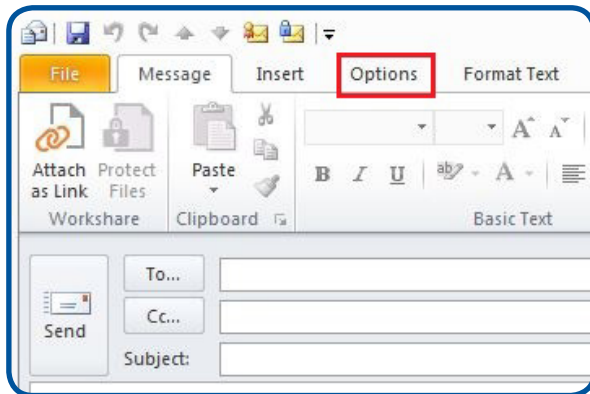


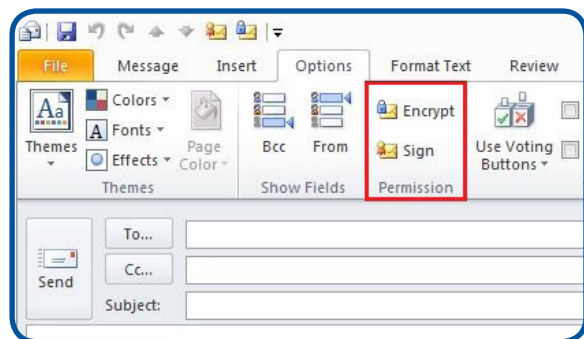
How to Sign and Encrypt Emails in Microsoft® Outlook

Once your Outlook is configured, you are ready to sign and encrypt emails.

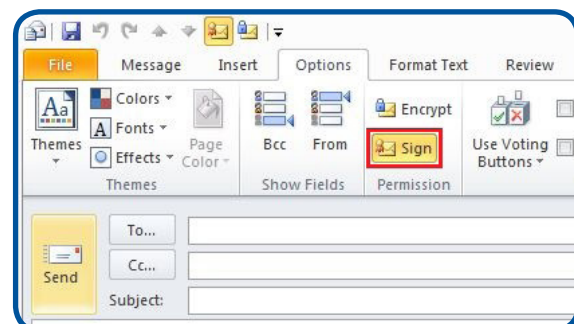
1. When you have an email open, click on the **“Options”** tab at the top of the email.



2. In the **“Permission”** section, directly below the top tabs, you should see two (2) buttons named **“Encrypt”** and **“Sign”**.

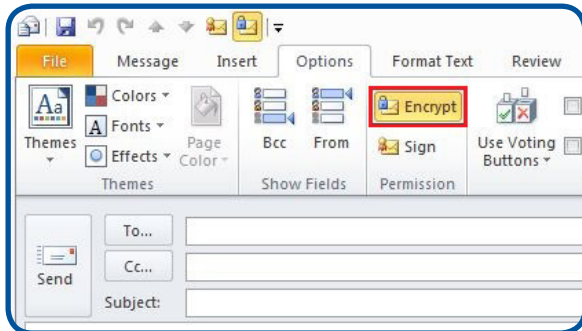


3. Click on the **“Sign”** button to depress it to digitally sign this email.

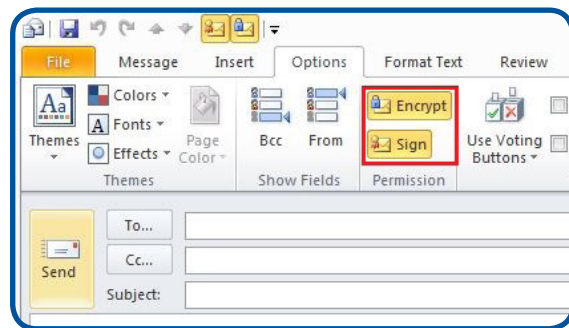


- Click on the **“Encrypt”** button to depress it to encrypt this email.

Note: You must have the recipient’s public key in order to encrypt an email.



- Click on both buttons, **“Sign”** and **“Encrypt”**, to digitally sign and encrypt the message.



- After you have finished typing the new email or preparing a reply or forward, press the **“Send”** button.

