

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

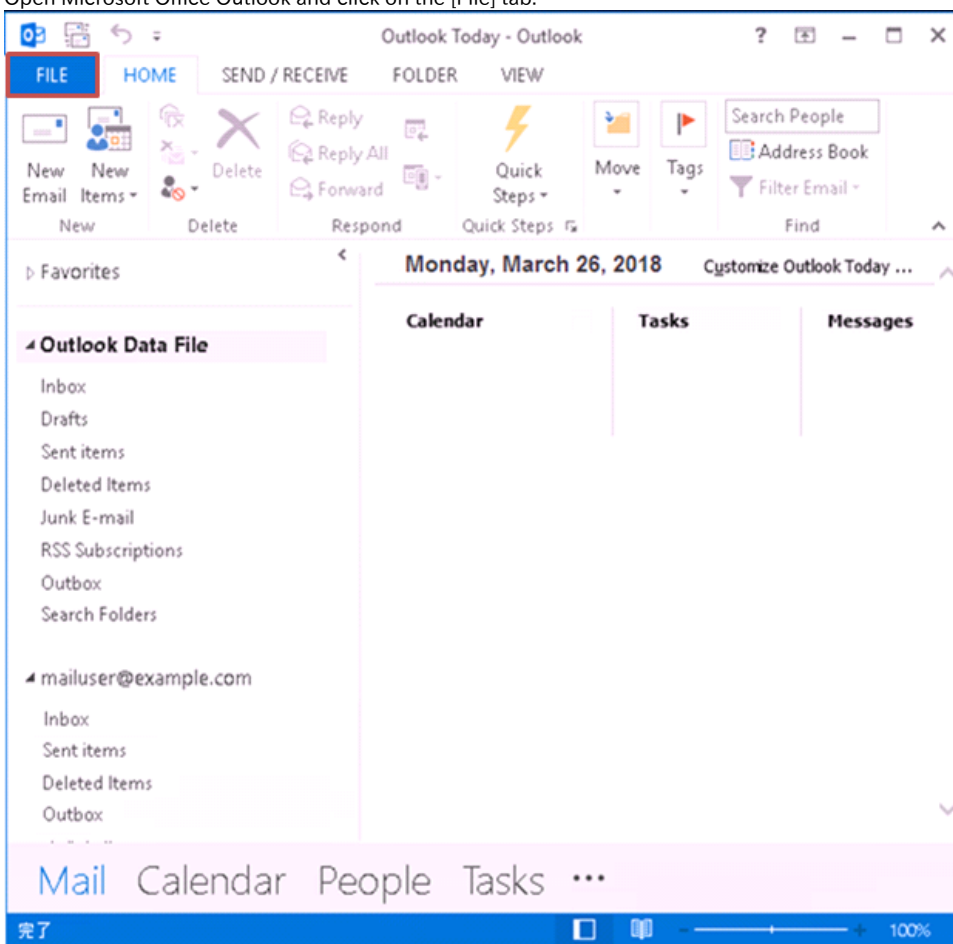
The prerequisites for using the S/MIME Certificate in Microsoft Office Outlook are described.
Replace the technical terms according to the user environment in which the S/MIME Certificate will be used. (The procedures required for Microsoft Office Outlook 2013 are described in this document.)

Prerequisites
<ul style="list-style-type: none">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); and2. Microsoft Office Outlook 2013 or later is installed.

