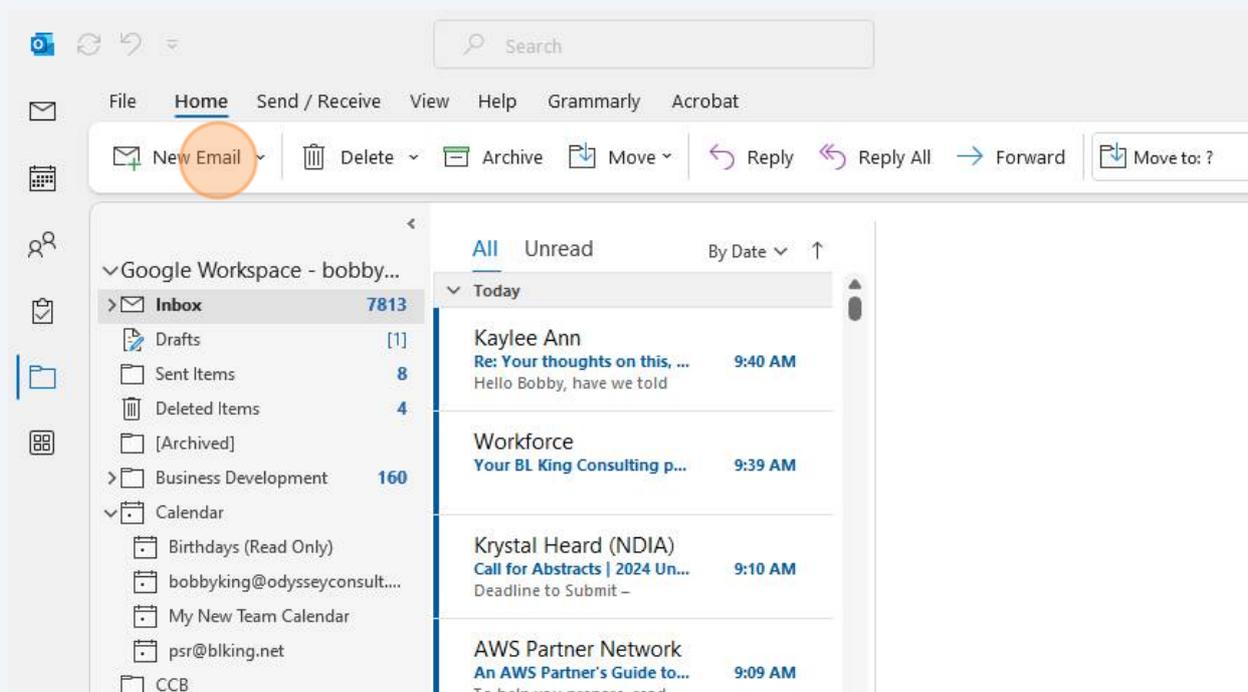


# How to Send a Digitally Signed and Encrypted Email

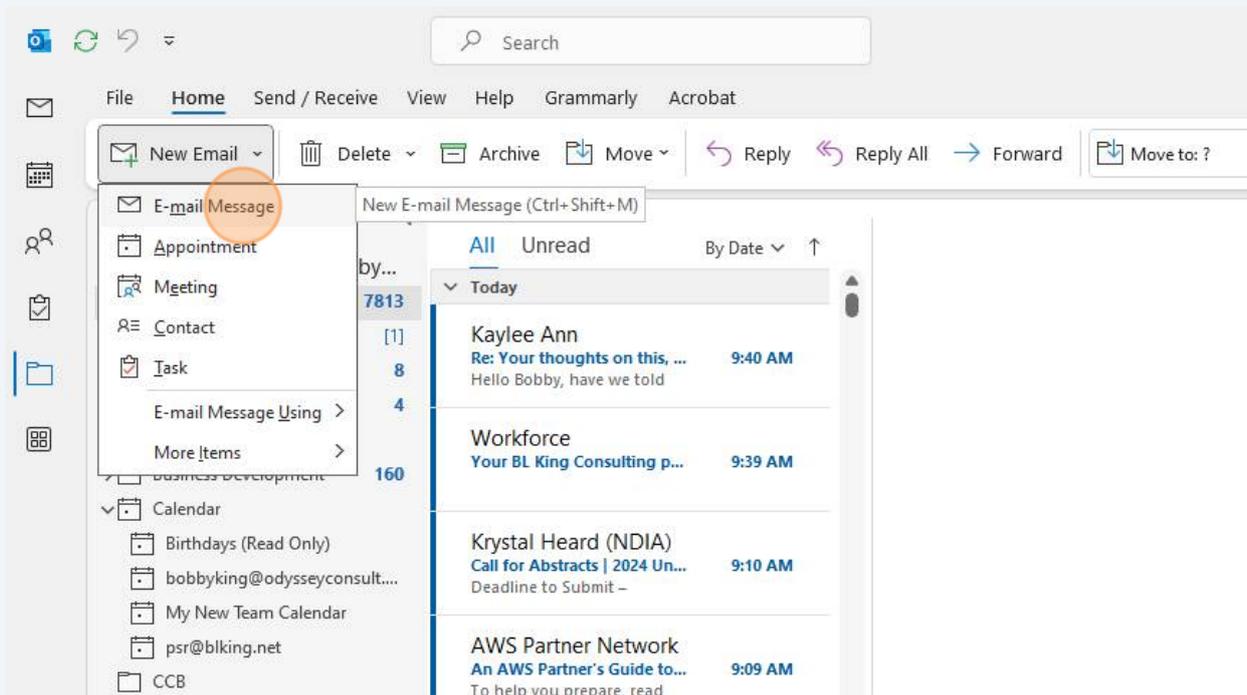
This guide provides step-by-step instructions on how to send a digitally signed and encrypted email. By following these steps, you can ensure the security and authenticity of your email communication. This is essential for protecting sensitive information and maintaining privacy.

## Send a Digitally Signed email

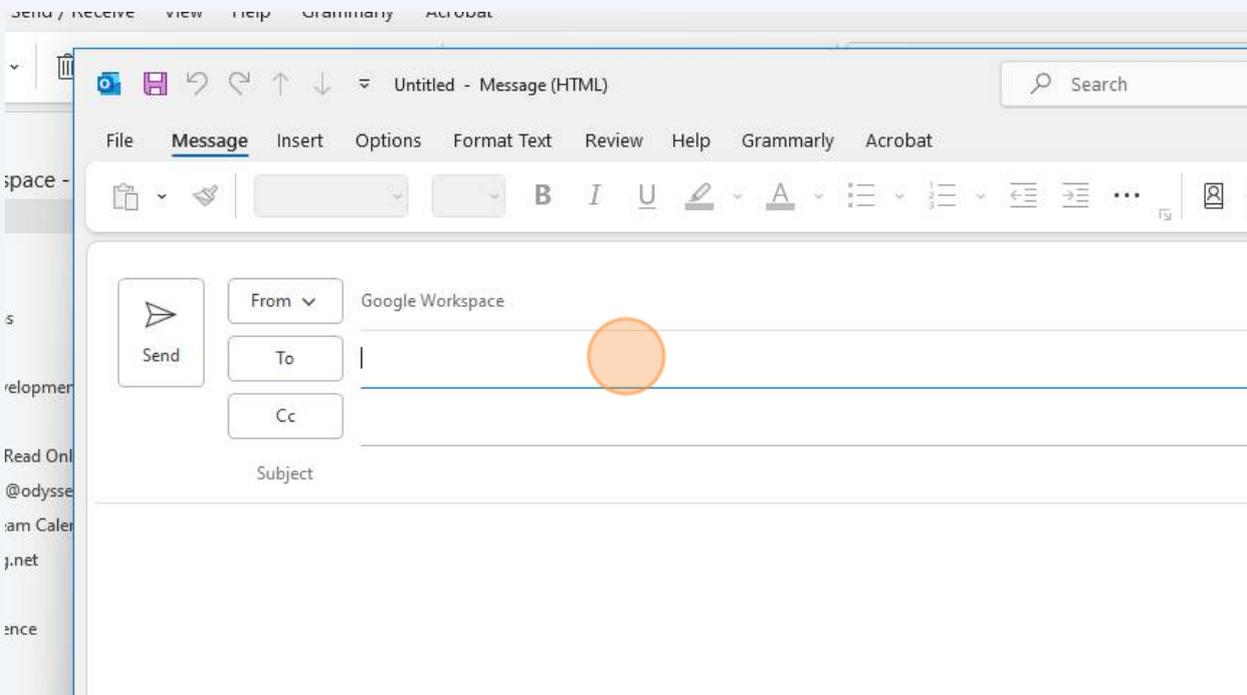
1 Click "New Email"



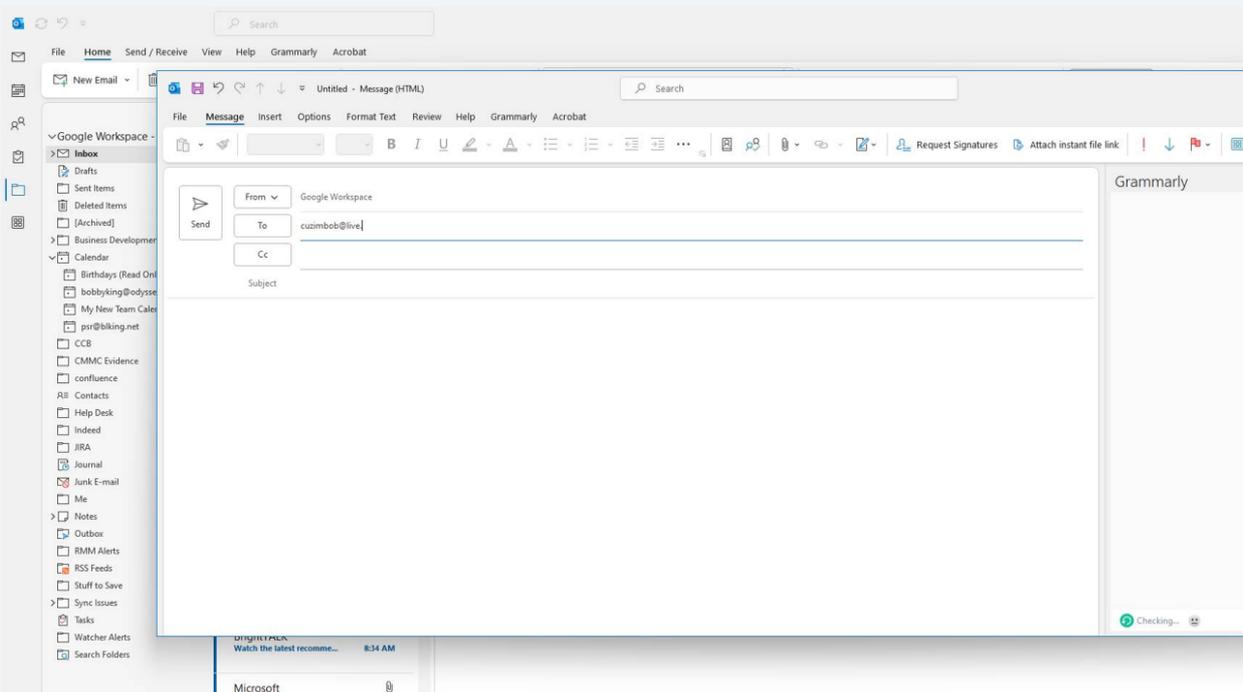
## 2 Click "E-mail Message"



