Microsoft Office Outlook Edition

Revision History			
Rev.	Date (YYYY/MM/DD)	Description	Editor
V.1.0	2015/4/1	First revision	NII
V.1.1	2016/12/26	Amendment with addition of [NII Open Domain S/MIME CA] as a new Certificate Authority	NII
V2.0	2018/2/26	Supported environment update: Outlook 2013 or later	NII

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1. Installing the S/MIME Certificate

1-1. Operating Environment

The procedures only in the following environment are described in this document:

Supported environment:	
Microsoft Office Outlook 2013 or later	

1-2. Prerequisites

The prerequisites for using the S/MIME Certificate in Microsoft Office Outlook are described.

Replace the technical terms according to the user environment in which the S/MIME Certificate will be used. (The procedures required for Microsoft Office Outlook 2013 are described in this document.)

Prerequisites

- 1. The S/MIME Certificate has been installed in the web browser (described in the User's Manuals for Installation in Different Web Browsers: Microsoft Internet Explorer Edition); and
- 2. Microsoft Office Outlook 2013 or later is installed.

1-3. Install Procedure

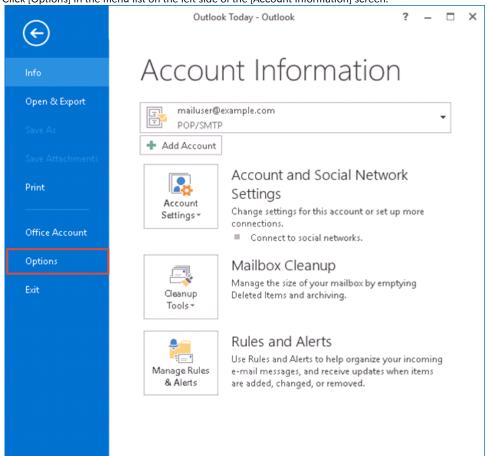
Installing the Certificate

1. Open Microsoft Office Outlook and click on the [File] tab. Outlook Today - Outlook ? 団 - □ X HOME SEND / RECEIVE FOLDER VIEW Search People Reply Address Book Reply All Delete Move Tags New New Quick C Forward Filter Email -Email Items = Steps ▼ Respond Quick Steps 🖼 Find New Delete Monday, March 26, 2018 Customize Outlook Today ... Favorites Calendar Tasks Messages ■ Outlook Data File Inbox Drafts Sent items Deleted Items Junk E-mail RSS Subscriptions Outbox Search Folders ■ mailuser@example.com Inbox Sent items Deleted Items

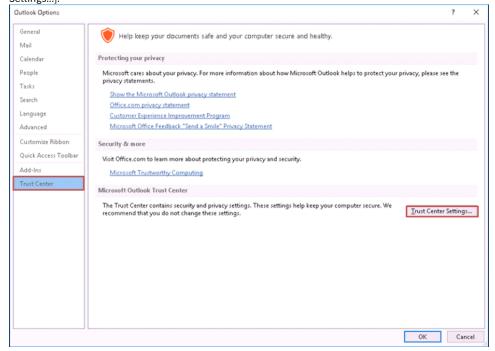
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Outbox

2. Click [Options] in the menu list on the left side of the [Account Information] screen.

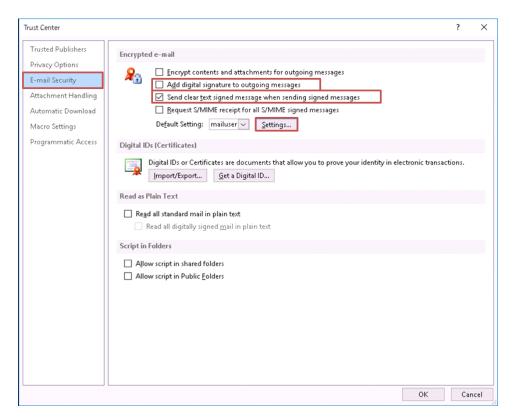


3. In the [Outlook Options] dialog box, select [Trust Center] in the list of options on the left side of the dialog box and then click [Trust Center Settings...].

