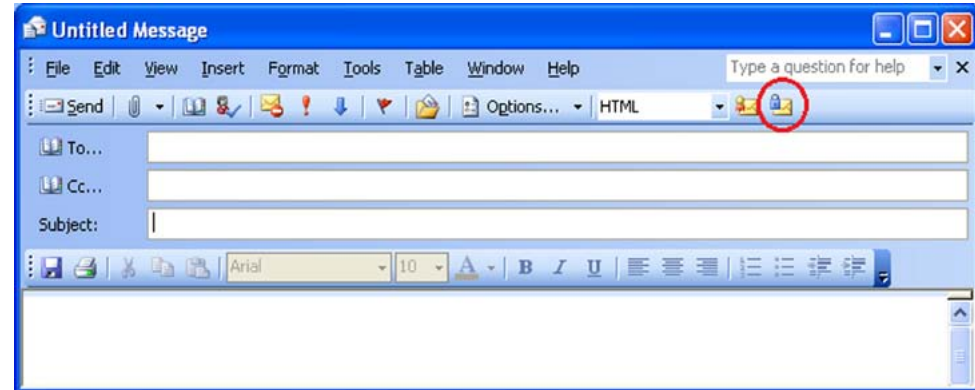
- A digital encryption certificate and the corresponding private key, which we have selected in Outlook 2003 email client using the procedure described in the first section.
- The email recipient's encryption certificate.

The following message will appear if we try to send an encrypted email without having the recipient's certificate.

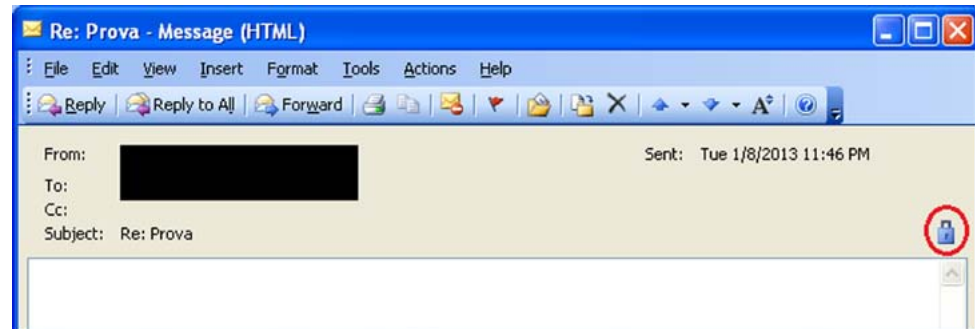


One of the most usual ways of obtaining the recipient's digital encryption certificate is by asking them to send us a digitally signed email, and adding it to our Outlook 2003 Contacts when it arrives.

To encrypt an email, go to the "New Message" window and click on the icon that is circled in the following image.



In order to view the encryption information when opening an encrypted message, click on the icon that is circled in the following image.



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The encryption information will appear.



To see the encryption certificate, click on the "Details" button.

Outlook 2010



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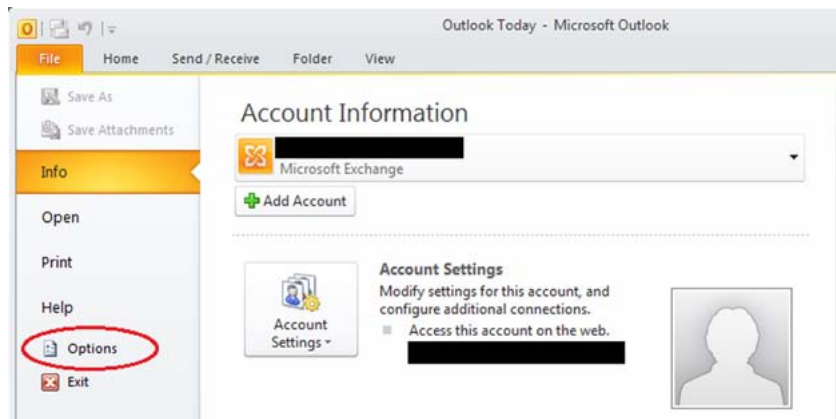


1. Selecting the signature and encryption certificates in Outlook 2010

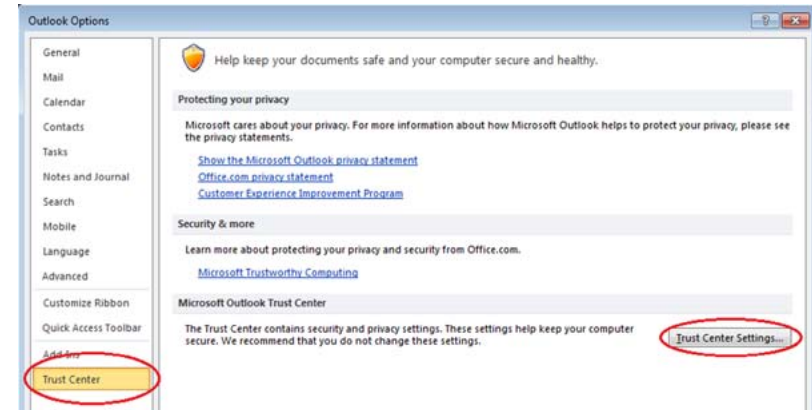
To digitally sign and encrypt an email message you need to select the digital certificates to be used and the corresponding private key. These may reside in the computer hard disk, on a cryptographic card or on other supports. If the certificates are on a cryptographic card it must be inserted into the card reader before opening Outlook 2010 email client.

First, select the certificates with which you wish to sign and encrypt.

Go to “File” and click on “Options”.



Select “Trust Center” from the menu on the left and click on the “Trust Center Settings” button.



Next, select the “Email Security” option from the left-hand menu and click on the “Settings” button.