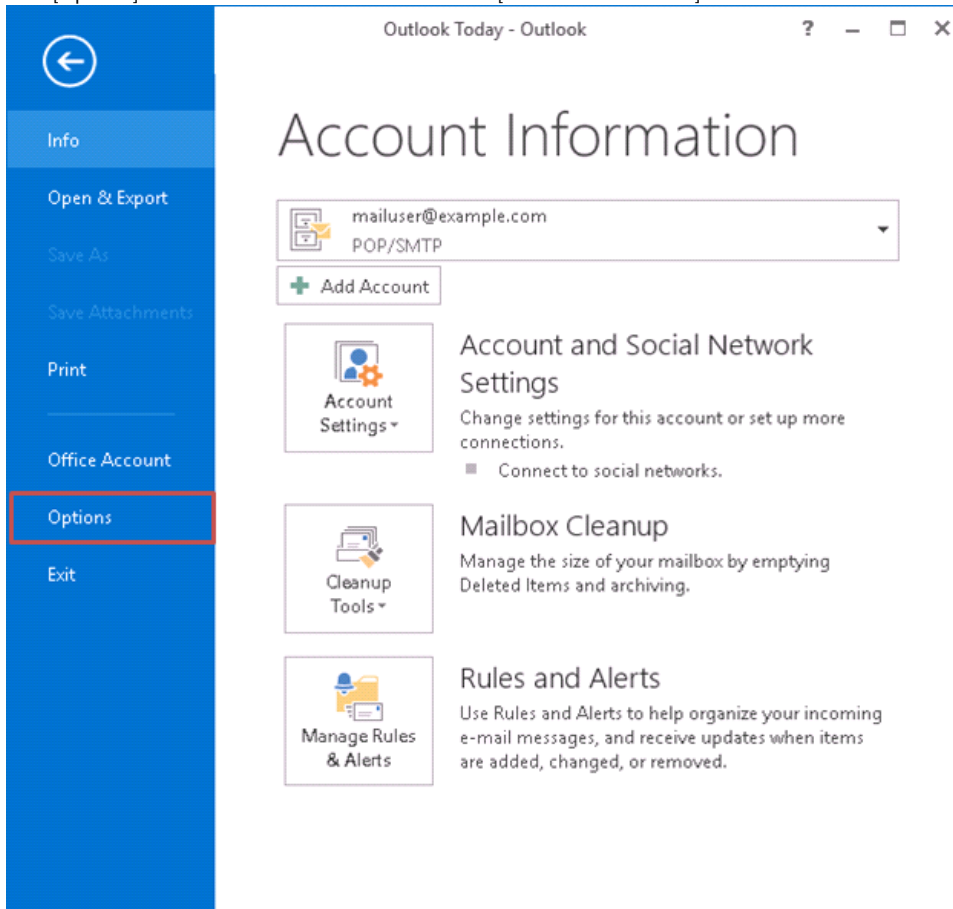
1-3. Install Procedure

Installing the Certificate

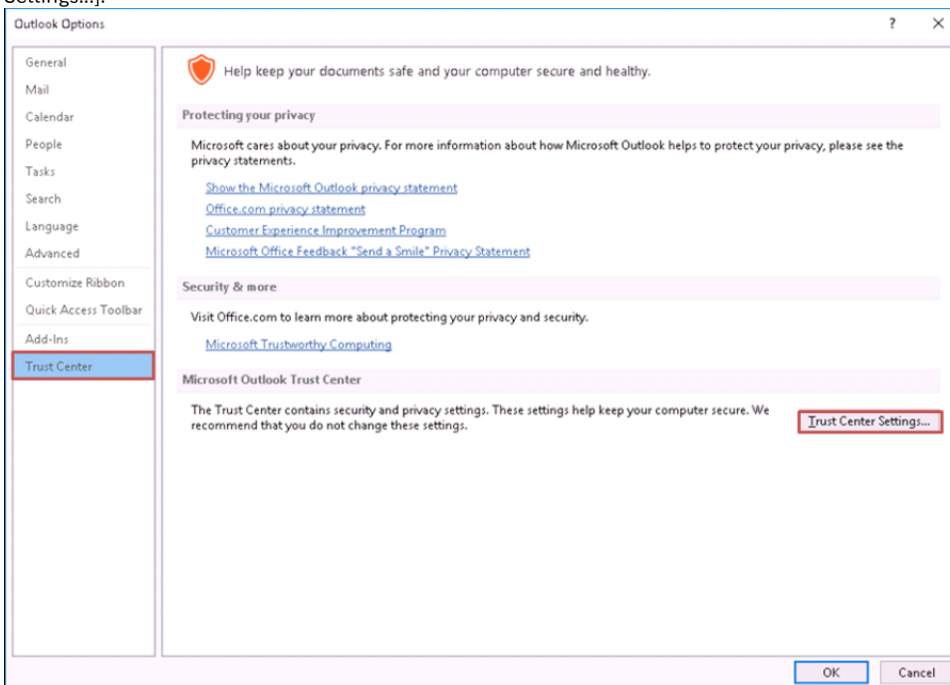
1. Open Microsoft Office Outlook and click on the [File] tab.



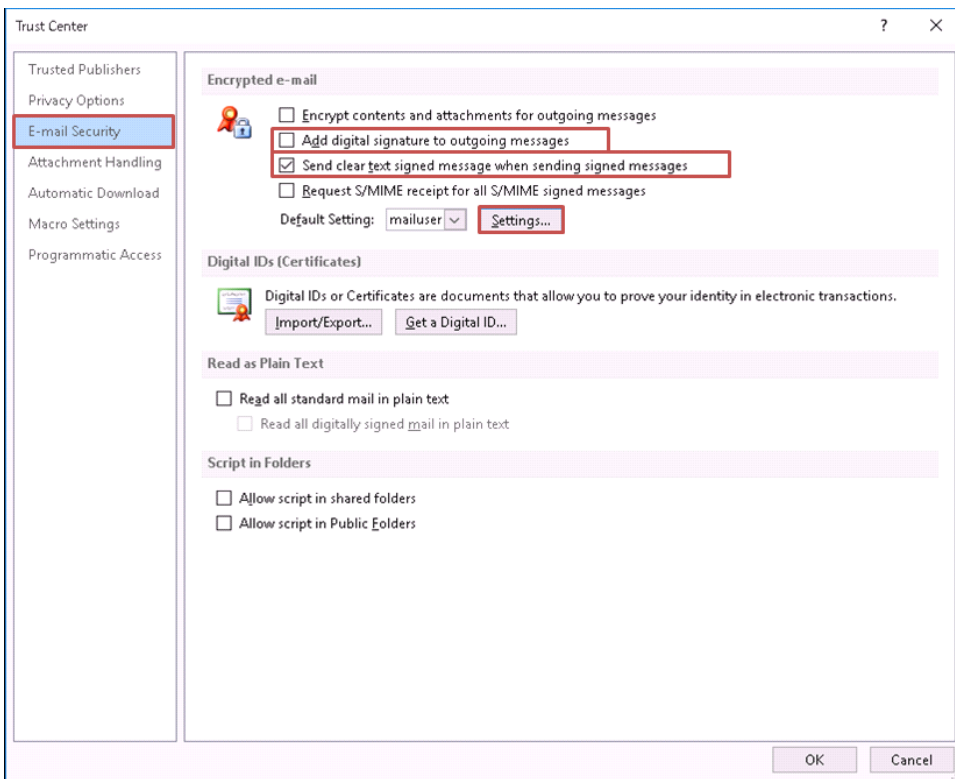
2. Click [Options] in the menu list on the left side of the [Account Information] screen.



