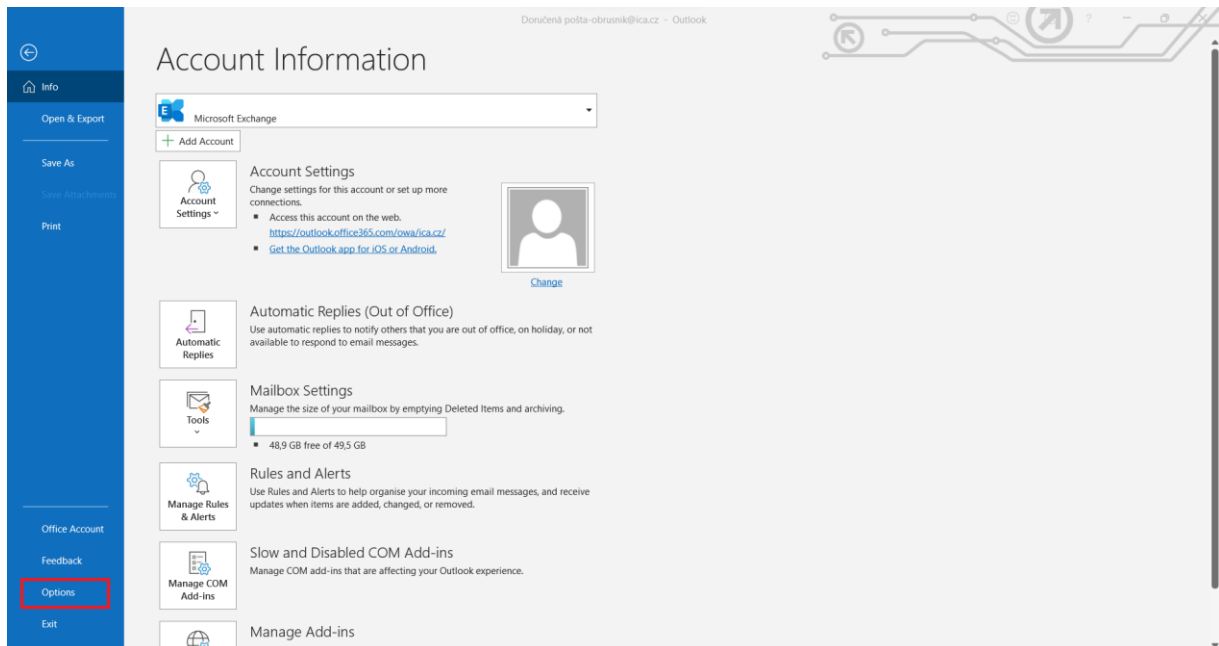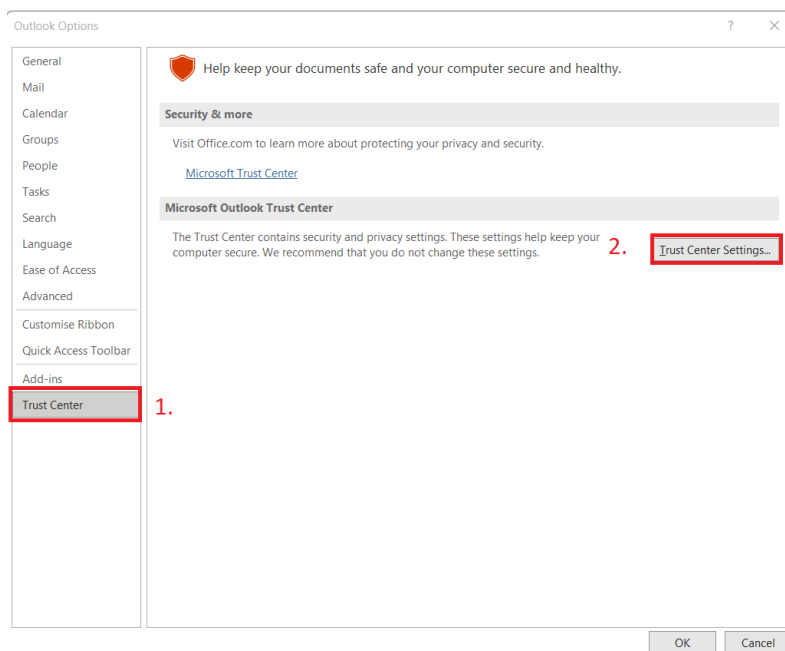# Outlook 2021- certificate settings for signing
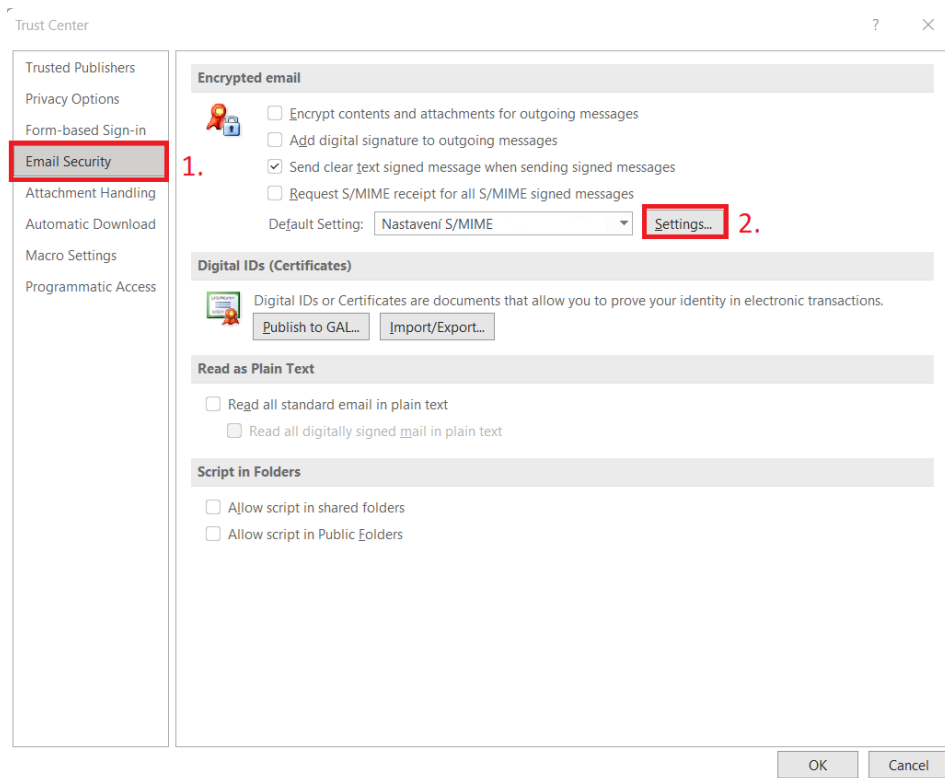
In the first step, click on "**File**" in the top left corner, then click on the "**Options**" button in the bottom left corner.
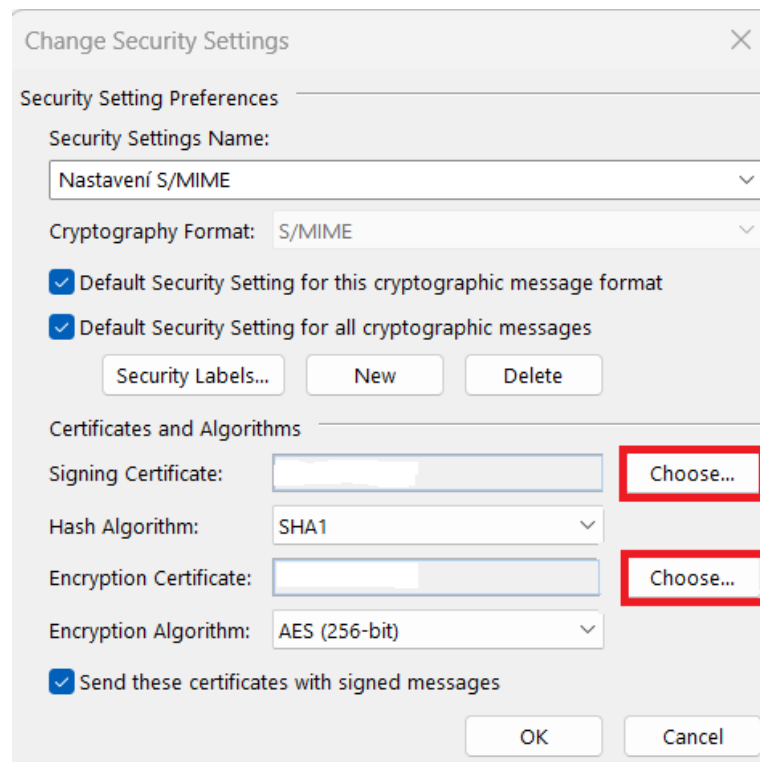