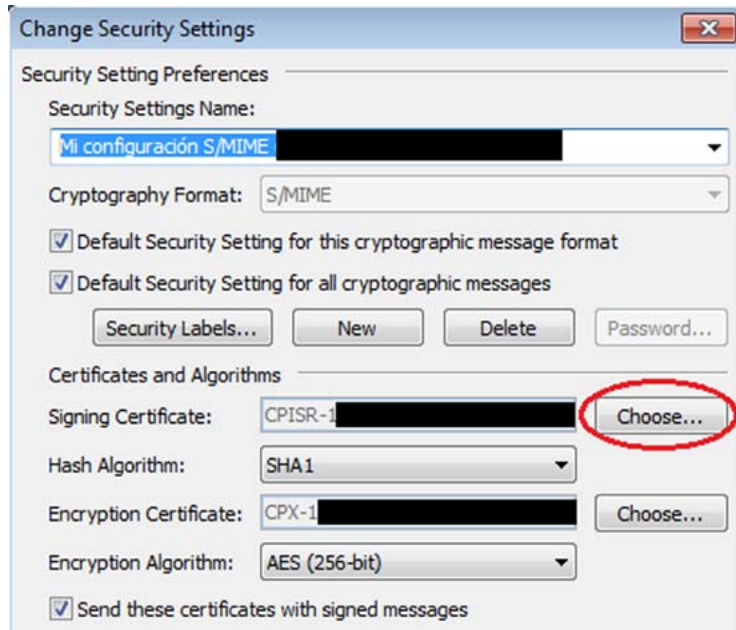


How to sign and encrypt an email message with:

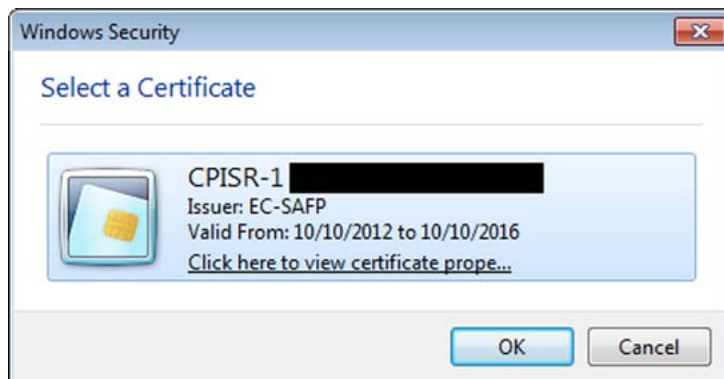
Outlook
2010



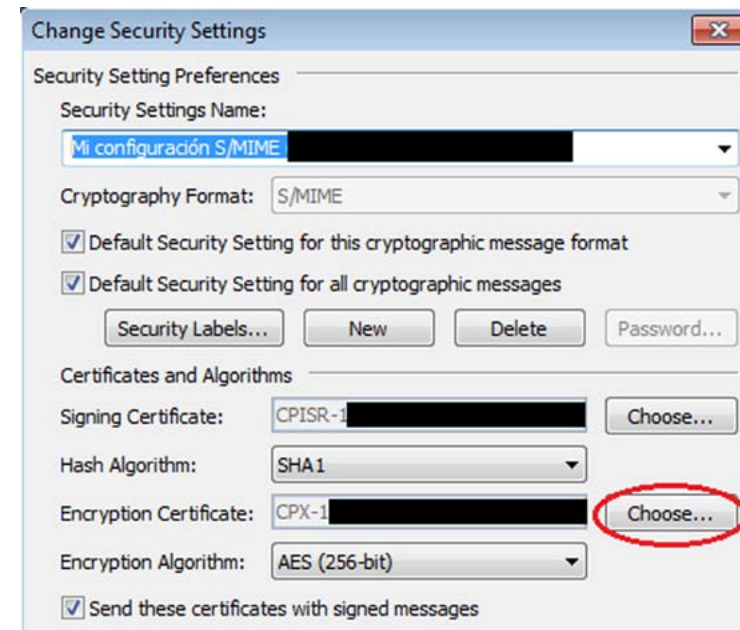
In the “Change Security Settings” window that appears, click on the “Choose” button, located to the right of “Signing Certificate”.



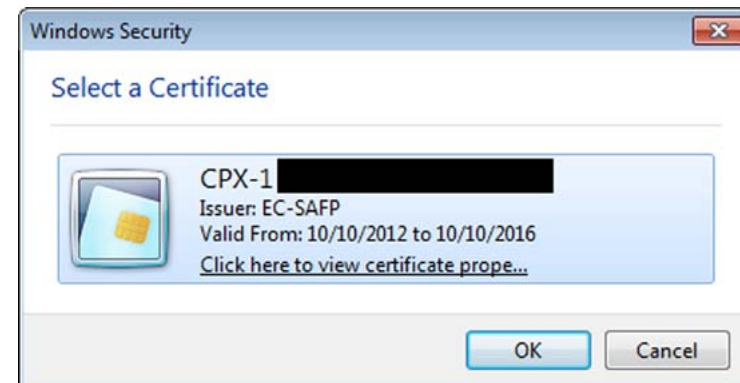
Select the signing certificate.



Next, click on the “Choose” button, located to the right of “Encryption Certificate”, to select the encryption certificate.

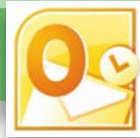


Select the encryption certificate.