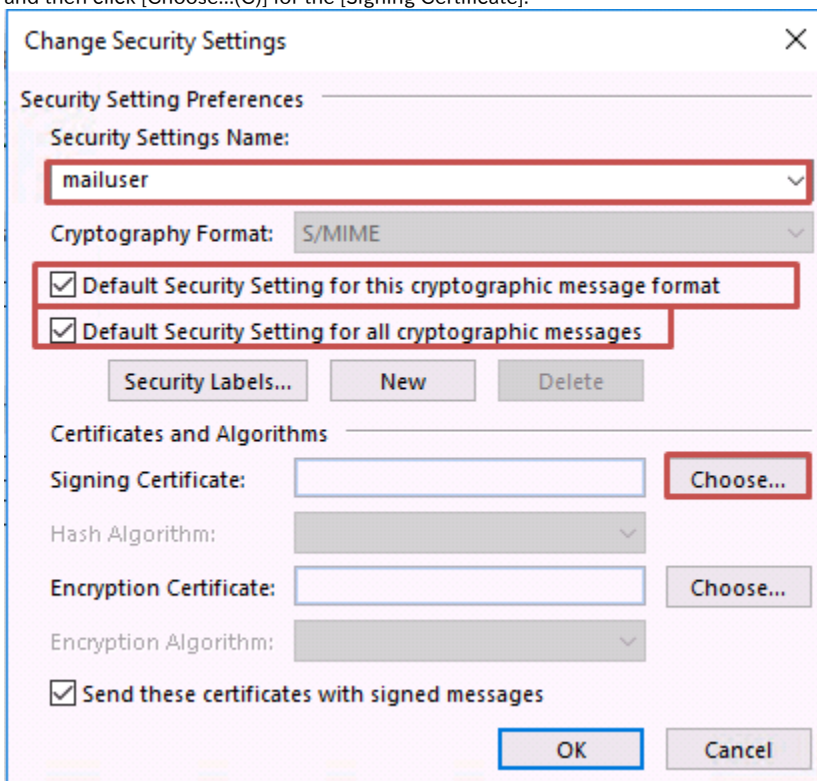
3. In the [Outlook Options] dialog box, select [Trust Center] in the list of options on the left side of the dialog box and then click [Trust Center Settings...].



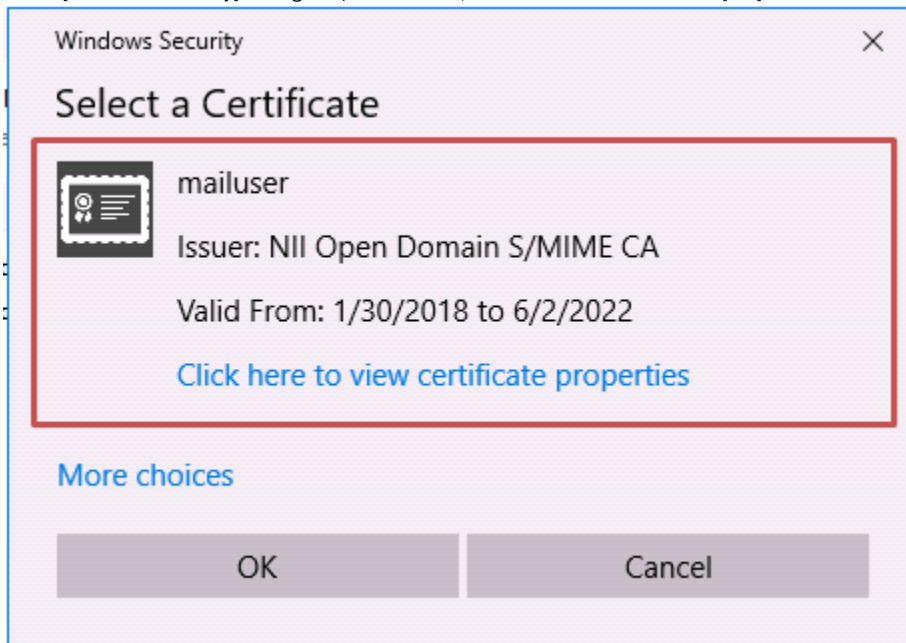
4. In the [Trust Center] dialog box, select [E-mail Security] in the list of options on the left side. Check the [Add digital signature to outgoing messages (D)] and [Send clear text signed message when sending signed messages (T)] checkboxes and click [Settings...(S)].