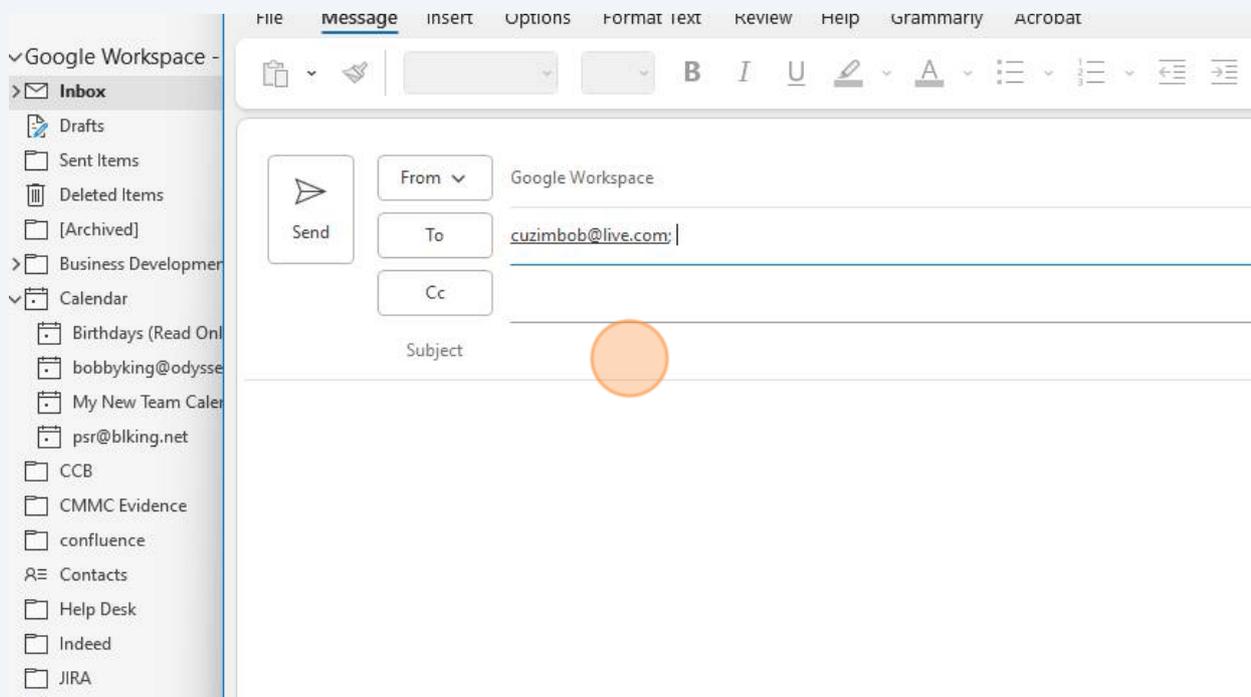
## 3 Click "To"



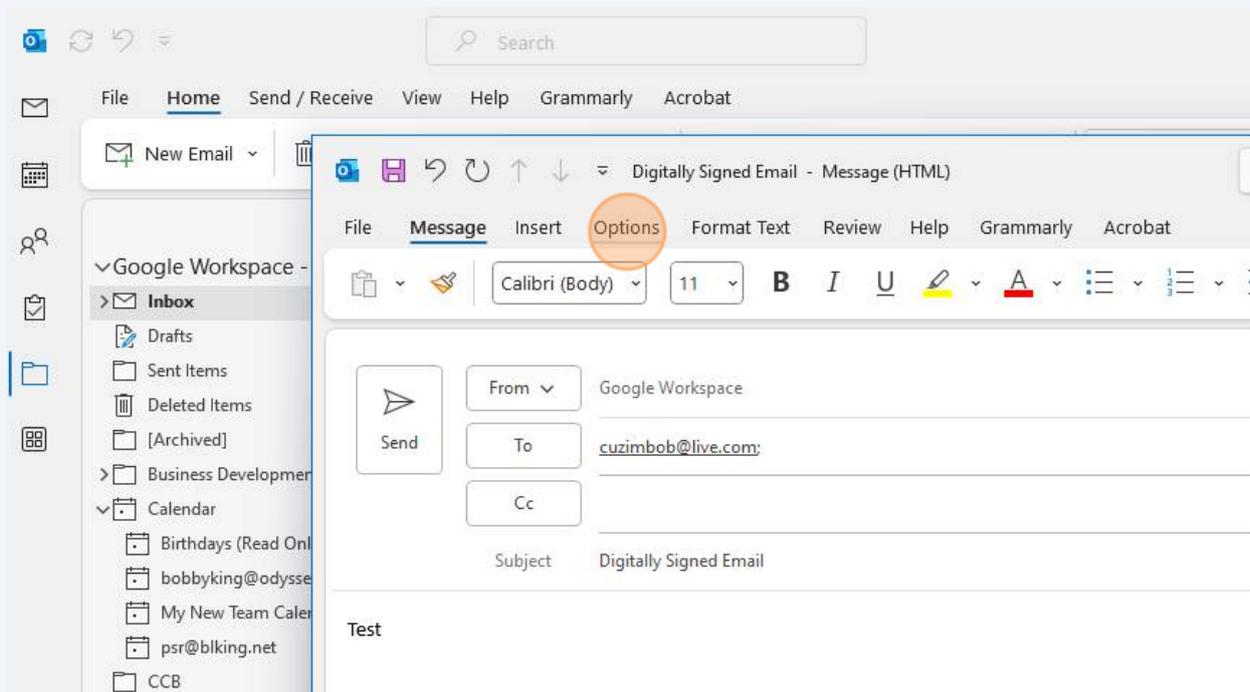
#### 4 Enter the recipients address in the TO: field



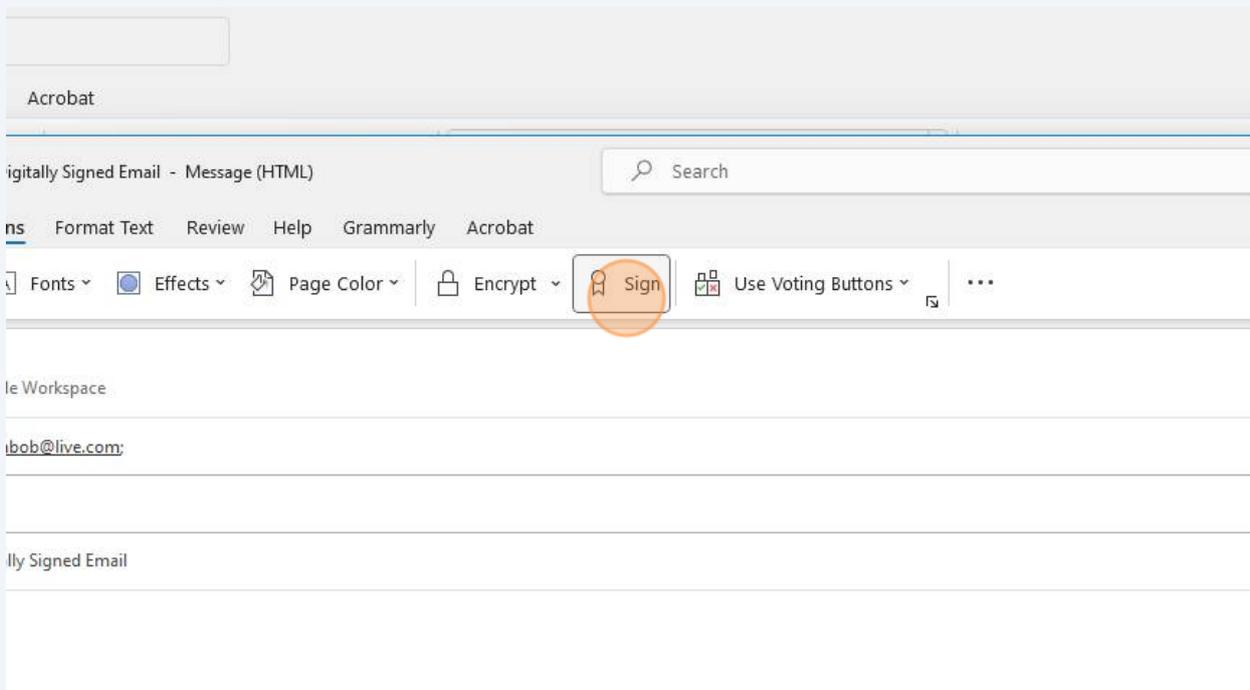
#### 5 Enter a subject and a message in the body of the email



## 6 Click "Options"



## 7 Click "Sign" and ensure that there is a gray box around the sign option.





Alert! Make sure there is a gray box around the sign option.