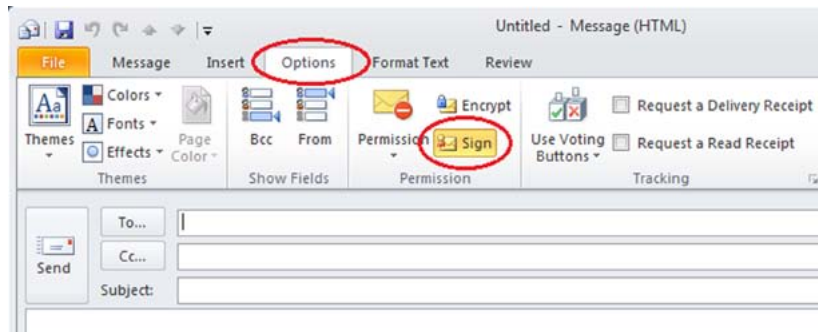
How to sign and encrypt an email message with:

**Outlook
2010**

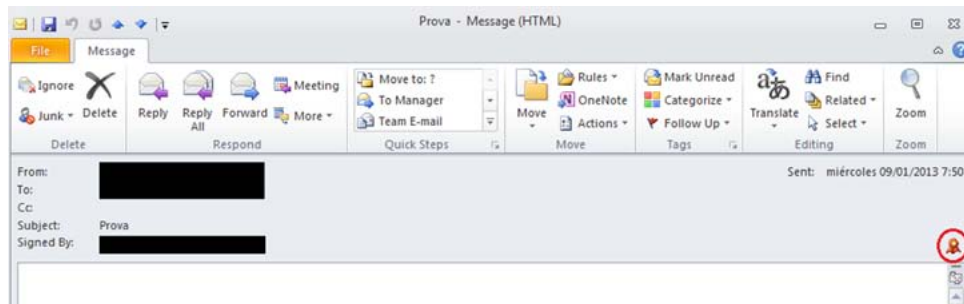


□ 2. Signing an email message in Outlook 2010

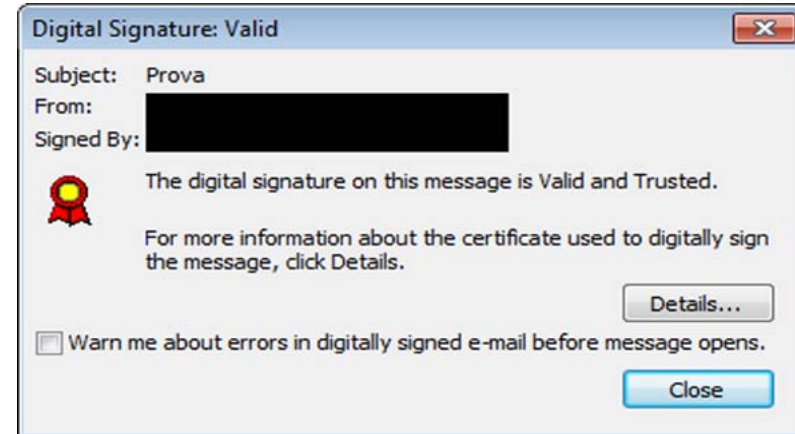
To sign an email message, go to the New Mail window, select the “Options” tab and click on the icon that is circled in the following image. If the button is enabled, the message will be digitally signed.



In order to see the signature information when opening a digitally signed message, click on the signature icon, which is circled in the following image.



The signature information will appear.



To view the certificate, click on the “Details” button.

How to sign and encrypt an email message with:

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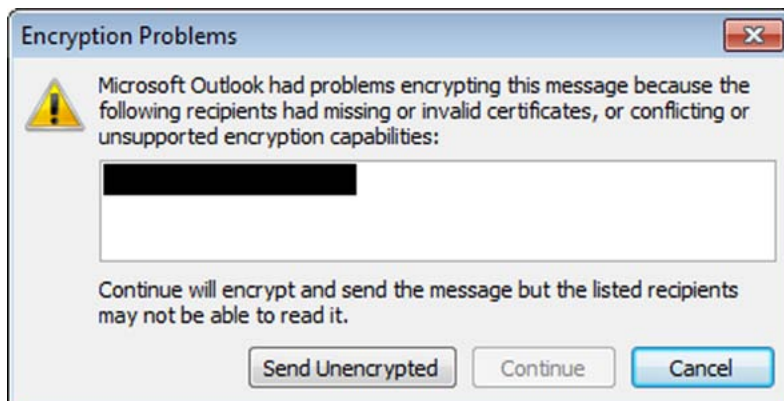


3. Encrypting an email message in Outlook 2010

To encrypt an email, we must have:

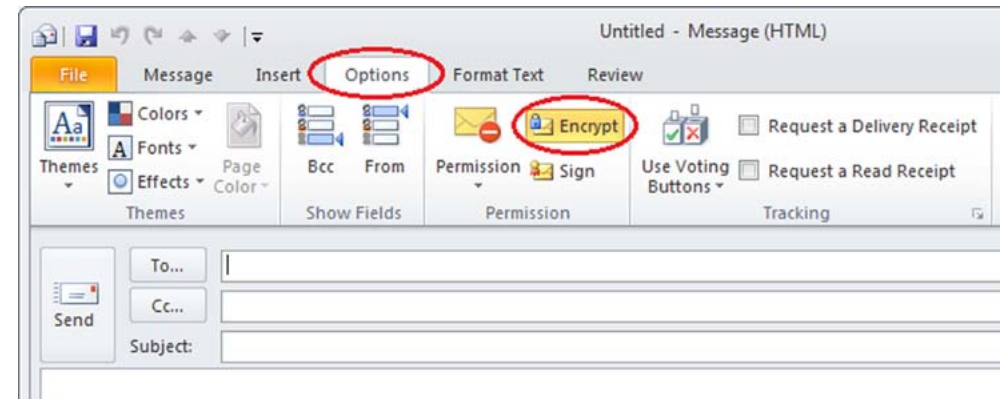
- A digital encryption certificate and the corresponding private key, which we have selected in Outlook 2010 email client using the procedure described in the first section.
- The email recipient's encryption certificate.

The following message will appear if we try to send an encrypted email without having the recipient's encryption certificate.

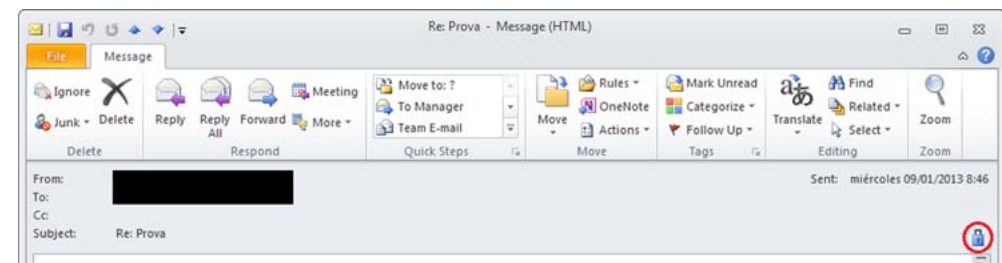


One of the most usual ways of obtaining the recipient's digital encryption certificate is by asking them to send us a digitally signed email, and adding it to our Outlook 2010 Contacts when it arrives.

