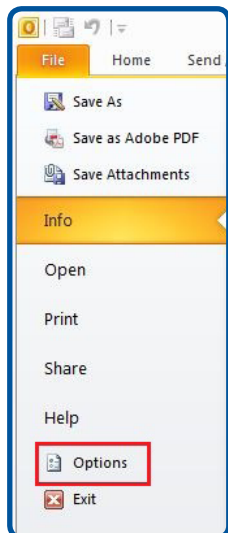# How to Set up Microsoft® Outlook to Sign and Encrypt Emails

In order to send signed and encrypted emails in Microsoft® Outlook, you must create an Email Security Profile.
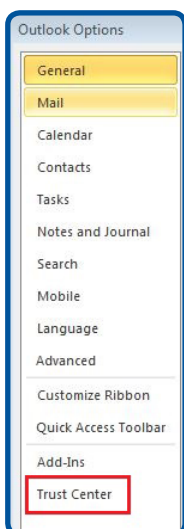
1. First step is to open Outlook and click on the **"File"** tab.
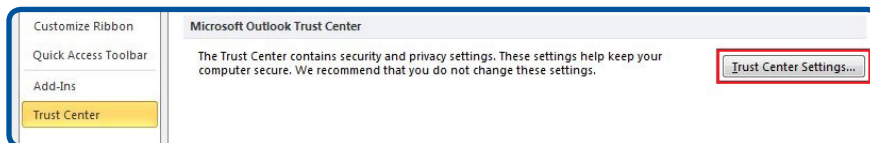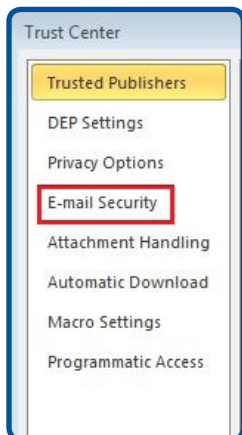

    and select **"Options"**.

2. The*n* select **"Trust Center"**.

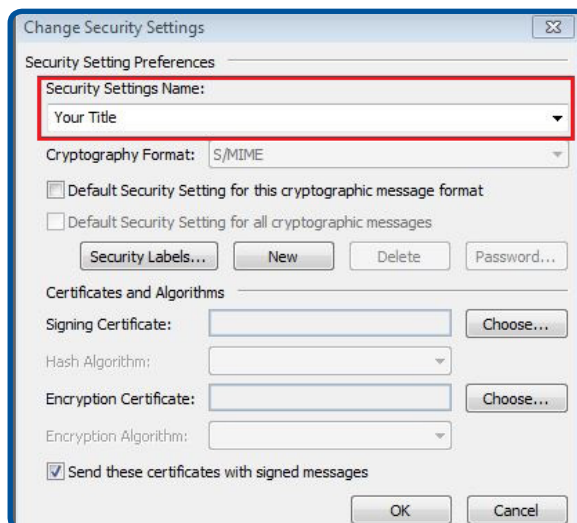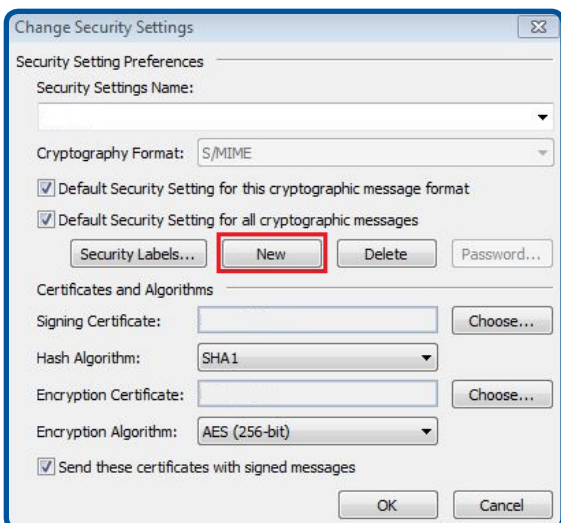3. Click "Trust Center Settings".