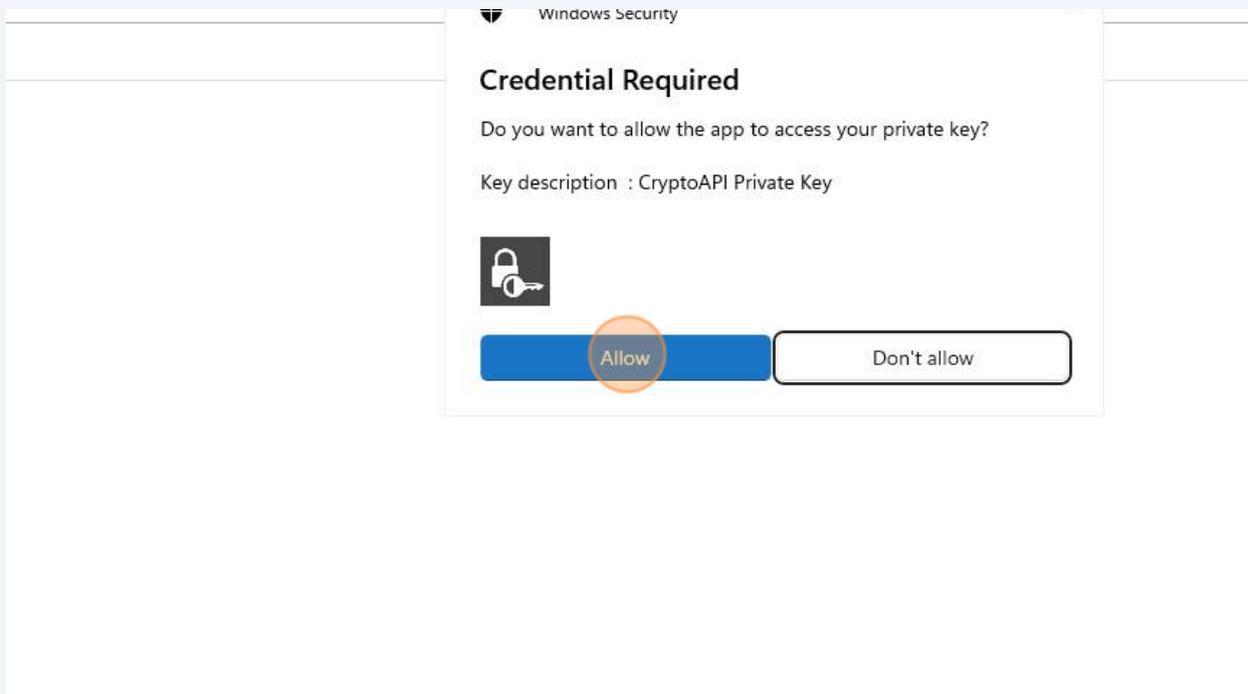
8

## Click "Send"

The screenshot shows the Outlook email client interface. The main window title is "Digitally Signed Email - Message (HTML)". The menu bar includes "File", "Message", "Insert", "Options", "Format Text", "Review", "Help", "Grammarly", and "Acrobat". The ribbon below the menu bar has tabs for "Themes", "Colors", "Fonts", "Effects", "Page Color", and "Encrypt". The email header fields are visible: "From" is set to "Google Workspace", "To" is "cuzimbob@live.com", and "Subject" is "Digitally Signed Email". The body of the email contains the text "Test". The "Send" button, located in the top left of the email composition area, is highlighted with a gray box. The left sidebar shows the "Google Workspace" folder structure, including "Inbox", "Drafts", "Sent Items", "Deleted Items", "[Archived]", "Business Development", "Calendar", and various calendar items.

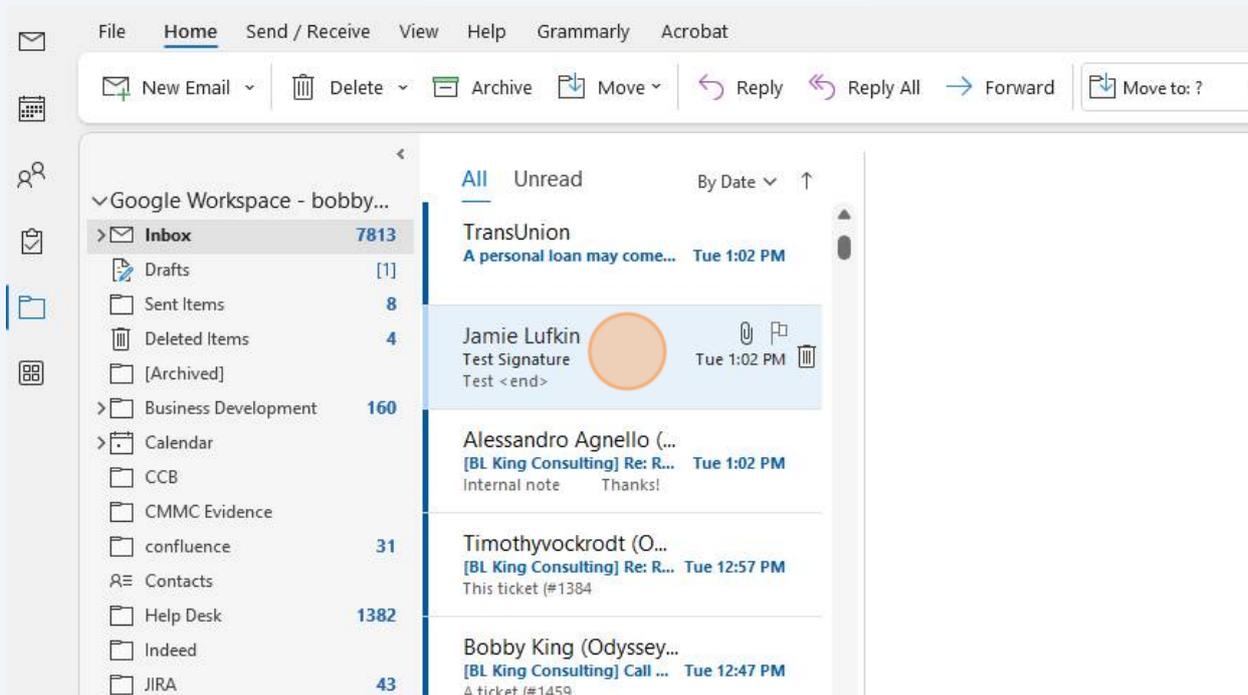
9

On this step you will be presented with a prompt to allow MS Outlook access to your Cryptographic Key. The exact dialog box will differ based on your certificate type, for instance if you use a CAC or a USB Token you will be presented with a request for your PIN.

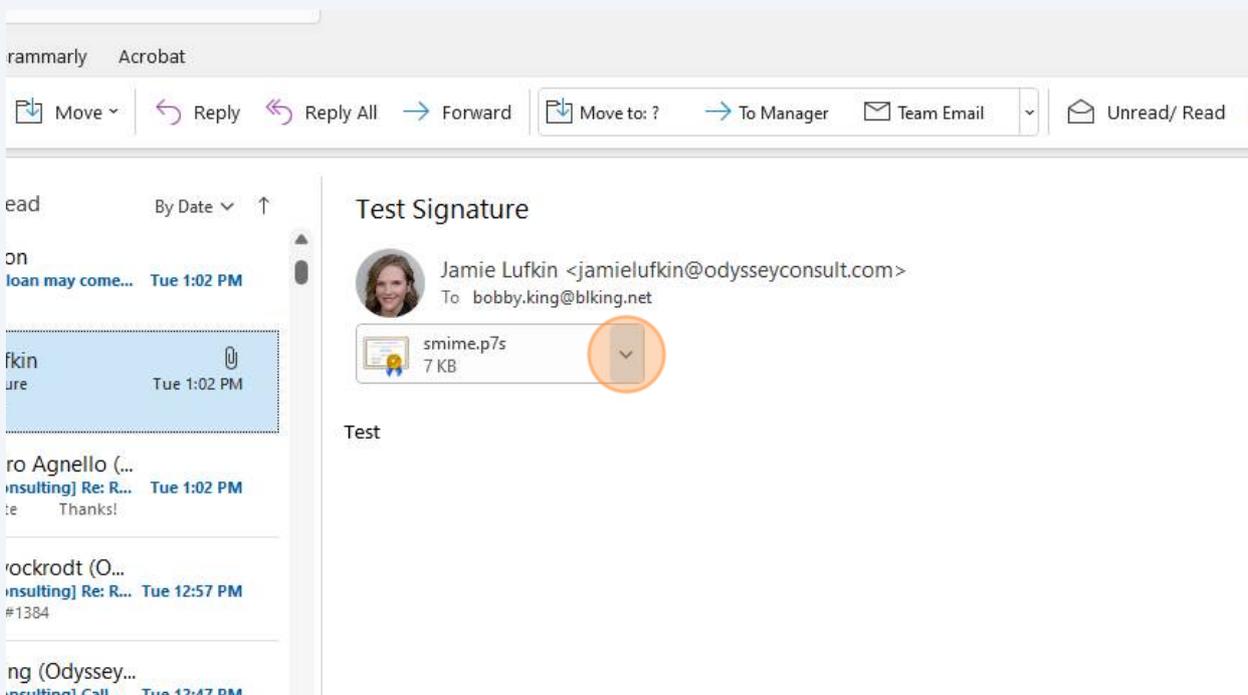


## Save the Senders Digital Encryption Certificate

## 10 Find the email that has the digital signature attached to it



## 11 Click the down arrow



## 12 Click "Save As"

The screenshot shows an email client interface. On the left, there is a list of emails with the following details:

- TransUnion**: A personal loan may come... Tue 1:02 PM
- Jamie Lufkin**: Test Signature Tue 1:02 PM
- Alessandro Agnello (...)**: [BL King Consulting] Re: R... Tue 1:02 PM
- Timothyvockrodt (O...)**: [BL King Consulting] Re: R... Tue 12:57 PM
- Bobby King (Odyssey...)**: [BL King Consulting] Call ... Tue 12:47 PM
- Team Zendesk**: Scaling Up? Here's how AI ... Tue 12:46 PM
- The team at Adobe**

The main view shows the email 'Test Signature' from Jamie Lufkin. The attachment 'smime.p7s' (7 KB) is highlighted, and a context menu is open with the 'Save As' option selected.

