

## How to Set up Microsoft<sup>®</sup> 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. Then 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.

Change Security Settings	Change Security Settings
Security Setting Preferences	Security Setting Preferences
Security Settings Name:	Security Settings Name:
▼	Your Title 👻
Cryptography Format: S/MIME *	Cryptography Format: S/MIME
Default Security Setting for this cryptographic message format	Default Security Setting for this cryptographic message format
Default Security Setting for all cryptographic messages	Default Security Setting for all cryptographic messages
Security Labels New Delete Password	Security Labels New Delete Password
Certificates and Algorithms	Certificates and Algorithms
Signing Certificate: Choose	Signing Certificate: Choose
Hash Algorithm: SHA1	Hash Algorithm:
Encryption Certificate: Choose	Encryption Certificate: Choose
Encryption Algorithm: AES (256-bit)	Encryption Algorithm:
Send these certificates with signed messages	Send these certificates with signed messages
OK Cancel	OK Cancel
	Send these certificates with signed messages



7. If you would like these to be default settings for your email, check both **"Default"** boxes.

curity Setting Preference Security Settings Name:			
Your Title			
Cryptography Format:	S/MIME		
Default Security Set	. New	hic messages	] [ Password.
Certificates and Algorith Signing Certificate:	hms		Choose
Hash Algorithm:			]
			Choose
Encryption Certificate:			10
Encryption Certificate: Encryption Algorithm:			

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

ecurity Setting Preferences			
Security Settings Name:			
Your Title			
Cryptography Format:	S/MIME		
V Default Security Setti	ng for this cryptogr	aphic message f	ormat
Default Security Setti	ng for all cryptogra	phic messages	
Security Labels	New	Delete	Password.
Certificates and Algorithm	ms		
Signing Certificate:			Choose
Hash Algorithm:			)
Encryption Certificate:			Choose
			]
Encryption Algorithm:			

Click "OK".





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



## Click "OK".



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



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