Sign & Encrypt with Microsoft 365®

Your digital signature can be imported to Microsoft 365® easily by following these instructions:

Microsoft 365 subscriber on build 16.19.18110915 and higher

1. If you don't see the **Sign/Encrypt Message** button, you might not have a digital ID configured to digitally sign messages and you need to do the following to install a digital signature.
    a. On the **File** menu, click **Options > Trust Center**.
    b. Under **Microsoft Outlook Trust Center**, click **Trust Center Settings > Email Security**
    c. Click **Import/Export** to import a digital ID from a file on your computer,
    d. If you have both a signing and an encryption certificate you will import both.
2. A digital signature on an e-mail message helps the recipient verify that you are the authentic sender and not an impostor. To use digital signatures, both the sender and recipient must have a mail application that supports the S/MIME standard. Outlook supports the S/MIME standard.

Microsoft 365 subscriber on build 16.19.18110402 and higher

1. In an email message, choose **Options**
    a. Select both the **Sign** and **Encrypt** buttons.
    b. Pick the encryption option that has the restrictions you'd like to enforce, such as **Do Not Forward** or **Encrypt-Only**.

Note: Microsoft 365 Message Encryption is part of the O365 E3 license. Additionally, the Encrypt-Only feature (the option under the Encrypt button) is only enabled for subscribers (Office ProPlus users) that also use Exchange Online.