# 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



### 2 Click "E-mail Message"



## 3 Click "To"

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

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

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8 Click "Send"

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**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

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

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

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Click the dropdown arrow
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### 21 Find the .p7s file from earlier



# 22 Click "Open"

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# Send an Encrypted Email

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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.