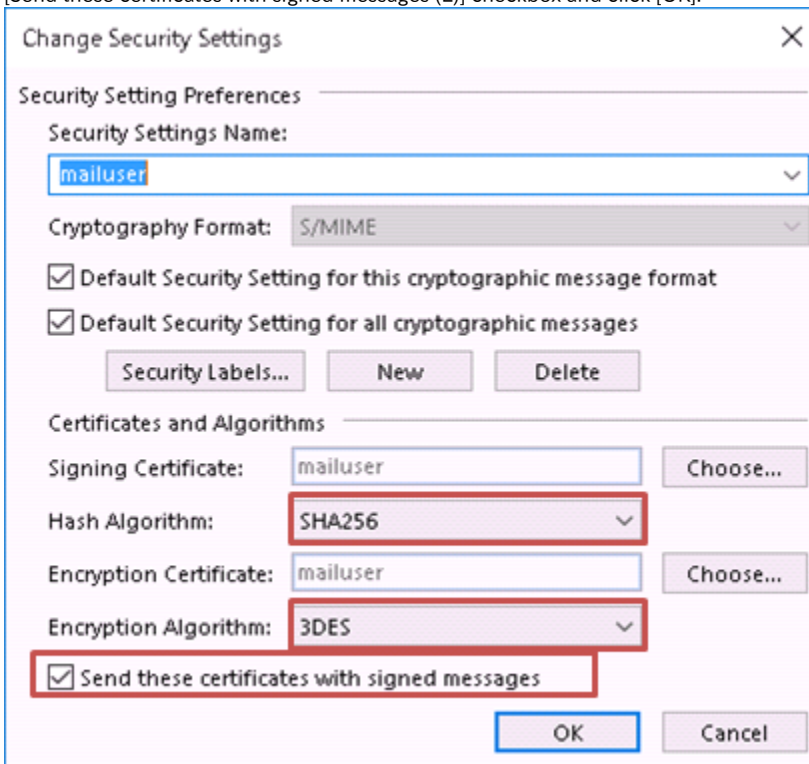
5. The [Change Security Settings] dialog box will appear. Enter any string in the [Security Settings Name:] box. Check both [Default Security Setting for this cryptographic message format (T)] and [Default Security Setting for all cryptographic messages (M)] checkboxes, and then click [Choose...(C)]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



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

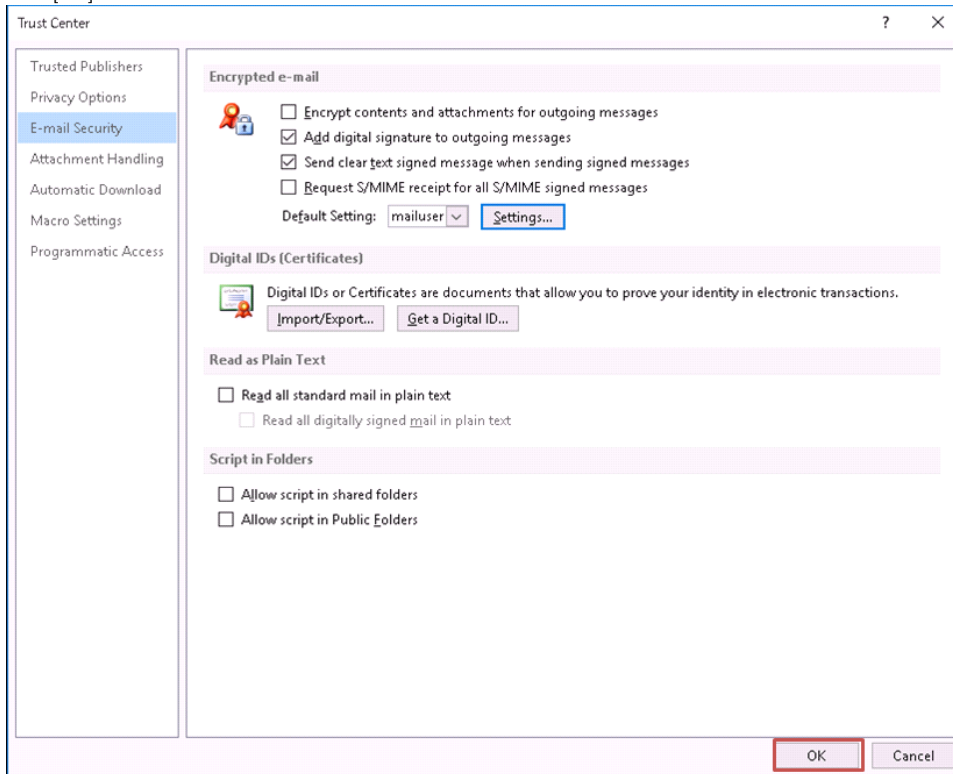


7. Select [SHA256] from the [Hash Algorithm (A):] drop down list and [3DES] from the [Encryption Algorithm (L):] drop down list. Check the [Send these certificates with signed messages (E)] checkbox and click [OK].