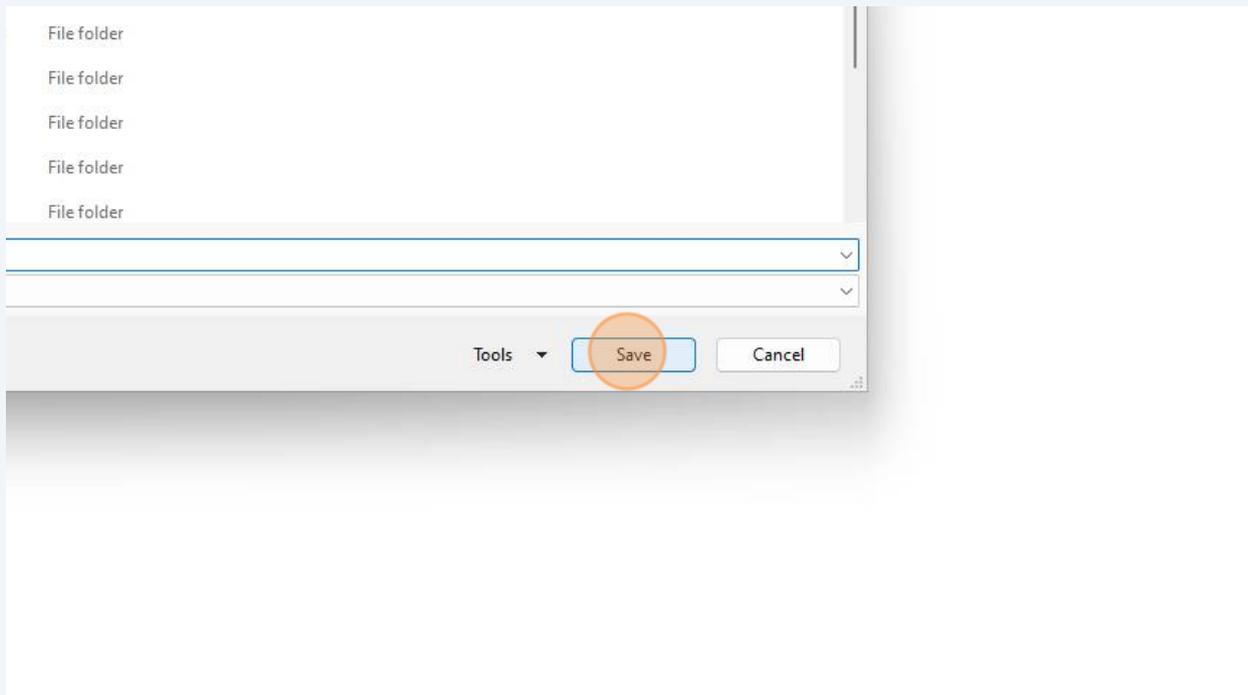
## 13 Save the certificate, and make note of where you saved it, you will need it again in a moment.

The screenshot shows a Windows File Explorer window titled 'Save Attachment'. The address bar shows the path: This PC > Local Disk (C:) > Users > cuzim > Documents. The file list shows the following folders:

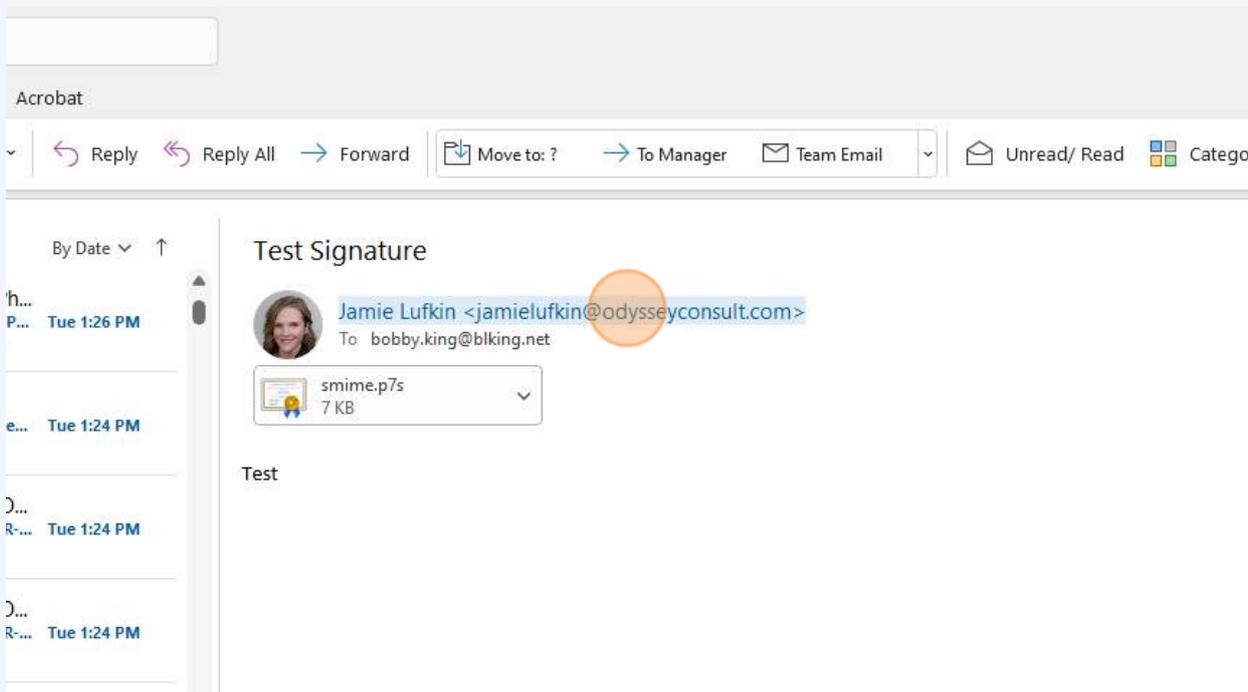
Name	Date modified	Type	Size
Adobe	4/30/2023 5:59 PM	File folder	
Chronicle Graphics	5/16/2023 3:32 PM	File folder	
Custom Office Templates	12/16/2021 11:20 AM	File folder	
My Data Sources	8/2/2023 2:10 PM	File folder	
Outlook Files	4/18/2023 2:29 PM	File folder	
PassMark	10/24/2023 4:02 PM	File folder	
Security	5/24/2023 3:55 PM	File folder	

The 'File name' field contains 'luf' and the 'Save as type' is set to 'PKCS #7 Signature (\*.p7s)'. The background shows the email client interface with the 'Test Signature' email visible.

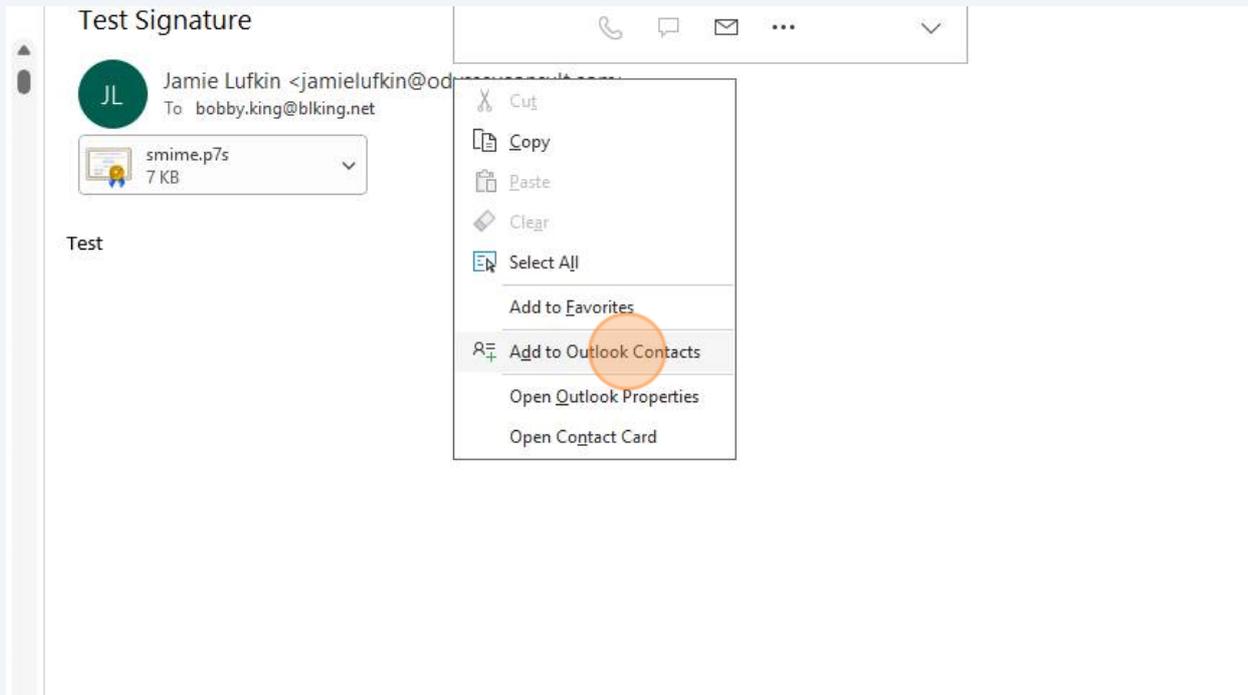
## 14 Click "Save"



