

## Using a Digital Certificate in Microsoft® Outlook for Mac to Digitally Sign and Encrypt Emails

If you have a digital certificate, you can use it to digitally sign and encrypt emails. IdenTrust digital certificates that can be used for this application include:

- DoD ECA certificates
- IdenTrust TrustID® certificates
- IdenTrust Global Common (IGC) certificates
- GSA ACES certificates (which can *only* be used to digitally sign emails)

To install your digital certificate into Microsoft Outlook for Mac to digitally sign or encrypt emails, follow these instructions:

1. Make sure that you have imported your certificate into the Mac OS X keychain.
2. Open Outlook.
3. In Outlook, select the **“Tools”** menu. Then choose **“Accounts”**.
4. Highlight your **“Mail Account”** and click the **“Advance”** button.
5. Click the **“Security”** tab.
6. In the **“Digital Signing”** area, click the **“Certificate Pop-Up”** menu option. (Please note the **“Certificate Pop-Up”** menu only displays certificates that are valid for digital signing or encryption that you have already added to the keychain for your Mac OS X user account.)
7. Select your **“Digital Signing”** certificate from the list. This typically displays as your first name and last name.
8. Click **“Choose”**.
9. Select **“Signing Algorithm SHA-1”**.
10. Once you have selected your certificates, set the following options:
  - Select **“Sign outgoing messages”**.
  - Select **“Send digitally signed messages as clear text”**. This ensures that recipients can read your signed messages. It is especially important if your recipient is using a web-based or mobile mail client.
  - Select **“Include my certificates in signed messages”**. This option includes your public encryption key so that someone else can use it to send you encrypted messages.

11. In the **“Encryption”** area, click the **“Pop-up Menu”** option.
12. Select your **“Encryption Certificate”** from the list. This typically displays as your first name and last name.
13. Select **“Encryption Algorithm 3DES”**.
14. In the **“Encryption Area”** we recommend that you do **NOT** select the option to **“Encrypt Outgoing Messages and Attachments”** by default. IdenTrust recommends that you manually choose encryption for individual messages rather than choosing it by default.
15. Click **“OK”** to close the **“Edit Accounts”** dialog box and then close the **“Accounts”** window.
16. Send an email to yourself as a test. Based on the options you selected, when you compose new messages, Outlook shows **“a lock”** and one of three options:
  - **This message will be Digitally Signed**
  - **This message will be Encrypted**
  - **This message will be Digitally Signed and Encrypted**
17. To change the options on a message-by-message basis, when you are composing a new message, click the **“Options”** tab, click **“Security”** and then click **“Encrypt Message”**, **“Digitally Sign Message”** or select **“both”**.