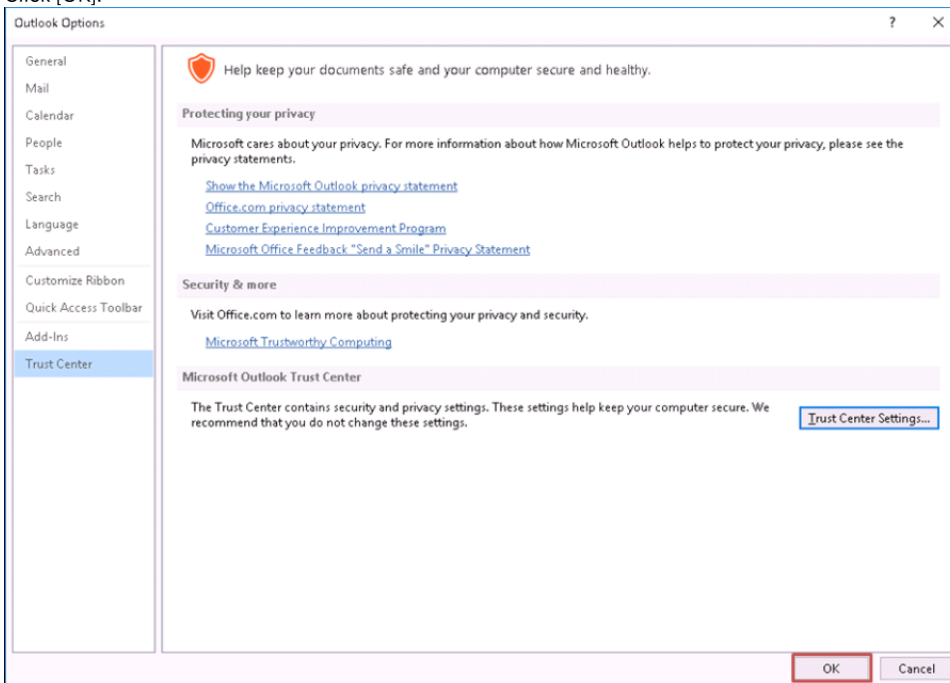


Note: Select a relevant Hash Algorithm for the user environment.

8. Click [OK].



9. Click [OK].



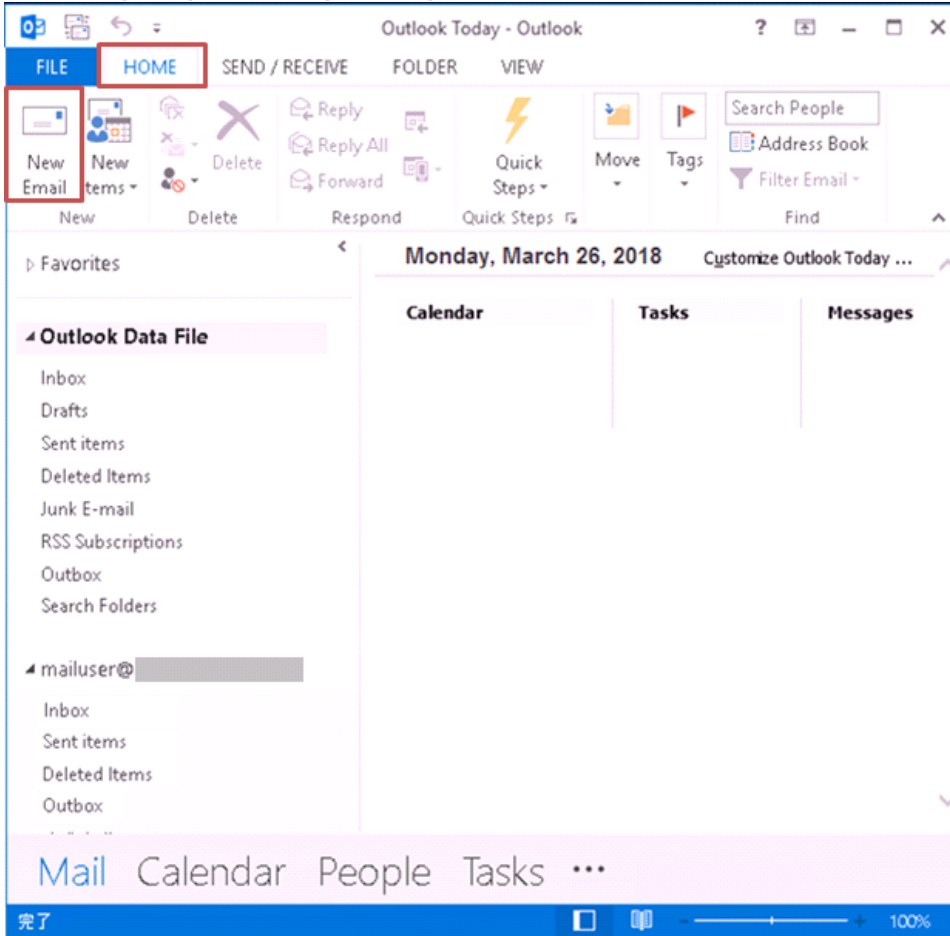
This completes the S/MIME Certificate installation.