In Outlook options, open "**Trust Center**" and here open "**Trust Center Settings**".
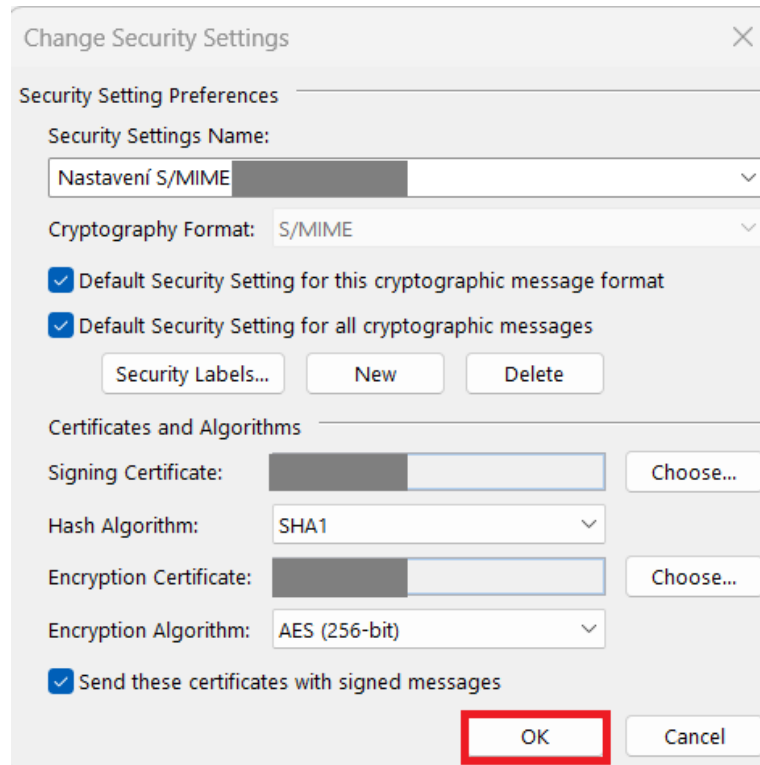