To encrypt an email, go to the New Message window, select the "Options" tab and click on the icon that is circled in the following image.



In order to view the encryption information when opening an encrypted message, click on the icon that is circled in the following image.

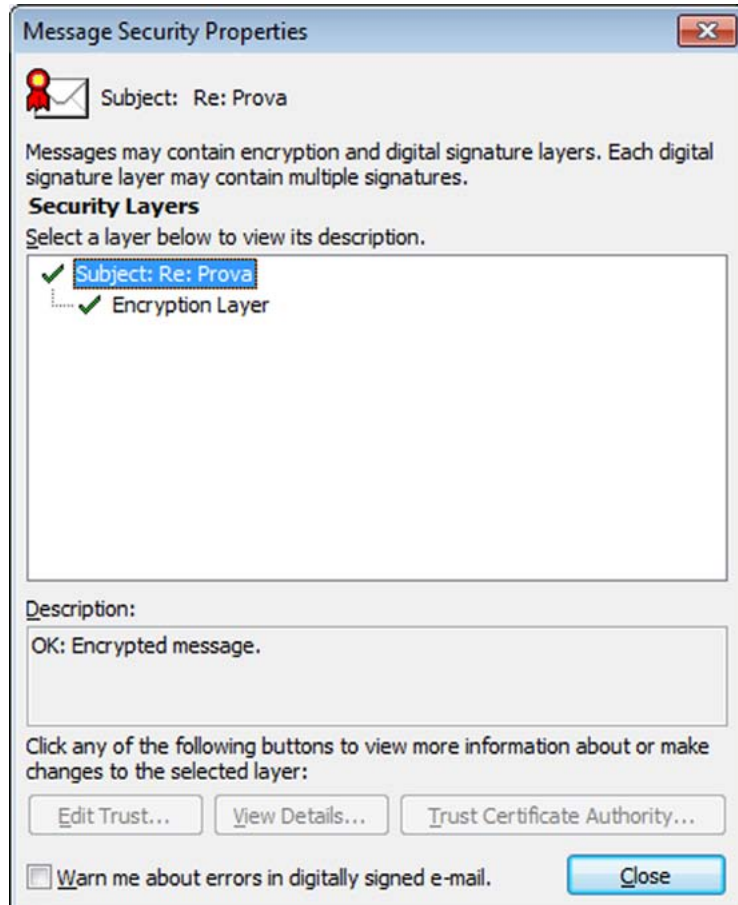


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The encryption information will appear.



To see the encryption certificate, click on the "View Certificate Details" button.

ThunderBird 15.0



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**ThunderBird
15.0**

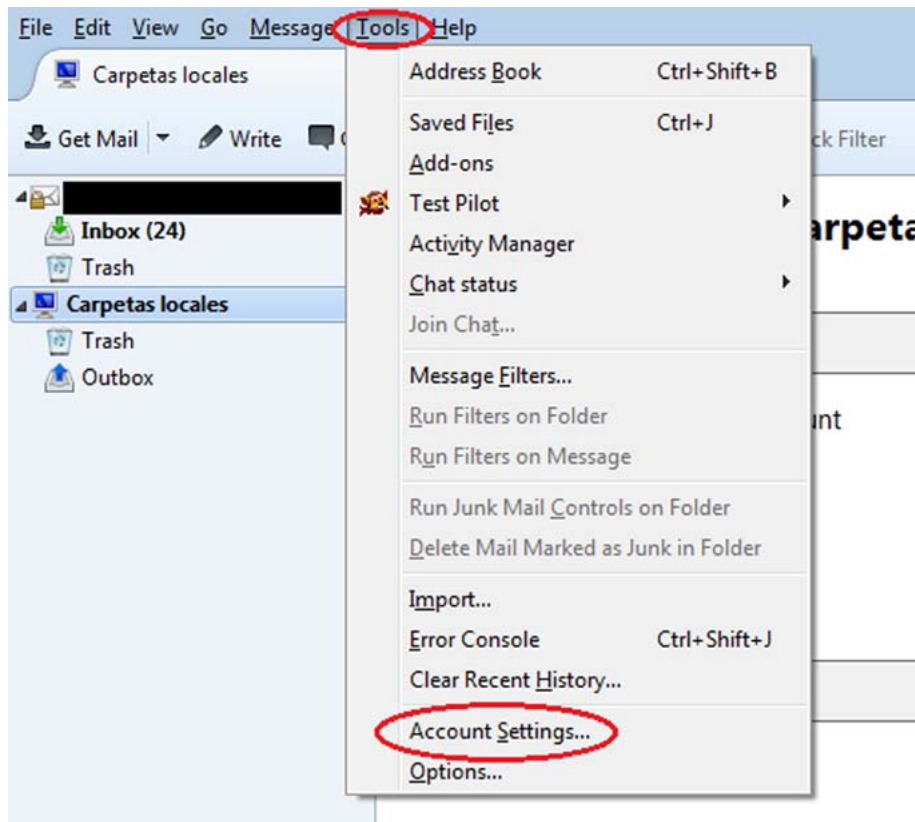


1. Selecting the signature and encryption certificates in ThunderBird 15.0

To digitally sign and encrypt an email message you need to select the digital certificates to be used and the corresponding private key. These may reside in the computer hard disk, on a cryptographic card or on other supports. If the certificates are on a cryptographic card it must be inserted into the card reader before opening ThunderBird email client.

First, select the certificates with which you wish to sign and encrypt.