2. Sending Digitally Signed E-mails

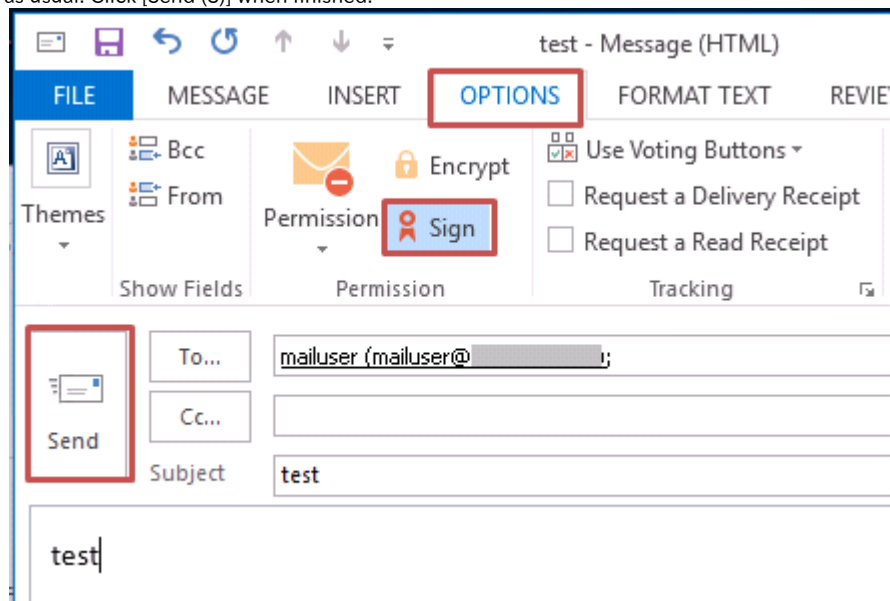
2-1. How to Send Digitally Signed E-mails

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.

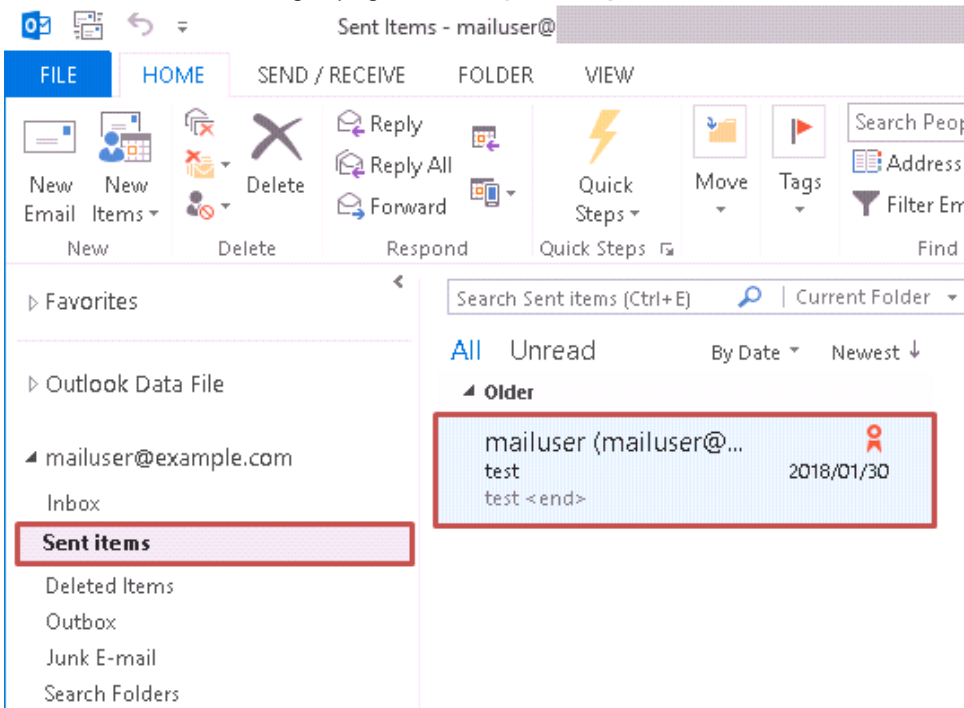


Note: If you do not use the digital signature, click the [Sign] button to deactivate the signature and then click [Send (S)]. This completes sending digitally signed e-mails.

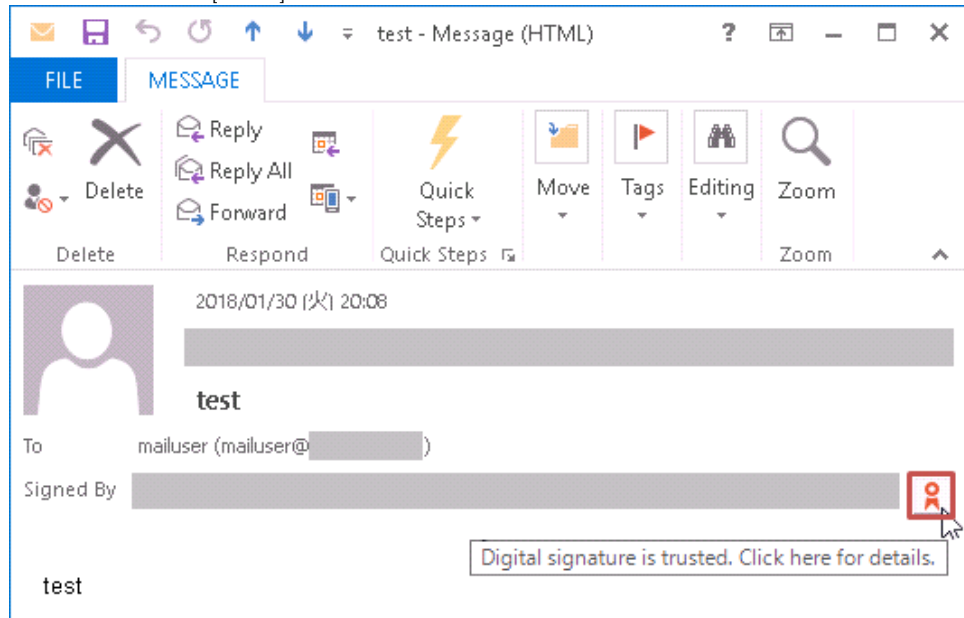
2-2. How to Confirm a Sent E-mail That Was Digitally Signed

