

DIGITAL ENCRYPTION INSTRUCTIONS FOR MICROSOFT OUTLOOK 2010



To digitally sign and encrypt emails, you must first publish your certificate to the Global Address Listing (GAL)

Publish Certificate to the GAL

- Launch Outlook.
- Go to the File tab → Options → Trust Center → Trust Center Settings → E-mail Security
- Under the heading "Encrypted Email" make sure the box is checked beside the phrase "Add digital signature to outgoing message."
- Under the heading "Digital IDs (Certificates)" select "Publish to GAL"
- Click Okay if a pop-up box appears.
- Enter your PIN.
- Click OK



DIGITAL ENCRYPTION INSTRUCTIONS



To send a digitally signed and/or encrypted email:

- Type the new email as normal.
- Before sending:
 - Select the Encrypt button on the Message tab of the new message.

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• If the Encrypt button is not on the Message tab, go to the Options tab of the new message. Select the Encrypt button.

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• Send the message

 When sending encrypted email make sure to start subject-line with FOUOPS or FOUO-PS (For official use only – privacy sensitive)