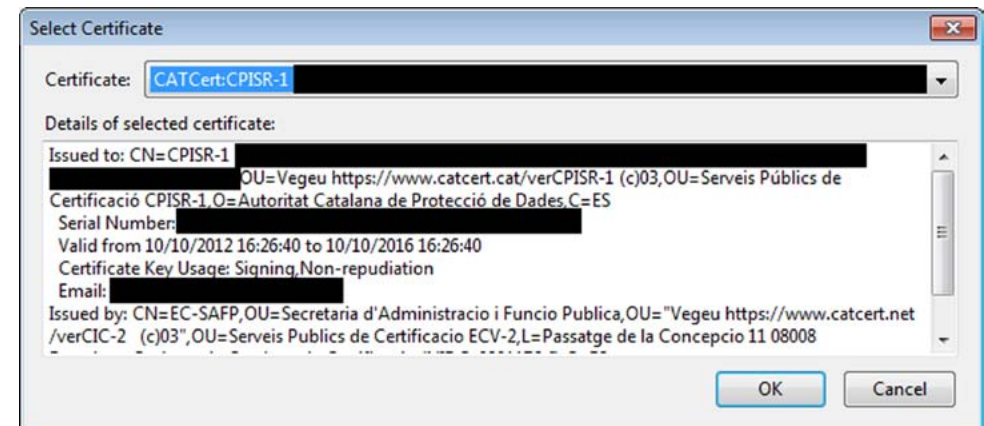
Go to "Tools" -> "Account Settings".



Next, select the "Security" option from the menu on the left, and click on the "Select" button in the digital signing section.



Select the signing certificate.



How to sign and encrypt an email message with:

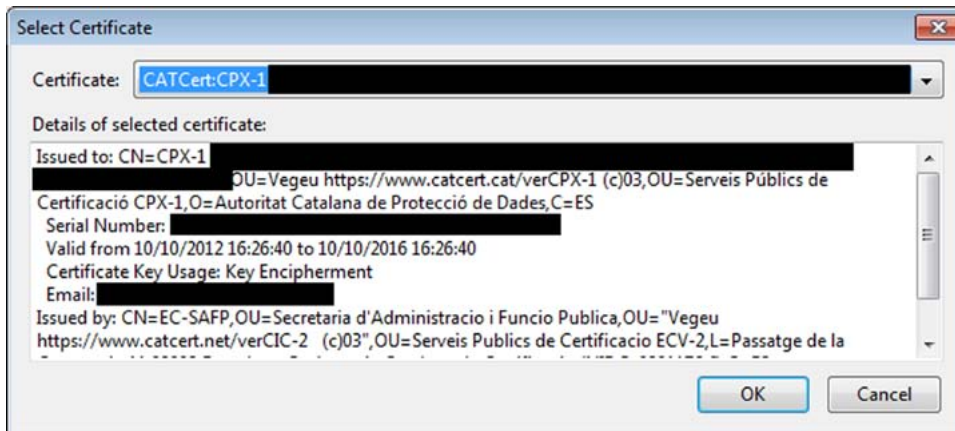
ThunderBird
15.0



Next, click on the “Select” button in the encryption section.



Select the encryption certificate.



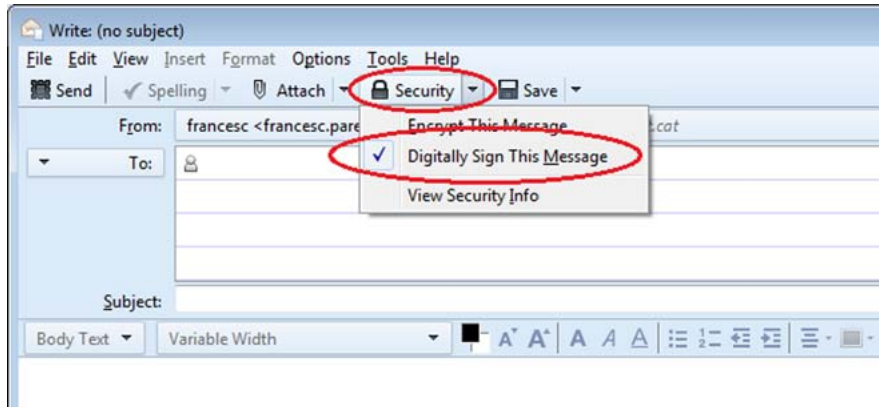
How to sign and encrypt an email message with:

ThunderBird
15.0



2. Signing an email message in ThunderBird 15.0

To sign an email message, go to the “Write” window, click on “Security” and open the dropdown menu, then select “Digitally Sign this Message”.

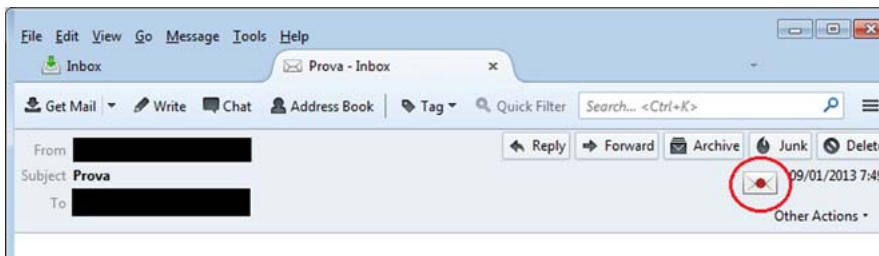


The signature information will appear.



To view the certificate, click on the “View Certificates” button.

In order to see the signature information when opening a digitally signed message click on the signature icon, which is circled in the following image.