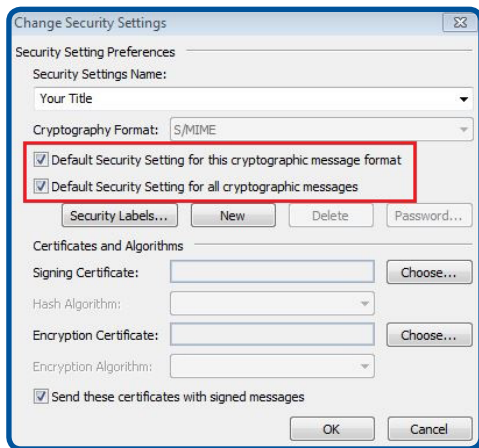4. Select "Email Security".
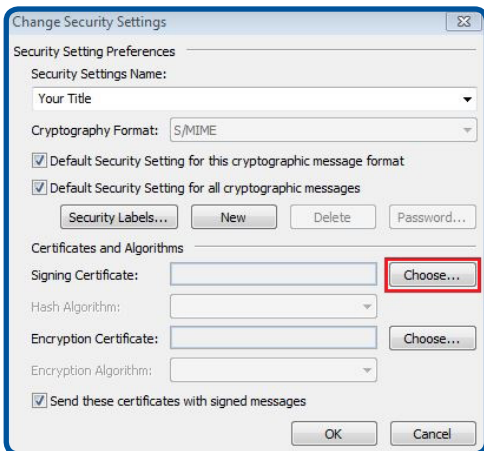

5. Under "Encrypt Emails" click on "Settings".

6. Then click on "New" and give your new profile a relevant title.
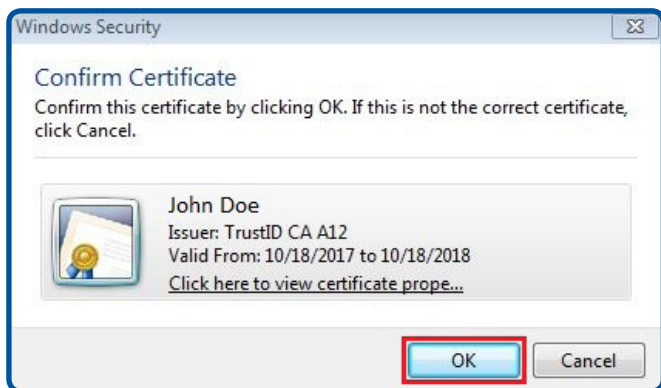
7.   If you would like these to be default settings for your email, check both **"Default"** boxes.
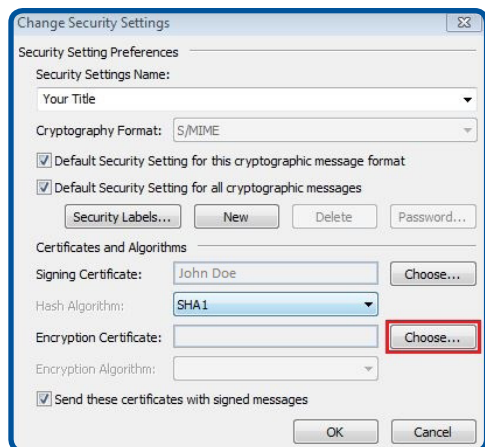

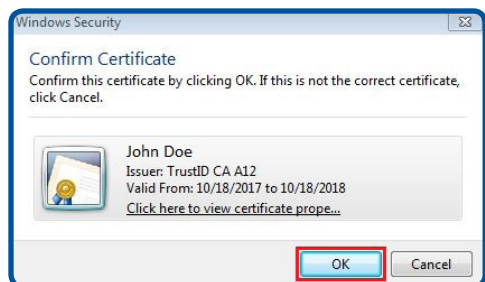8.   Next you'll choose the **"Signing Certificate"**. Select **"Choose"**.

Click **"OK"**.

9. *You'll* also choose the **"Encrypt Certificate"**.

Click **"OK"**.

10. Now click **"OK"** to exit.

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