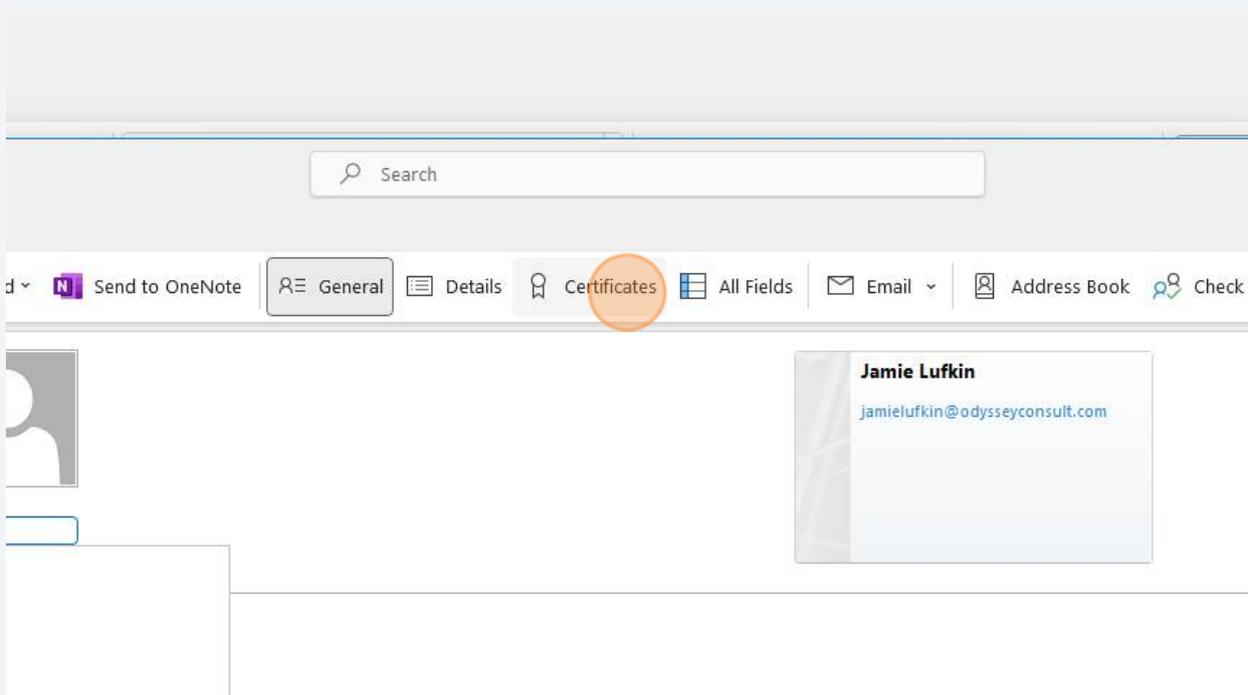
## 15 Right Click on the Senders name



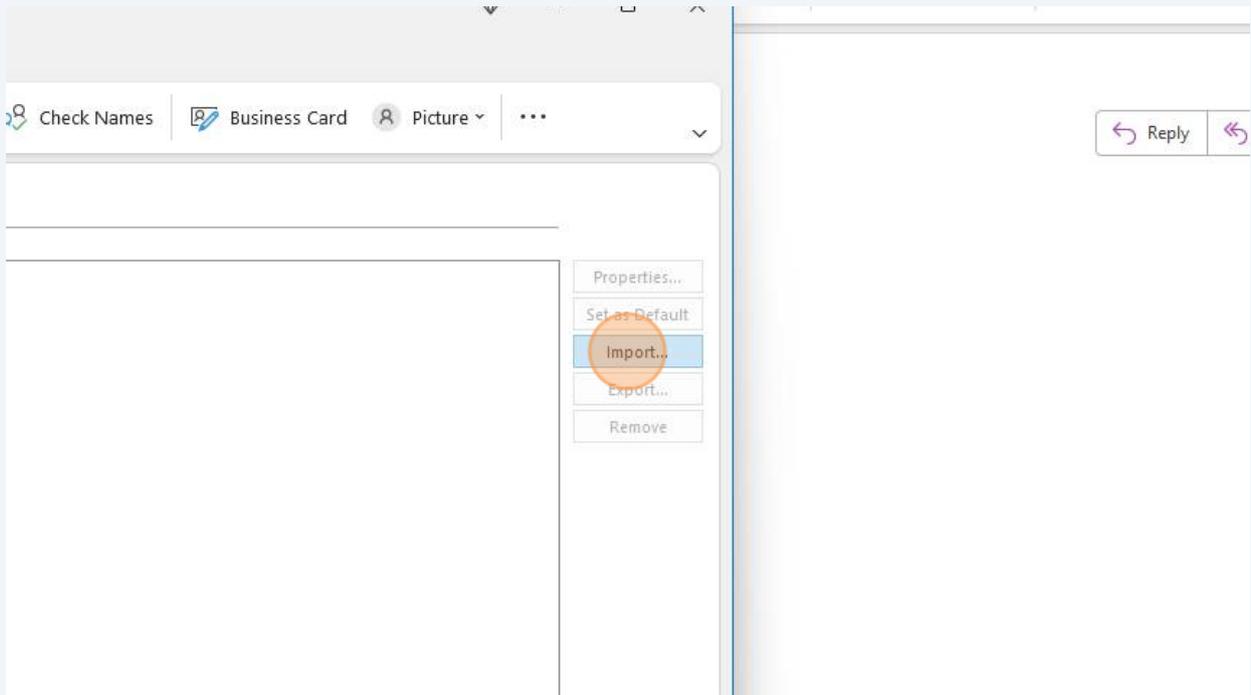
16 Click "Add to Outlook Contacts"



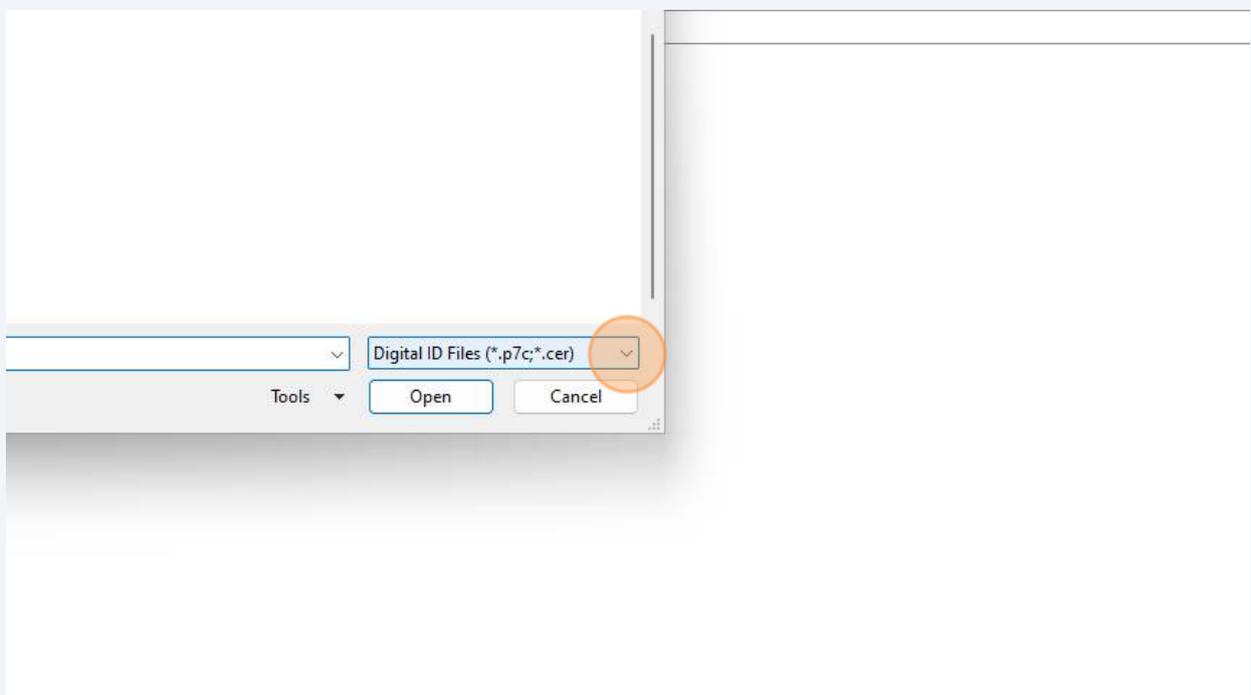
17 Click "Certificates"



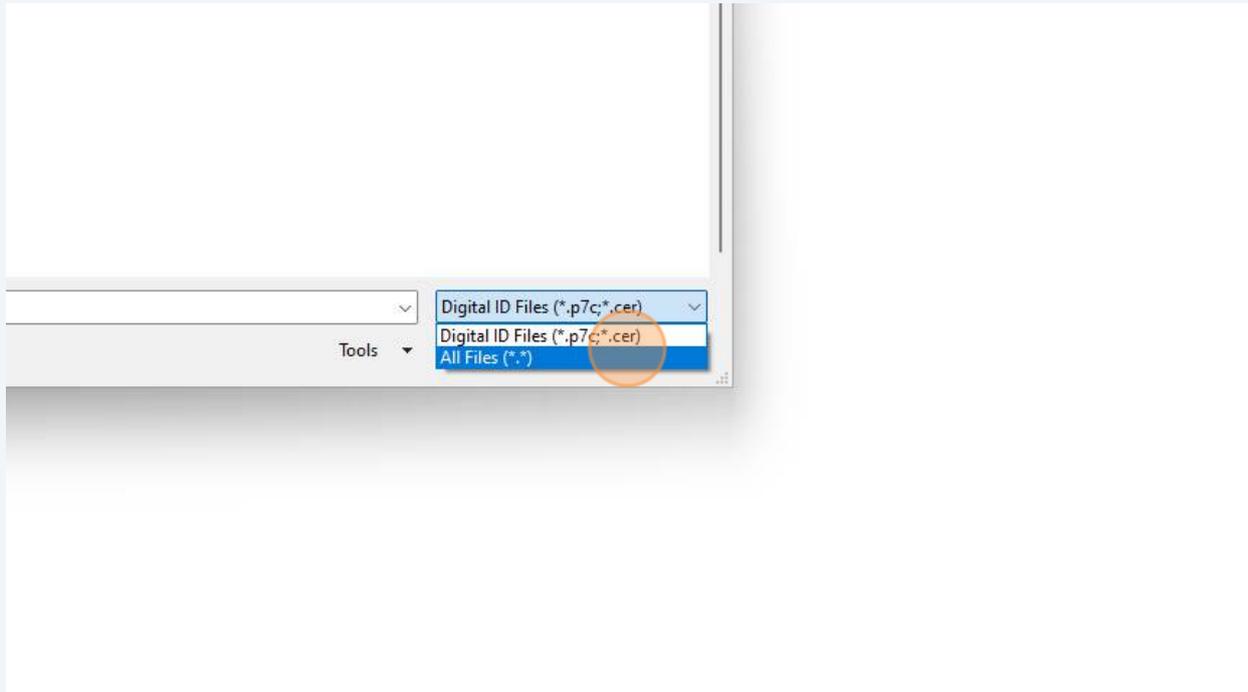
**18** Click "Import..."



