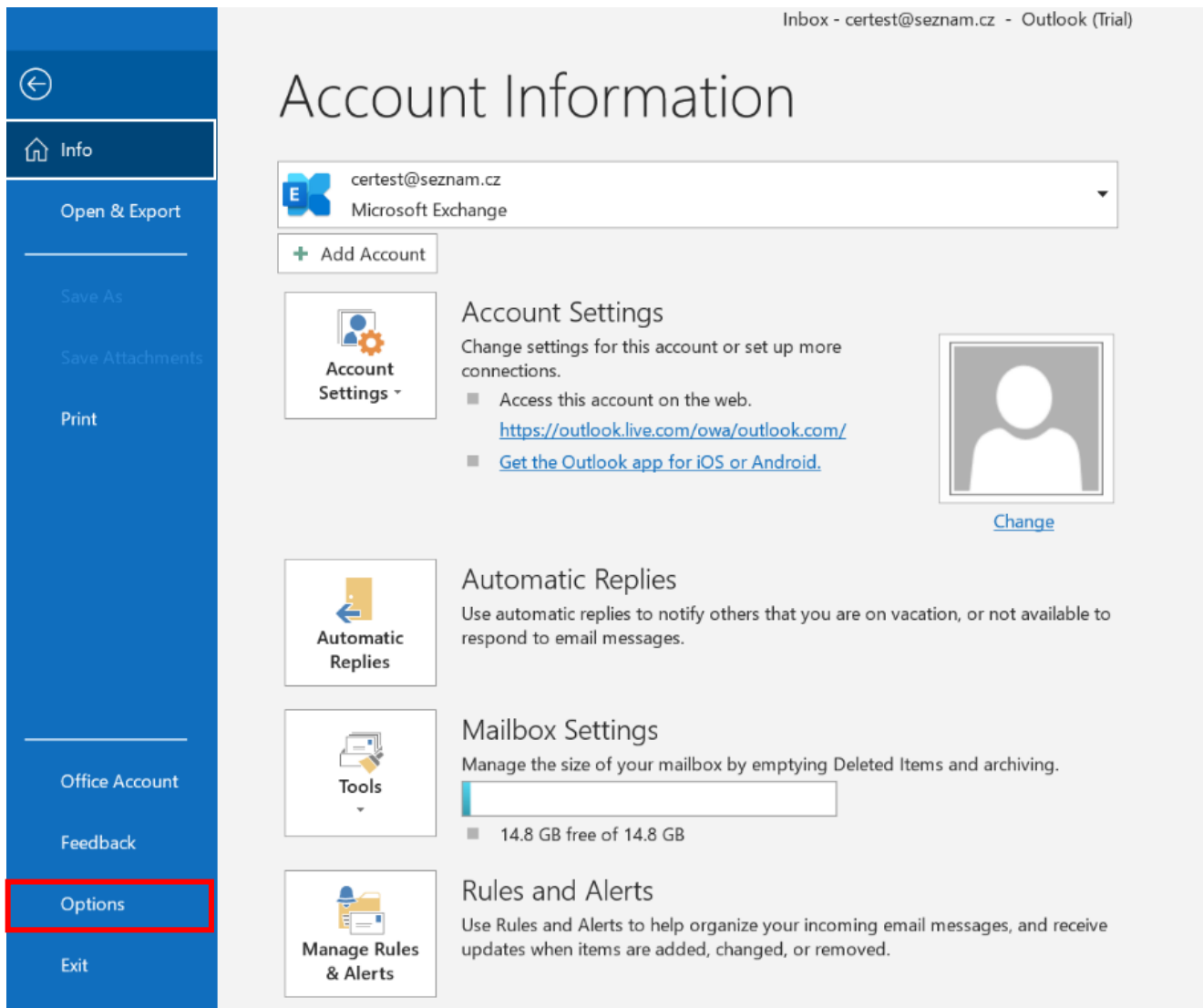


## Outlook 2013 – Signature certificate set up

In the file **“File”** choose **“Options”**.




Inbox - certest@seznam.cz - Outlook (Trial)

# Account Information

certest@seznam.cz  
Microsoft Exchange


+ Add Account



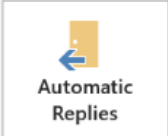
**Account Settings**

**Account Settings**  
Change settings for this account or set up more connections.

- Access this account on the web.  
<https://outlook.live.com/owa/outlook.com/>
- [Get the Outlook app for iOS or Android.](#)

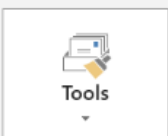


[Change](#)



**Automatic Replies**


**Automatic Replies**  
Use automatic replies to notify others that you are on vacation, or not available to respond to email messages.