How to sign and encrypt an email message with:

**ThunderBird
15.0**



3. Encrypting an email message in ThunderBird 15.0

To encrypt an email, we must have:

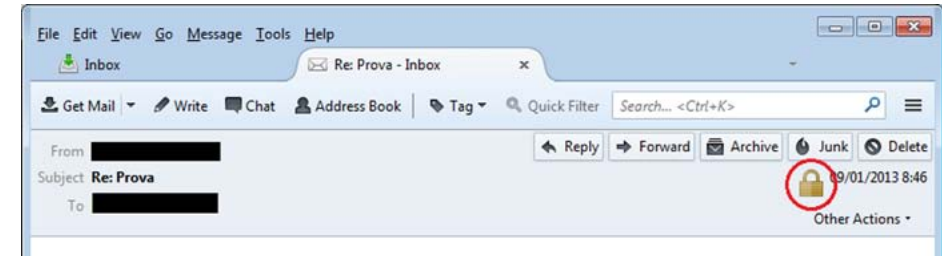
- A digital encryption certificate and the corresponding private key, which we have selected in ThunderBird 15.0 email client using the procedure described in the first section.
- The email recipient's encryption certificate.

An error message will appear if we try to send an encrypted email without having the recipient's certificate. One of the most usual ways of obtaining the recipient's digital encryption certificate is by asking them to send us a digitally signed email.

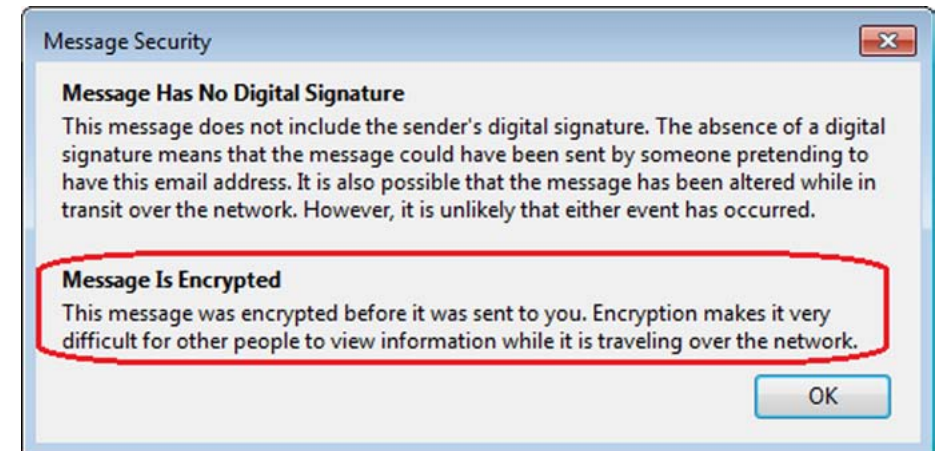
To encrypt an email, go to the Write window, click on "Security" and open the dropdown menu, then select "Encrypt this Message", circled in the following image.



In order to view the encryption information when opening an encrypted message, click on the icon that is circled in the following image.



The encryption information will appear.



Windows Live Mail 2011



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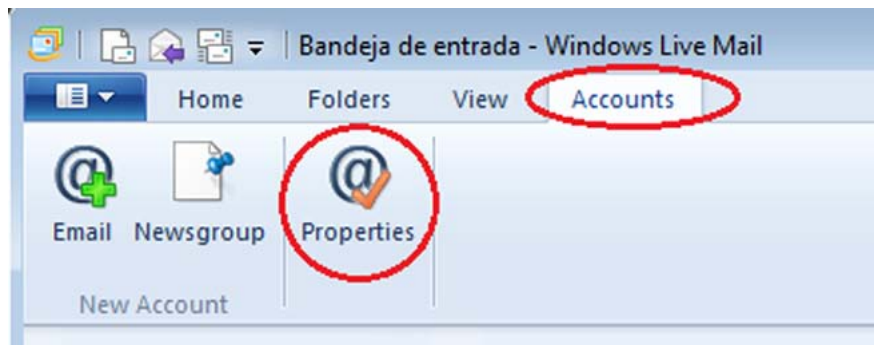


1. Selecting the signature and encryption certificates in Windows Live Mail

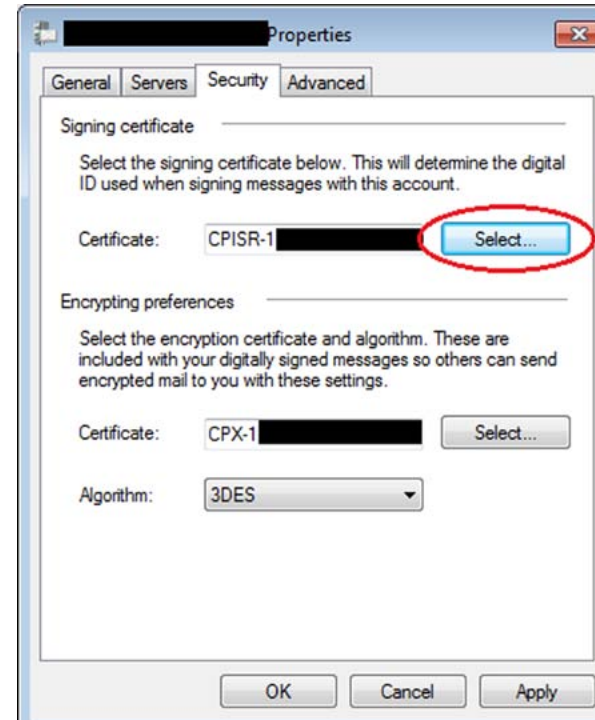
To digitally sign and encrypt an email message you need to select the digital certificates to be used and the corresponding private key. These may reside in the computer hard disk, on a cryptographic card or on other supports. If the certificates are on a cryptographic card it must be inserted into the card reader before opening Windows Live Mail email client.

First, select the certificates with which you wish to sign and encrypt.

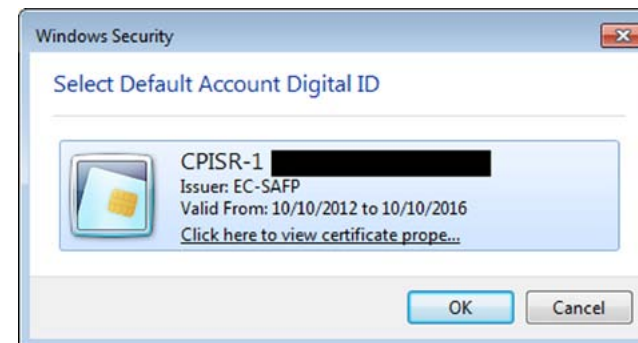
Go to "Accounts" and click on the "Settings" icon.