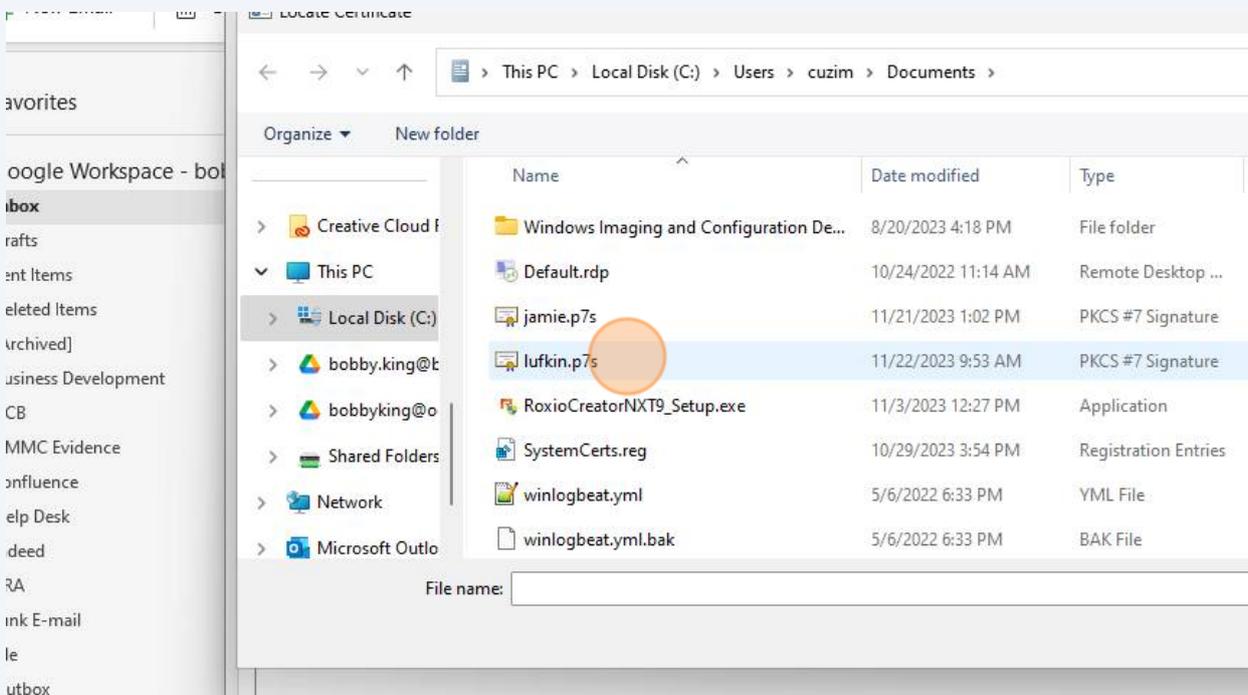
**19** Click the dropdown arrow



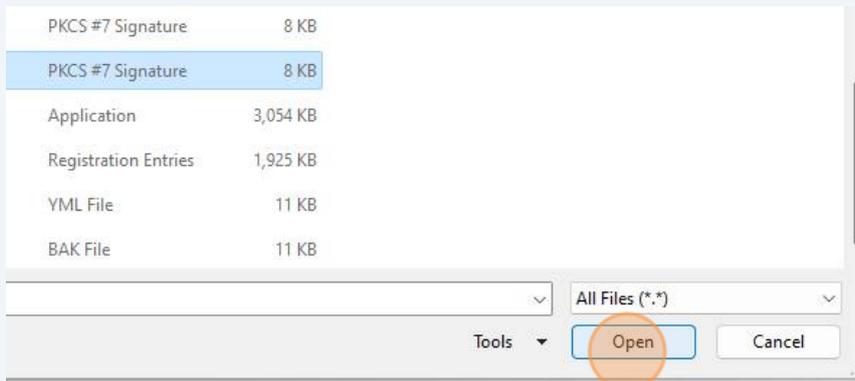
## 20 Select "All Files"



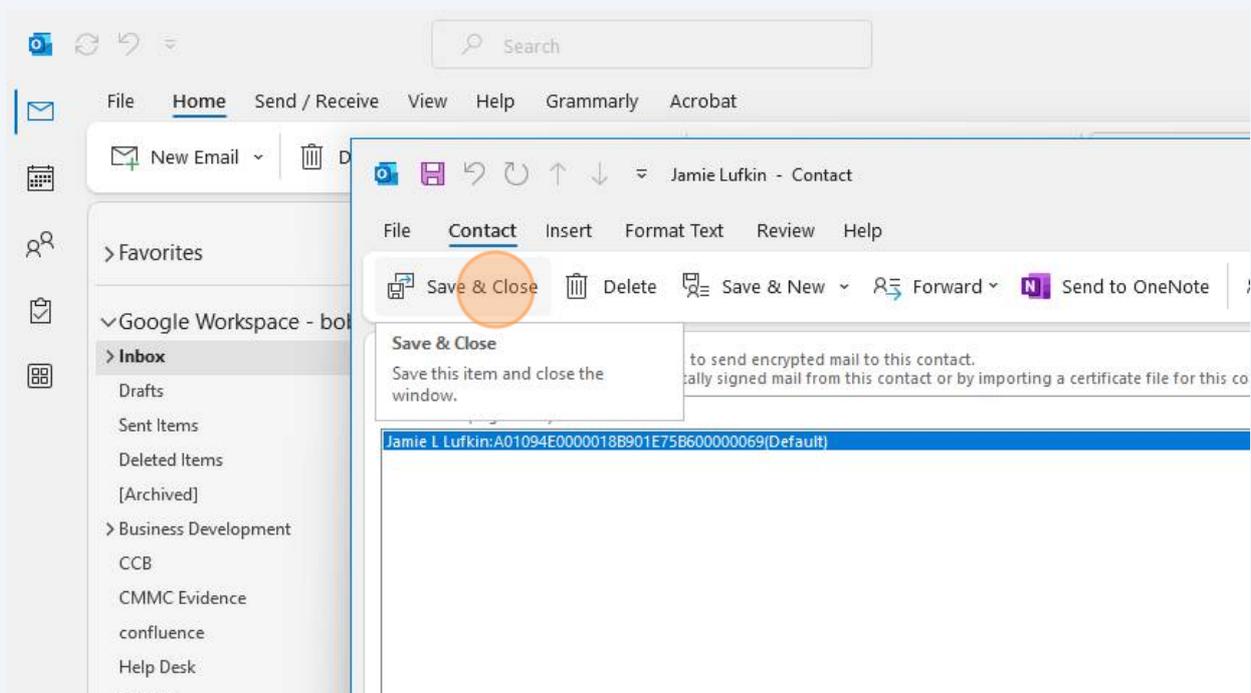
## 21 Find the .p7s file from earlier



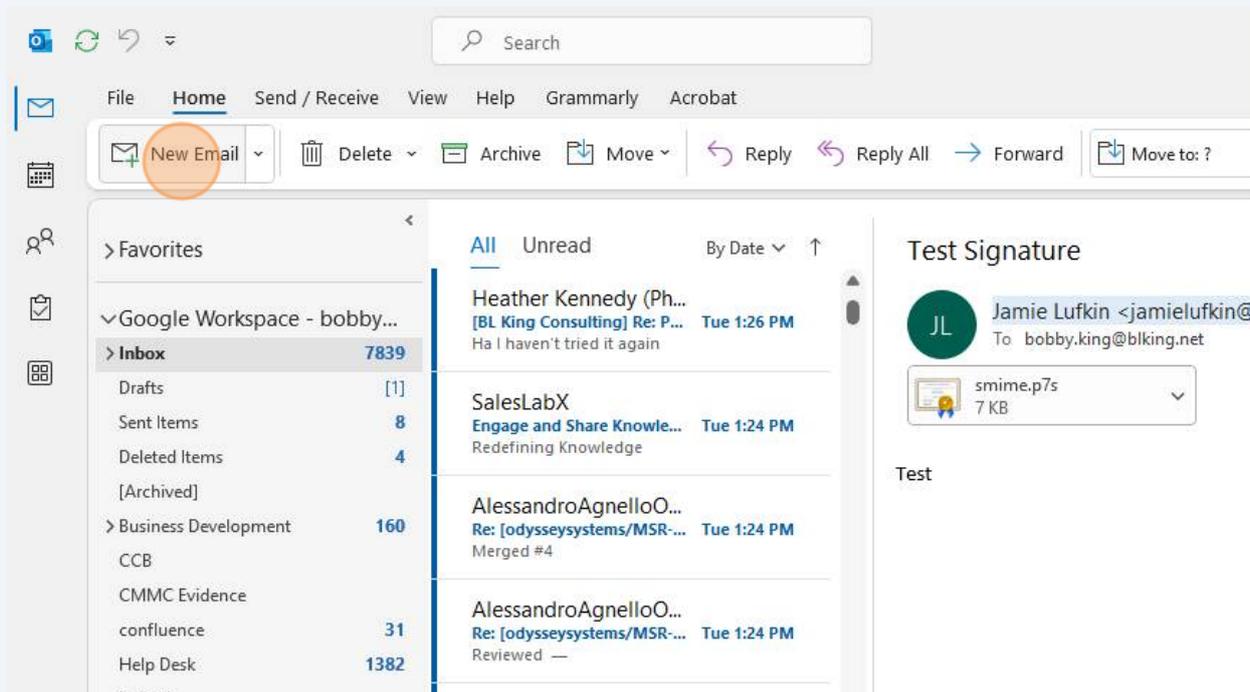
## 22 Click "Open"