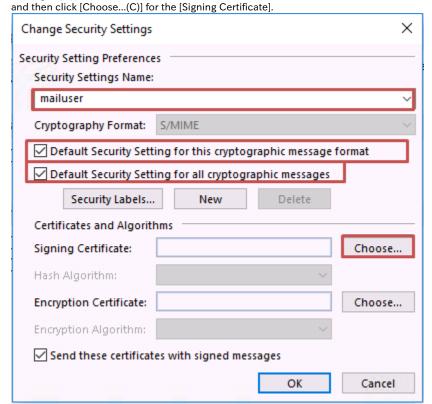


4. In the [Trust Center] dialog box, select [E-mail Security] in the list of options on the left side.

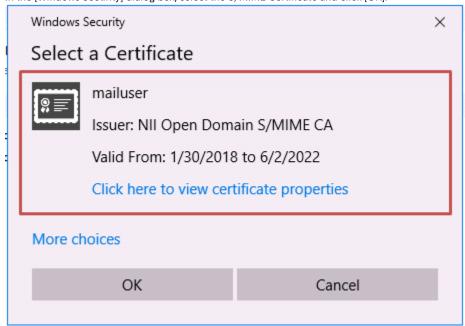
Check the [Add digital signature to outgoing messages (D)] and [Send clear text signed message when sending signed messages (T)] checkboxes and click [Settings...(S)].



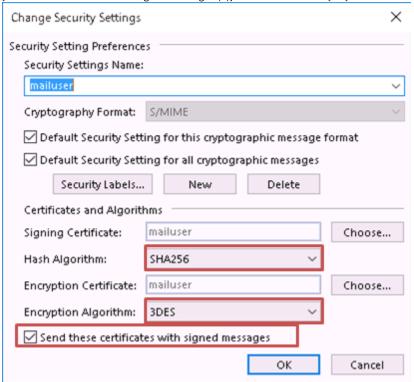
5. The [Change Security Settings] dialog box will appear. Enter any string in the [Security Settings Name:] box. Check both [Default Security Setting for this cryptographic message format (T)] and [Default Security Setting for all cryptographic messages (M)] checkboxes,



6. In the [Windows Security] dialog box, select the S/MIME Certificate and click [OK].

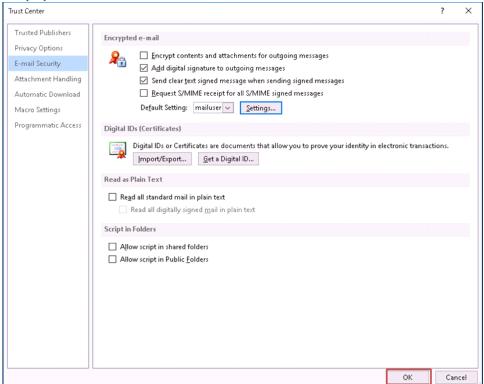


7. Select [SHA256] from the [Hash Algorithm (A):] drop down list and [3DES] from the [Encryption Algorithm (L):] drop down list. Check the [Send these certificates with signed messages (E)] checkbox and click [OK].

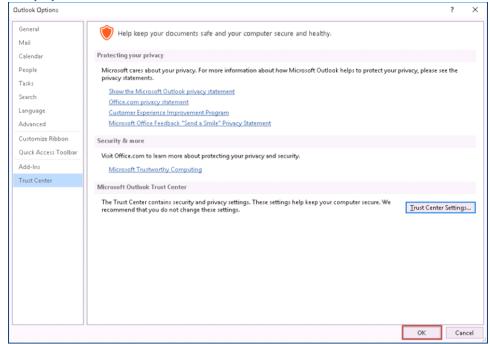


Note: Select a relevant Hash Algorithm for the user environment.

8. Click [OK].



9. Click [OK].



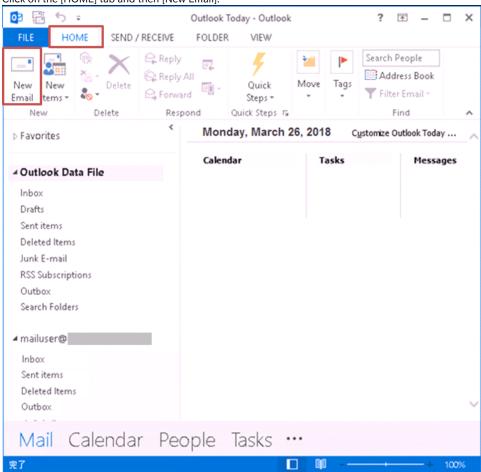
This completes the $\ensuremath{\mathsf{S}}/\ensuremath{\mathsf{MIME}}$ Certificate installation.

2. Sending Digitally Signed E-mails

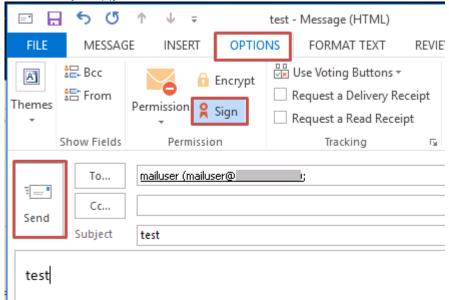
2-1. How to Send Digitally Signed E-mails

How to Send Digitally Signed E-mails

1. Click on the [HOME] tab and then [New Email].



2. The [MESSAGE] tab screen will appear. Select [OPTIONS] tab to confirm that the [Sign] button is active, and then create the new message as usual. Click [Send (S)] when finished.

