

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.

	Doručená pošta-obrusnik@ica.cz - Outlook	
e	Account Information	i
û Info		
Open & Export	Microsoft Exchange	
Save As Save Attachments Print	Add Account Account Settings Account Settings or this account or set up more connections. Access this account on the web. https://outlook.office/b5.com/own/ica.cz/ Get the Outlook.app for /05.or Android.	
	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on holiday, or not available to respond to email messages.	
	Tools Mailbox Settings Manage the size of your mailbox by emptying Deleted Items and archiving. • 48,9 GB free of 49,5 GB	
Office Account	Kules and Alerts Berlies and Alerts to help organise your incoming email messages, and receive updates when items are added, changed, or removed.	
Feedback Options	Slow and Disabled COM Add-ins Manage COM Add-ins	
Exit	Manage Add-ins	

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



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

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Trust Center	?	\times
Trusted Publishers	Encrypted email	
Privacy Options	Encrypt contents and attachments for outgoing messages	
Email Security	Add digital signature to outgoing messages Send clear text signed message when sending signed messages	
Attachment Handling	<u>R</u> equest S/MIME receipt for all S/MIME signed messages	
Automatic Download	Default Setting: Nastavení S/MIME Settings 2.	
Macro Settings	Digital IDs (Certificates)	
Programmatic Access	Digital IDs or Certificates are documents that allow you to prove your identity in electronic transactions. Publish to GAL Import/Export	
	Read as Plain Text	
	Read all standard email in plain text Read all digitally signed mail in plain text	
	Script in Folders	
	Allow script in shared folders Allow script in Public <u>F</u> olders	
	ОК	Cancel

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.

Change Security Settings ×				
Security Setting Preferences	5			
Security Settings Name:				
Nastavení S/MIME		~		
Cryptography Format:	S/MIME	~		
🔽 Default Security Setti	ng for this cryptographic message fo	rmat		
🔽 Default Security Setti	ng for all cryptographic messages			
Security Labels	New Delete			
Certificates and Algorith	ms			
Signing Certificate:		Choose		
Hash Algorithm:	SHA1 ~			
Encryption Certificate:		Choose		
Encryption Algorithm:	AES (256-bit) 🗸			
Send these certificates with signed messages				
	ОК	Cancel		

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

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Security Setting Preferences			~
Security Settings Name:			
Nastavení S/MIME			~
Cryptography Format: S/MIN	ЛЕ		~
Default Security Setting for	this cryptogr	aphic message fo	ormat
🔽 Default Security Setting for	all cryptogra	phic messages	
Security Labels	New	Delete	
Certificates and Algorithms			
Signing Certificate:			Choose
Hash Algorithm: SHA1		~	
Encryption Certificate:			Choose
Encryption Algorithm: AES (2	256-bit)	~	
Send these certificates with	signed mess	sages	
		ОК	Cancel

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.

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File Message Insert Options Format Text Review Help	2.	
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Subject		





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.

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File Contact Insert Format Text Review Help	2.
📓 Save & Close 🍈 Delete 🗒 Save & New ~ २५ Forward	I - 🕼 OneNote 🛛 E Details 🛱 Certificates 🔛 All Fields 🗠 Email - 🔯 Address Book 🔗 Check Names 🕸 Eusiness Card 🗠 🗸
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This is the Map II	

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.

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Ĩ	-1	📁 Vlastní šablony Office	14.03.2023 11:26	File folder		Propertie	es
🔚 Desktop		komerční,public	17.05.2023 13:09	Security Certificate 2 K	в 2.	Set as De	fault
🛓 Download	s 🖈					L. Import	
Document	s ≉					Remov	/e
Rictures	*						
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Videos	*						
	File nan	ne: komerční,public		✓ Digital ID Files	~		
				Tools Open	Cancel .:		





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".

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Send Cc Subject		