## 23 Click "Save & Close"



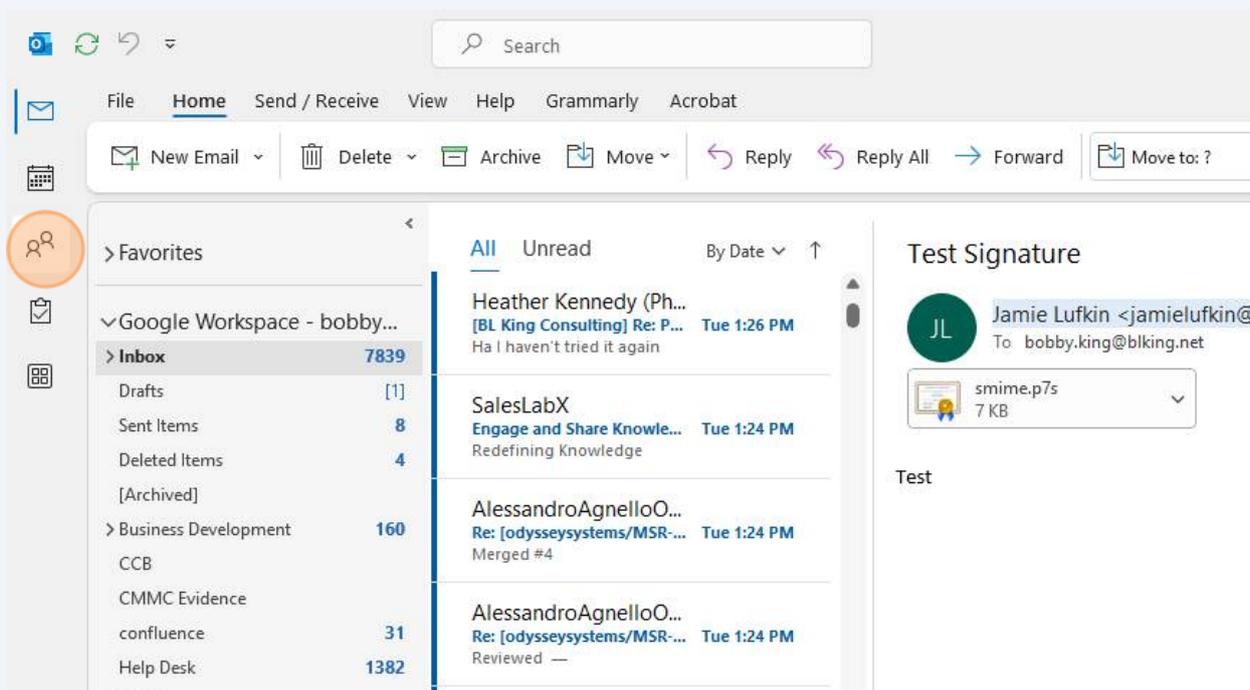
## 24 Click "New Email"



The screenshot shows the Microsoft Outlook interface. The ribbon at the top includes 'File', 'Home', 'Send / Receive', 'View', 'Help', 'Grammarly', and 'Acrobat'. The 'Home' tab is active, and the 'New Email' button is highlighted with an orange circle. Other buttons in the ribbon include 'Delete', 'Archive', 'Move', 'Reply', 'Reply All', 'Forward', and 'Move to: ?'. The left sidebar shows a list of folders under 'Favorites' and 'Google Workspace - bobby...'. The main pane displays a list of emails, and the right pane shows a 'Test Signature' with a profile picture, name 'Jamie Lufkin', email address, and a file attachment 'smime.p7s'.

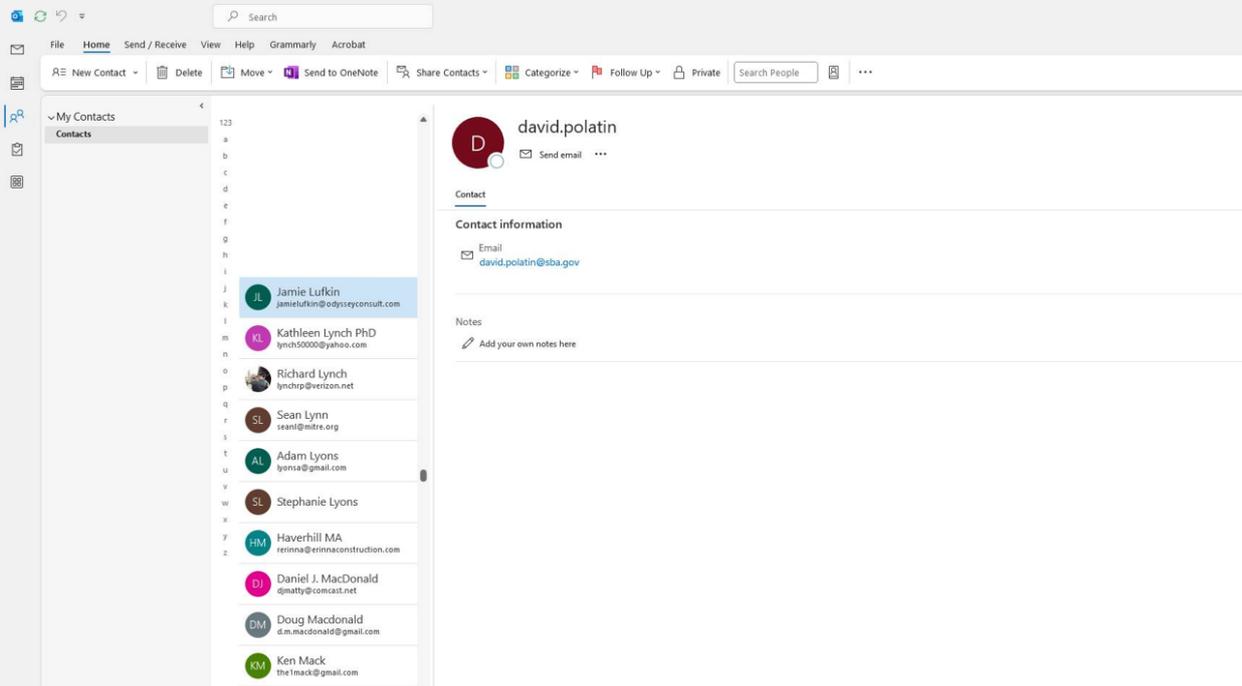
## Send an Encrypted Email

## 25 Click the contacts icon

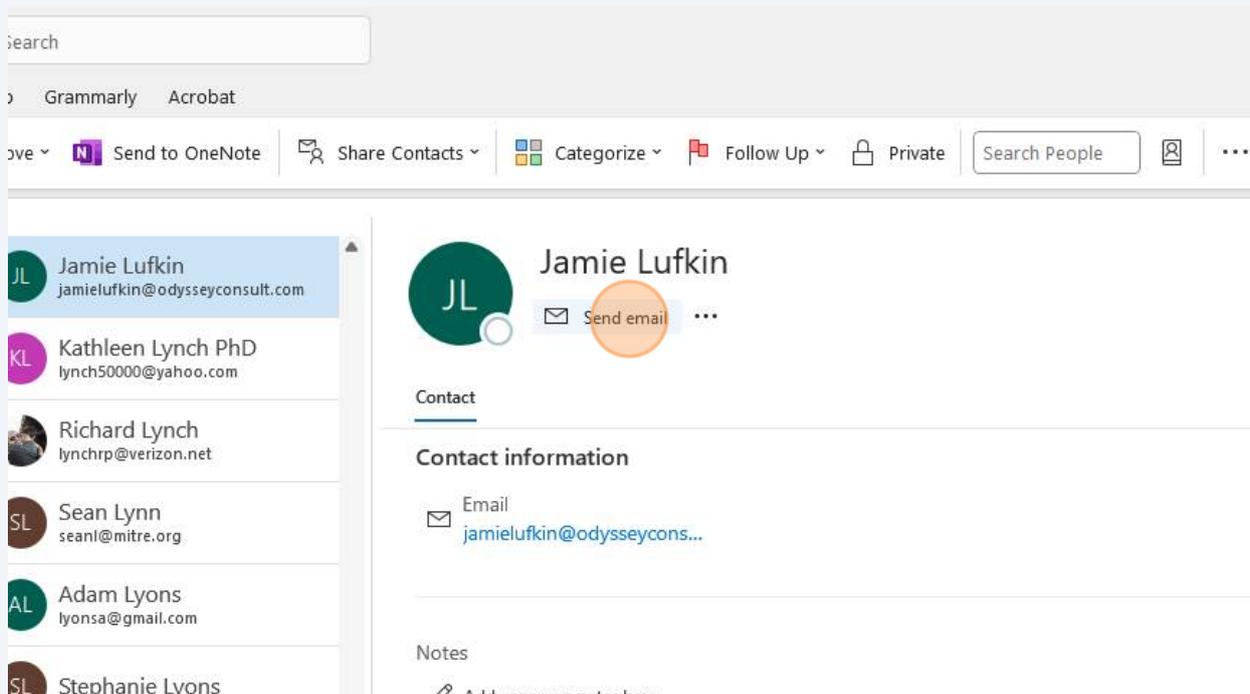


The screenshot shows the Microsoft Outlook interface, similar to the previous one. The 'New Email' button is still highlighted in the ribbon. In the left sidebar, the contacts icon (a person silhouette) is highlighted with an orange circle. The rest of the interface, including the email list and the 'Test Signature' pane, remains the same.