Next, choose the "Security" tab and click on the "Select" button in the "Signing Certificate" section.



Select the signing certificate.

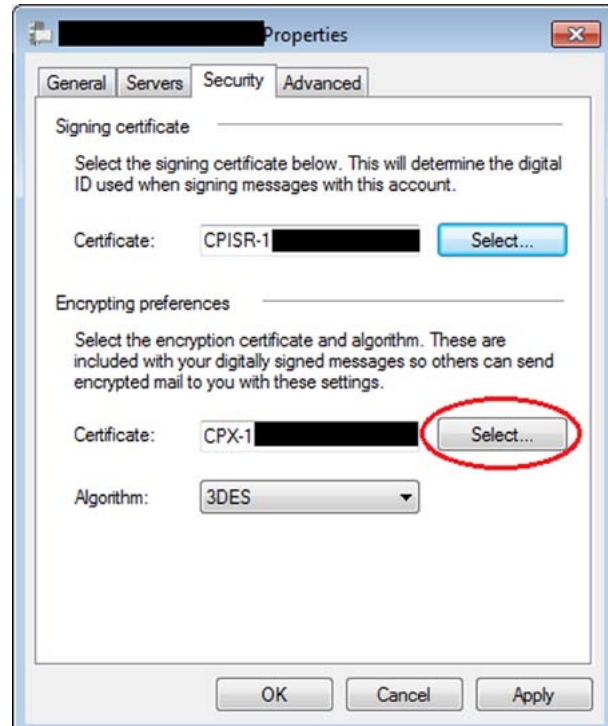


How to sign and encrypt an email message with:

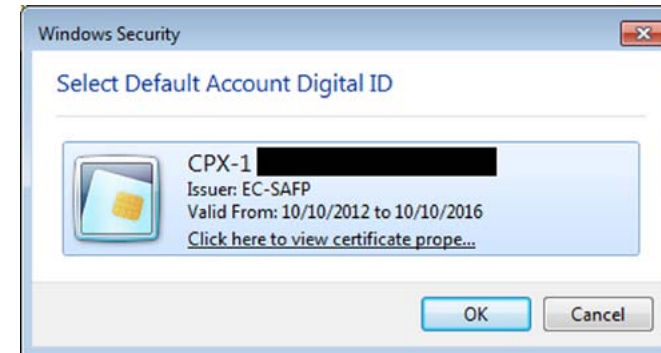
Windows
Live Mail 2011



Next, click on the “Select” button in the “Encryption Preferences” section to choose the encryption certificate.



Select the encryption certificate.



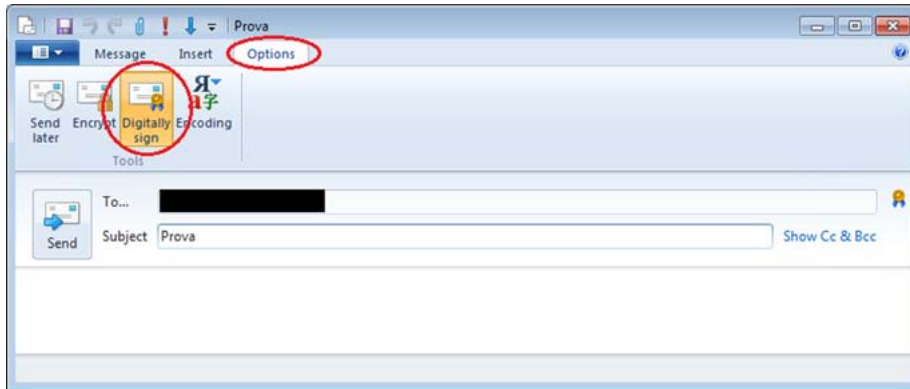
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Live Mail 2011

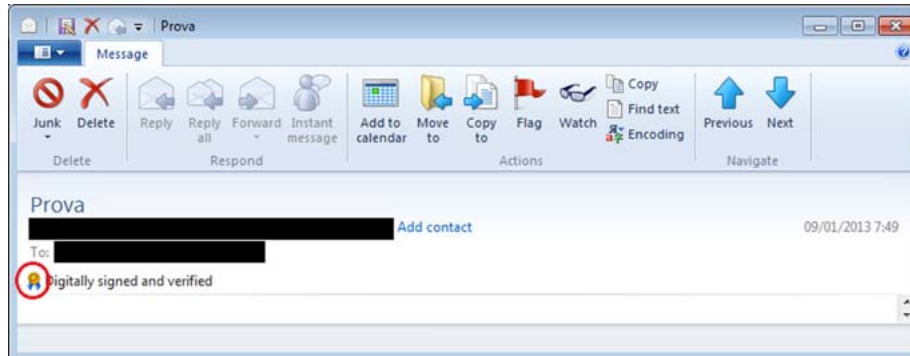


2. Signing an email message in Windows Live Mail

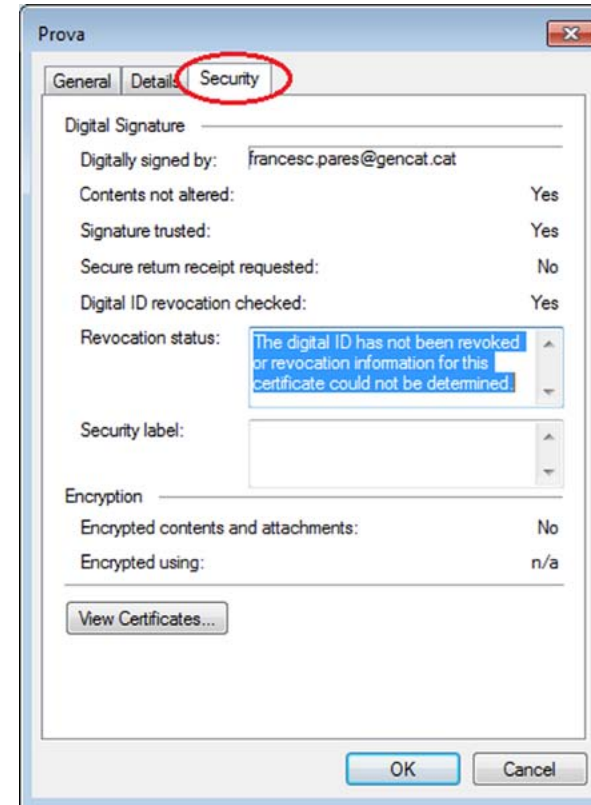
To sign an email message, go to the “Write” window, select the “Options” tab and click on the icon that is circled in the following image. If the icon is enabled, the message will be digitally signed.