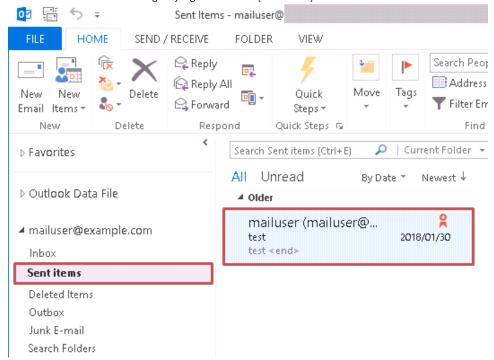


Note: If you do not use the digital signature, click the [Sign] button to deactivate the signature and then click [Send (S)]. This completes sending digitally signed e-mails.

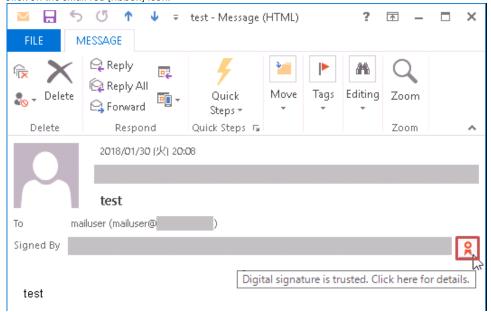
2-2. How to Confirm a Sent E-mail That Was Digitally Signed

How to Confirm a Sent E-mail That Was Digitally Signed

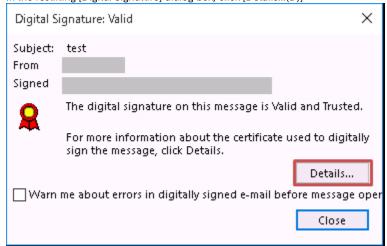
1. Select a sent e-mail that was digitally signed from the [Sent Items].



2. Click on the small red [ribbon] icon.

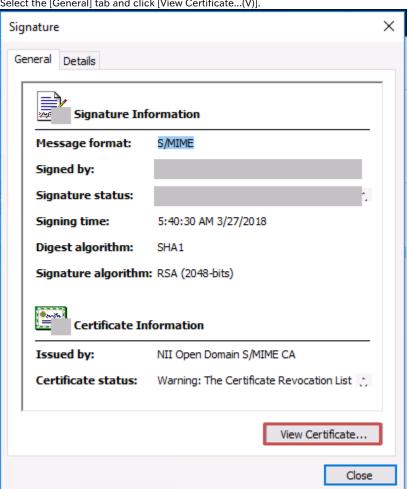


3. In the resulting [Digital Signature] dialog box, click [Details...(D)]

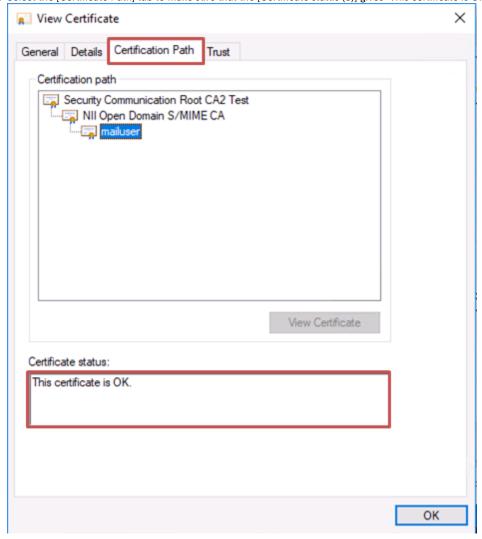


4. The [Message Security Properties] dialog box will appear. Click [View Details...(V)]. Message Security Properties Subject: test Messages may contain encryption and digital signature layers. Each digital signature layer may contain multiple signatures. Security Layers Select a layer below to view its description. ✓ Subject: test 🗸 Digital Signature Layer A Signer Description: ^ Click any of the following buttons to view more information about or make changes to the selected layer: Edit Trust... View Details... Trust Certificate Authority... Warn me about errors in digitally signed e-mail. Close

5. Select the [General] tab and click [View Certificate...(V)].



6. Select the [Certificate Path] tab to make sure that the [Certificate status (S)] gives "This certificate is OK."



This completes confirmation of a sent e-mail that was digitally signed.