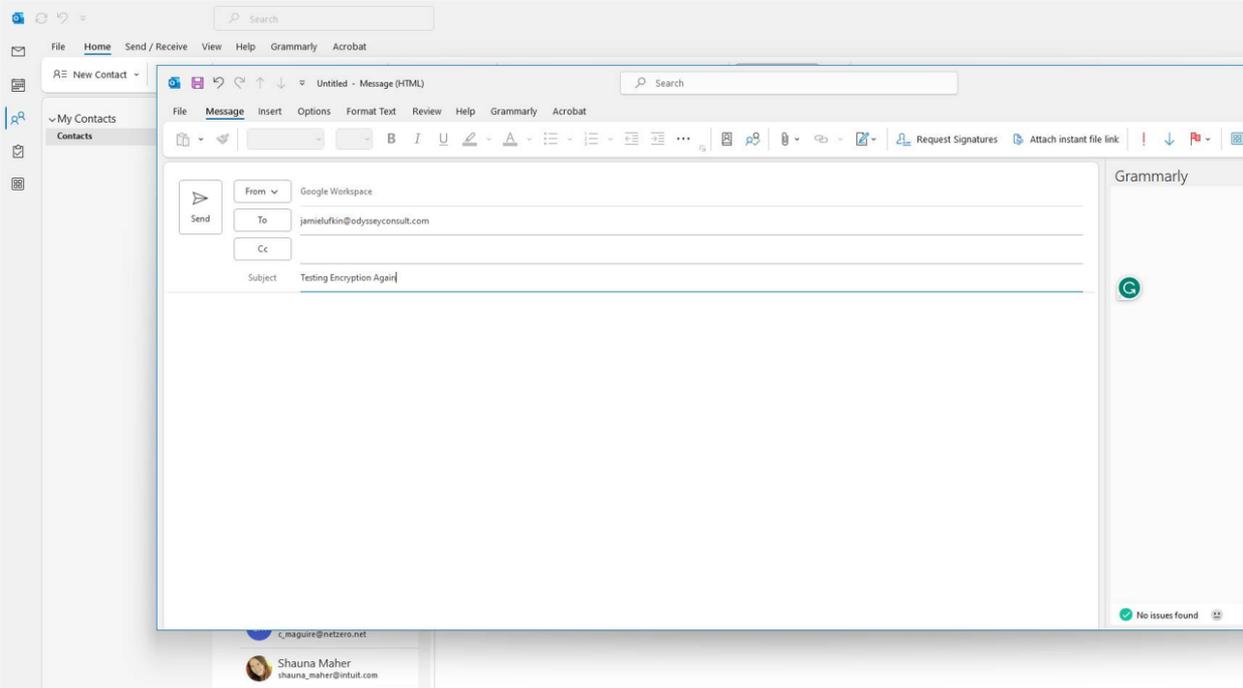
26 Search your contacts for the contact card you just imported the certificate to



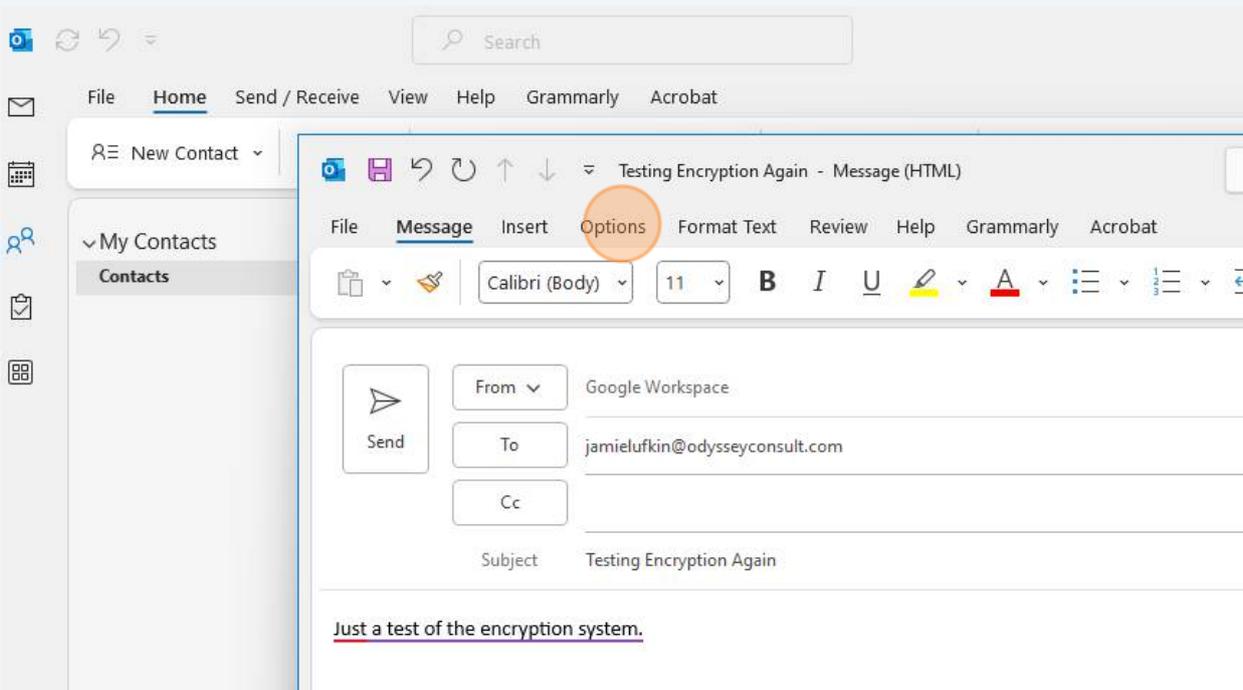
27 Click " Send email"



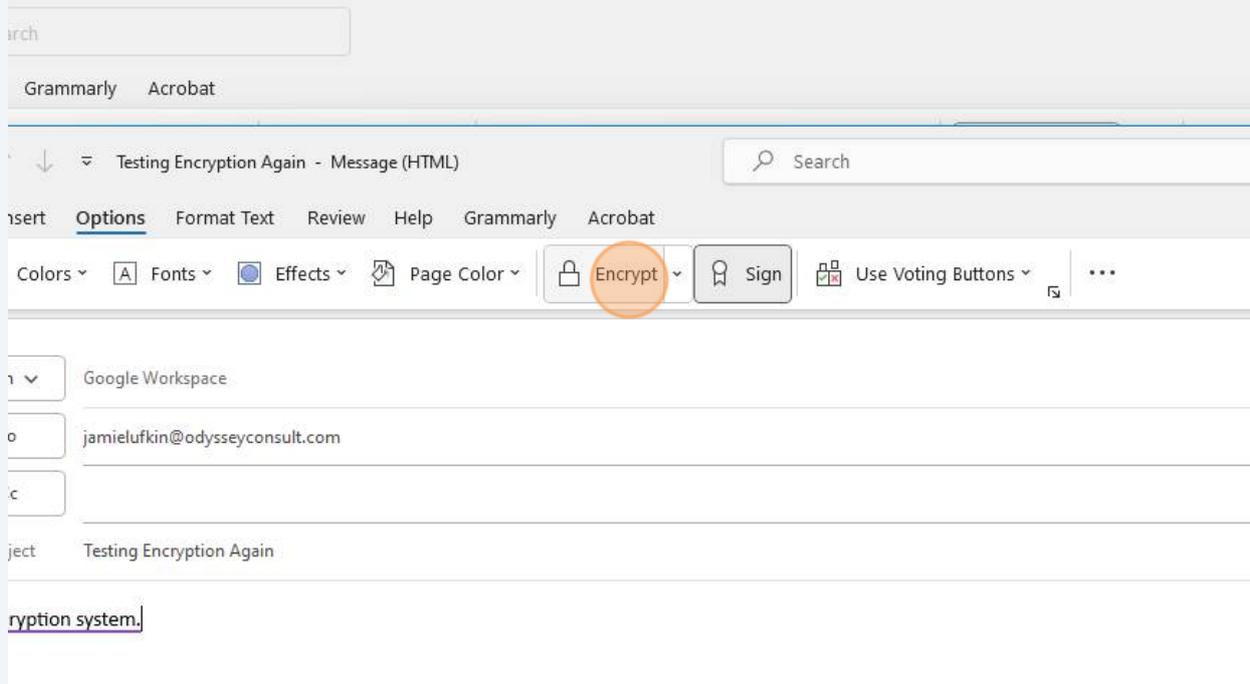
## 28 Enter a subject and your message in the body of the email



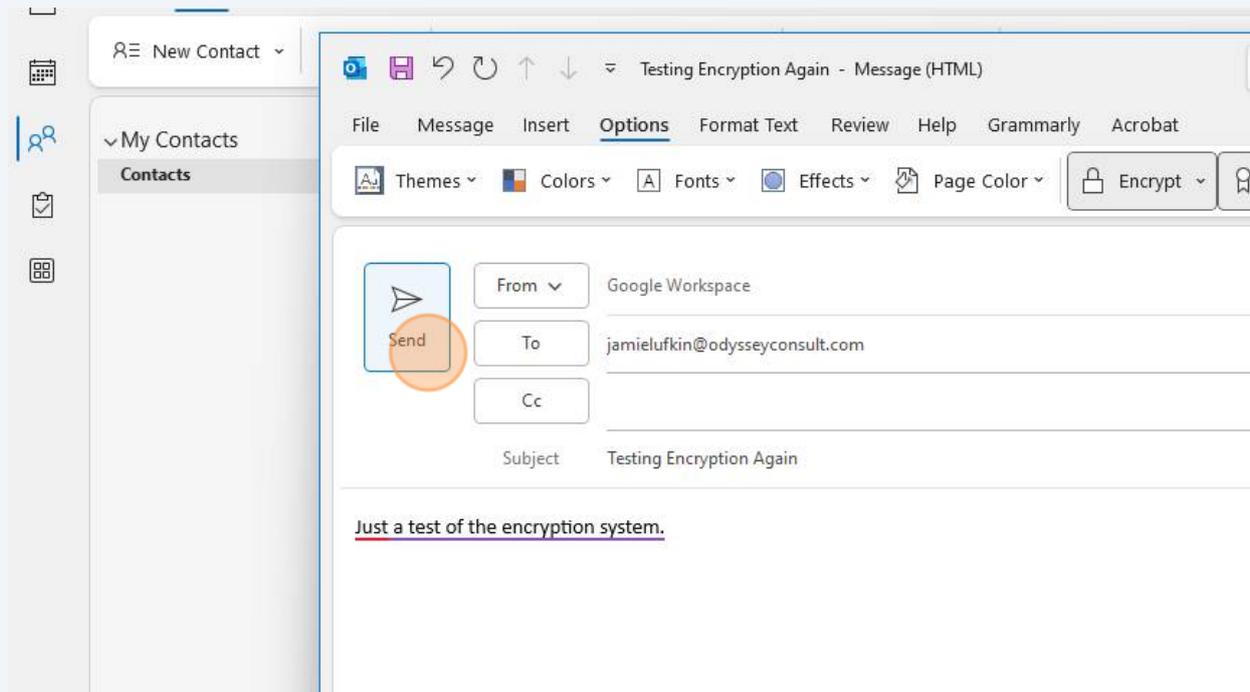
## 29 Click "Options"



### 30 Click "Encrypt"



### 31 Click "Send"





Tip! If you did not receive an error, then it sent properly. If you did receive an error then you may need to complete these steps again or contact the help desk for assistance.

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