In order to see the signature information when opening a digitally signed message click on the signature icon, which is circled in the following image.



Information about the signature appears when clicking on the “Security” tab.



To view the signing certificate, click on the “View Certificates” button.

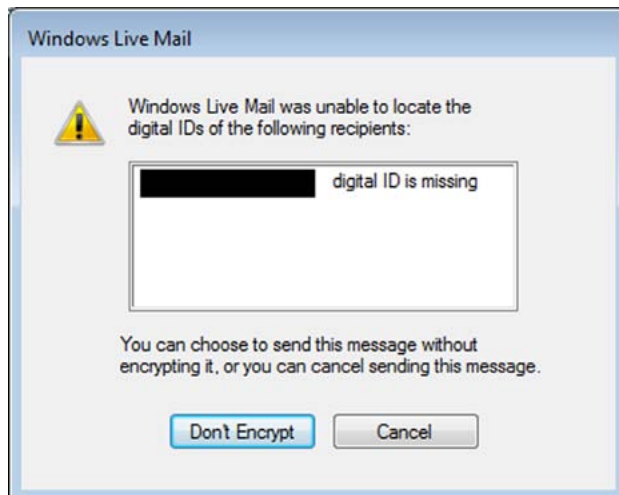


3. Encrypting an email message in Windows Live Mail

To encrypt an email, we must have:

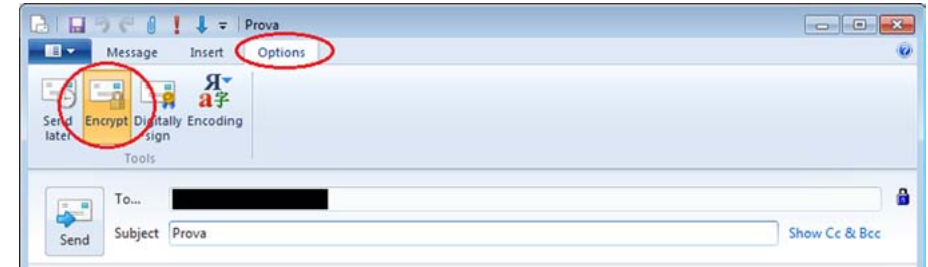
- A digital encryption certificate and the corresponding private key, which we have selected in Windows Live Mail 2011 email client using the procedure described in the first section.
- The email recipient's encryption certificate.

The following message will appear if we try to send an encrypted email without having the recipient's encryption certificate.

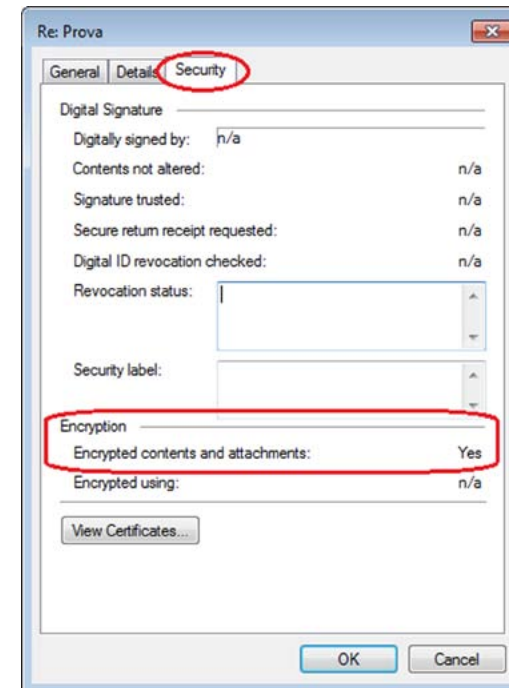


One of the most usual ways of obtaining the recipient's digital encryption certificate is by asking them to send us a digitally signed email, and adding it to our Windows Live Mail 2011 Contacts when it arrives.

To encrypt an email, go to the Write window, select the "Options" tab and click on the icon that is circled in the following image.



In order to view the encryption information when opening an encrypted message, click on the icon that is circled in the following image.

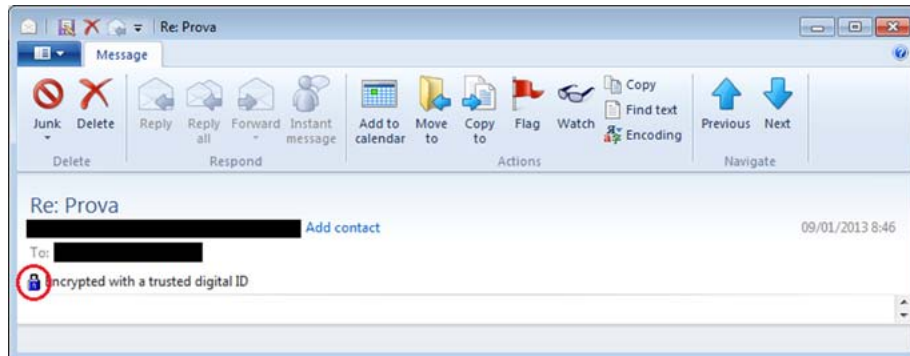


How to sign and encrypt an email message with:

Windows
Live Mail 2011



The signature information may be viewed by selecting the “Security” tab.



To see the certificate used to encrypt the message, click on the “View Certificates” button.