When you open Trust Center, select "**Email Security**" and then click "**Settings**"

Here you leave the default settings checked and click the "**Choose...**" button, where you then select the Qualified certificate for signing. For encryption, you select a commercial (Public) certificate.

After choosing the certificates, confirm with "**OK**".

Now all you have to do is create a new email message. At the top you will find the "**Options**" button, where you can then click on "**Sign**". The sent email message will be signed with the set certificate.
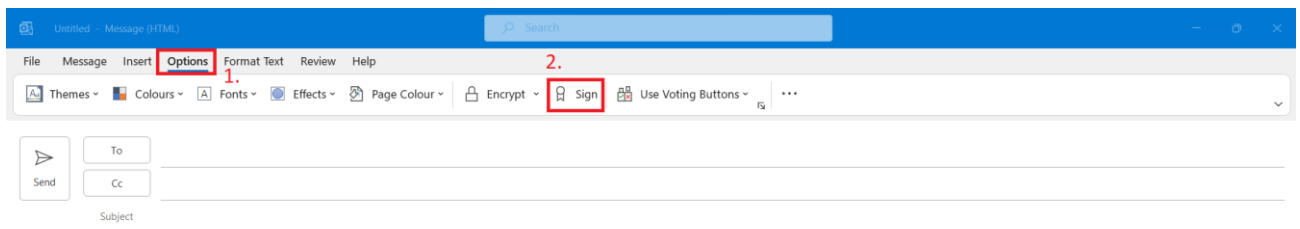
E-mail encryption settings