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

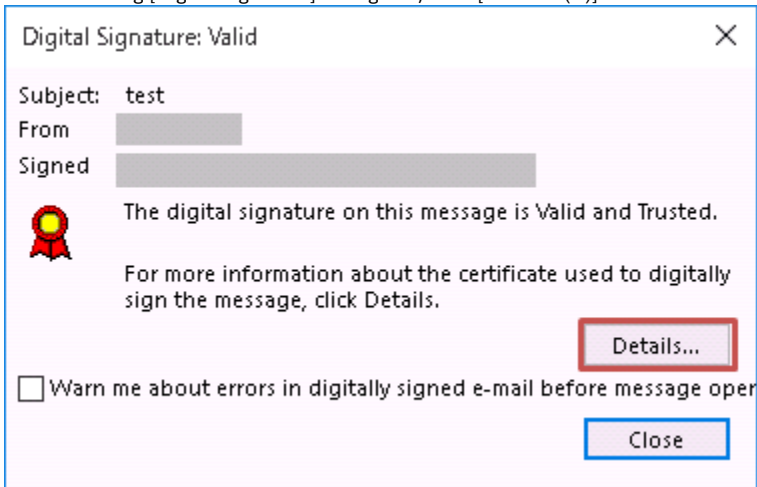
1. Select a sent e-mail that was digitally signed from the [Sent Items].



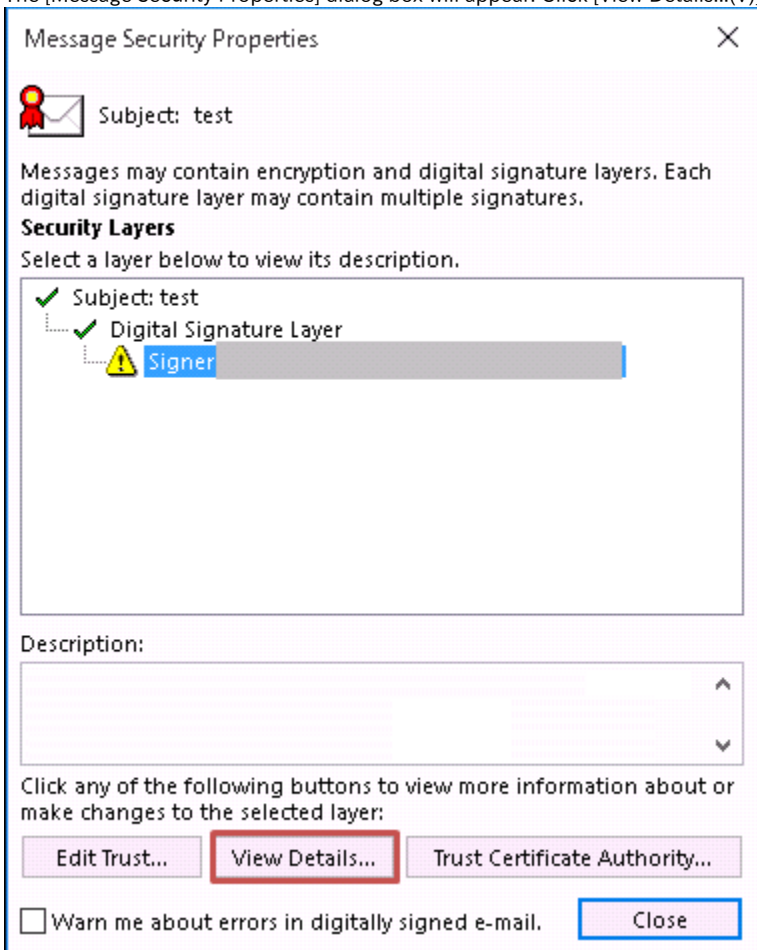
2. Click on the small red [ribbon] icon.