First it is necessary to create a contact in MS Outlook and assign the (public) key of the counterparty with whom the encrypted communication will take place – this setting must be done by the user who will send encrypted messages to another user, as he can only decrypt the message with the private key that belongs to the public part.
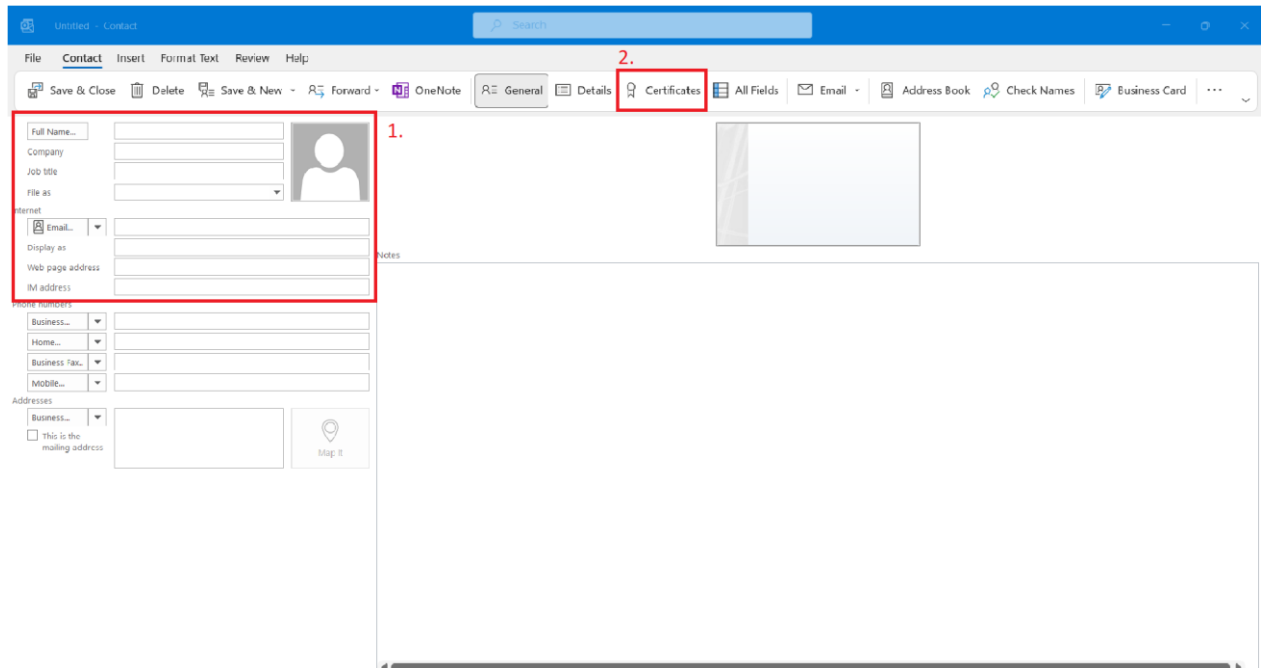
In the top left corner you will find the "**New contact**" button.

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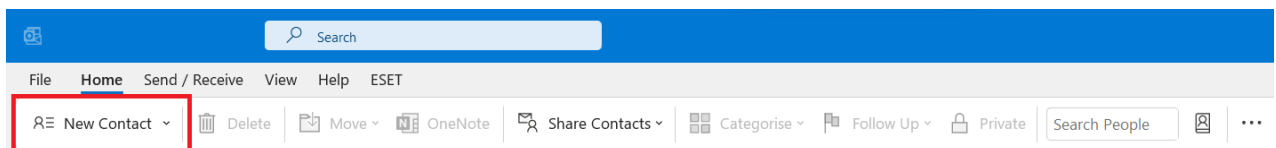
Fill in the necessary **contact details** (email address is important) and assign the counterparty's public key for encryption using the "**Certificates**" button; **the Commercial (Public) certificate** is used for encryption.
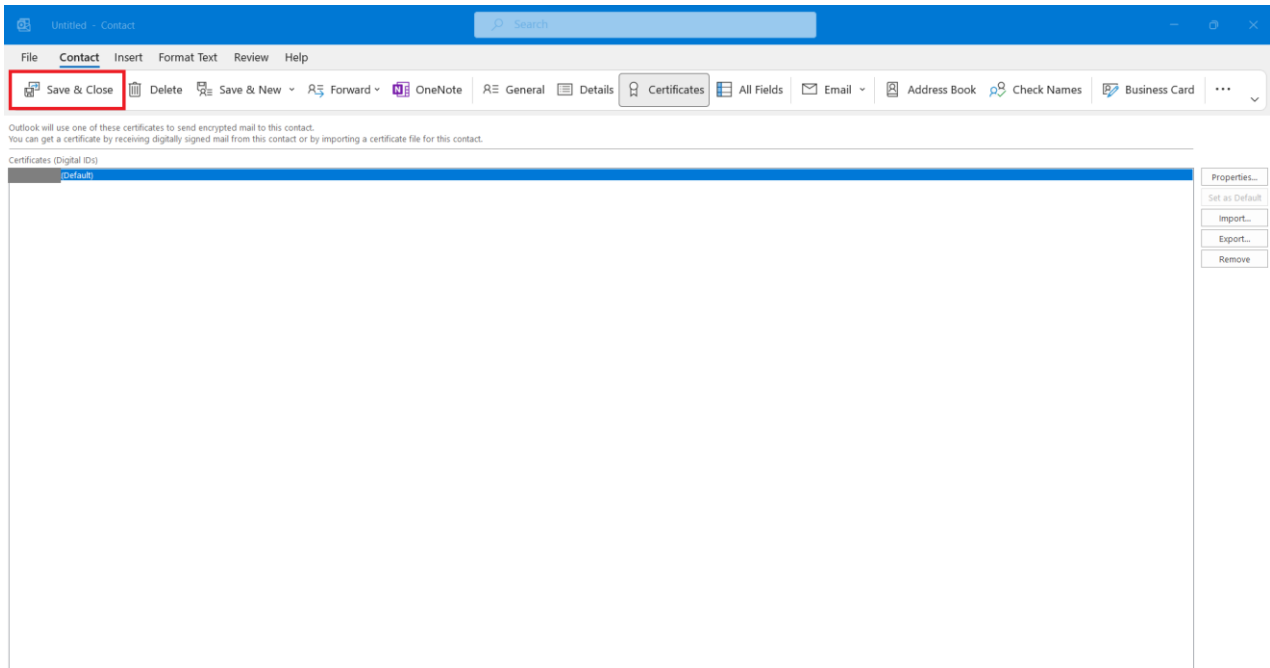

Use the **„Import"** button to import the public key for encryption to the contact.

The key needs to be imported in **.cer** or **.der** format.
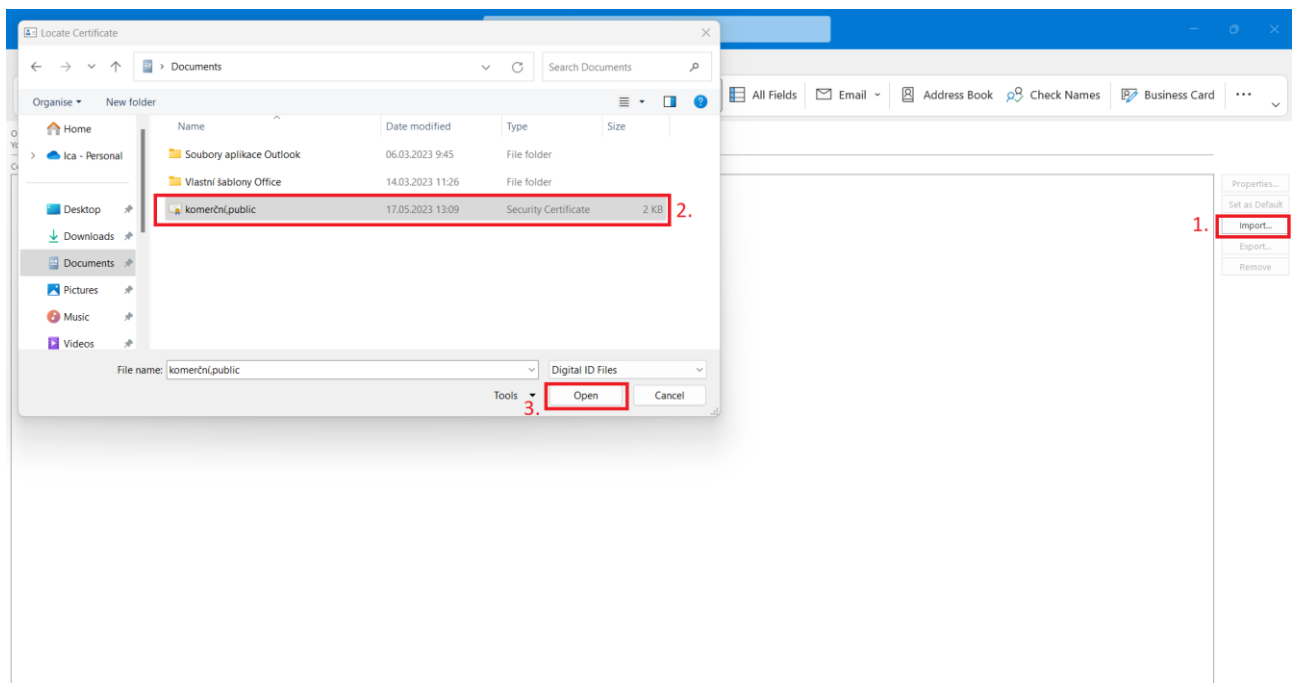
Now the certificate for encrypted communication is set up, you can save the contact by clicking **"Save and close"** in the upper left corner.

It is now possible to send an encrypted message to the created contact.

The content of the encrypted message can only be opened by the counterparty with the appropriate private key.

Encrypt the email message using the "**Options**" button and then click "**Encrypt**".