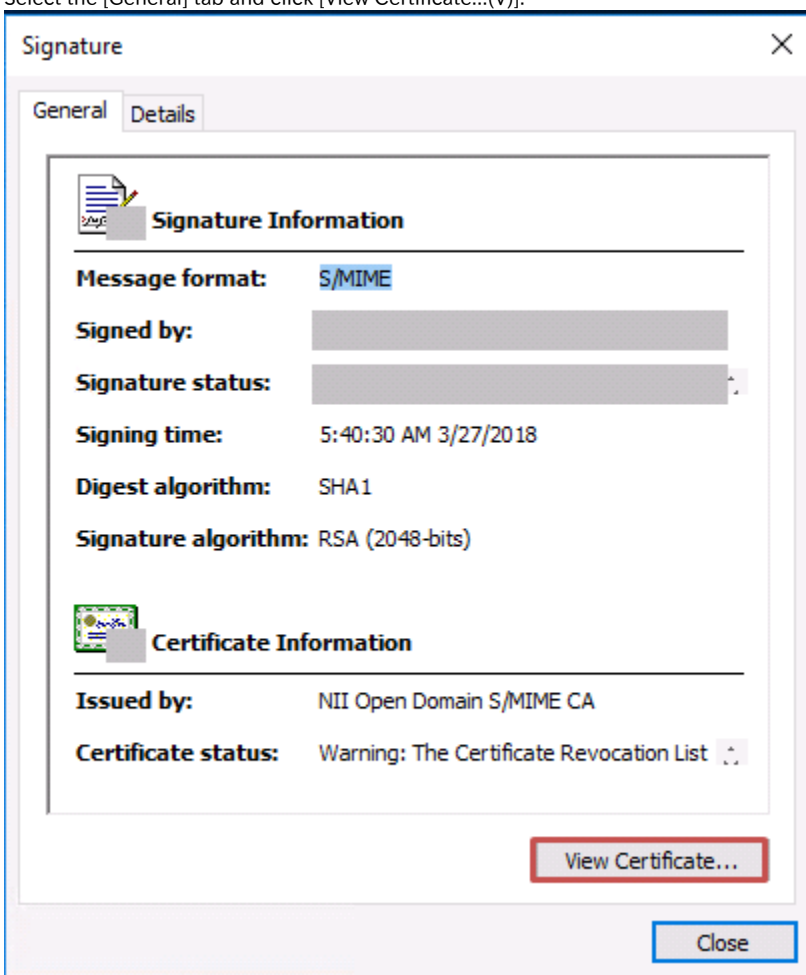
3. In the resulting [Digital Signature] dialog box, click [Details...(D)]



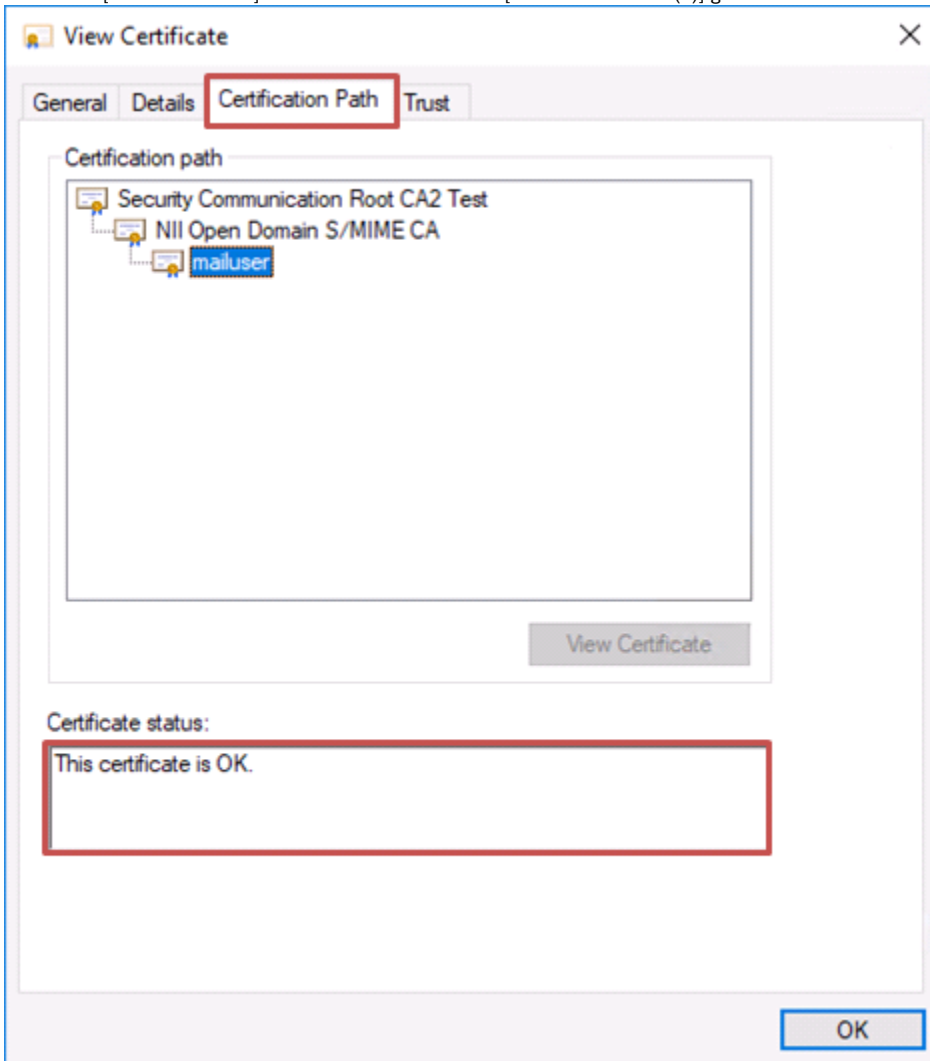
4. The [Message Security Properties] dialog box will appear. Click [View Details...(V)].



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.