**Tools**

**Mailbox Settings**  
Manage the size of your mailbox by emptying Deleted Items and archiving.

14.8 GB free of 14.8 GB



**Manage Rules & Alerts**

**Rules and Alerts**  
Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.

←

Info

Open & Export

Save As

Save Attachments

Print

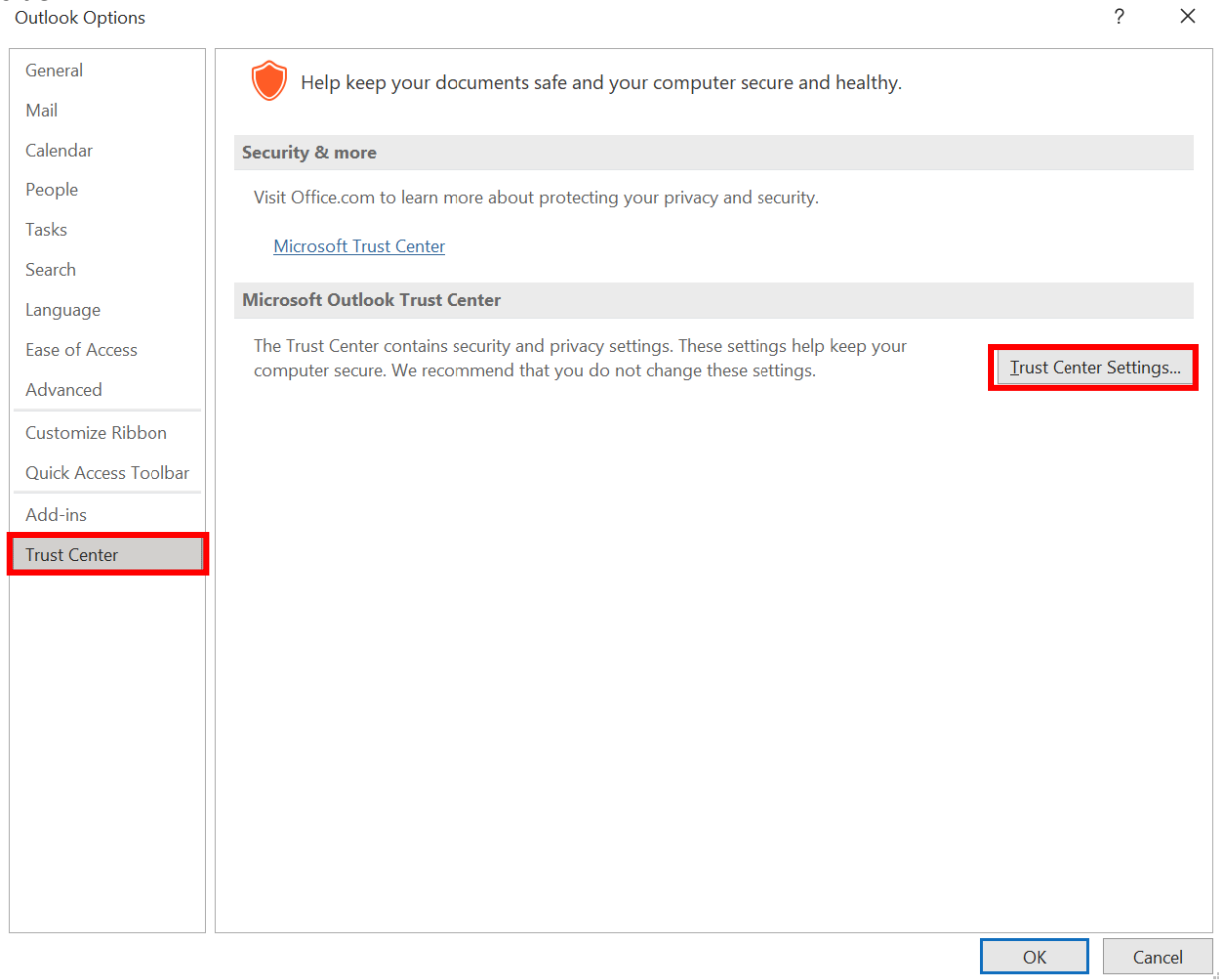
Office Account

Feedback

**Options**

Exit

In the left column choose option **“Trust center”** and then click on **“Trust Center Settings”** on the left side.



Choose the option “Email Security” and then click on the button “Settings...”.

Trust Center ? X


- Trusted Publishers
- Privacy Options
- Form-based Sign-in
- Email Security
- Attachment Handling
- Automatic Download
- Macro Settings
- Programmatic Access

### Encrypted email

- Encrypt contents and attachments for outgoing messages
- Add digital signature to outgoing messages
- Send clear text signed message when sending signed messages
- Request S/MIME receipt for all S/MIME signed messages

Default Setting:  Settings...

### Digital IDs (Certificates)

 Digital IDs or Certificates are documents that allow you to prove your identity in electronic transactions.

Publish to GAL... Import/Export...

### Read as Plain Text

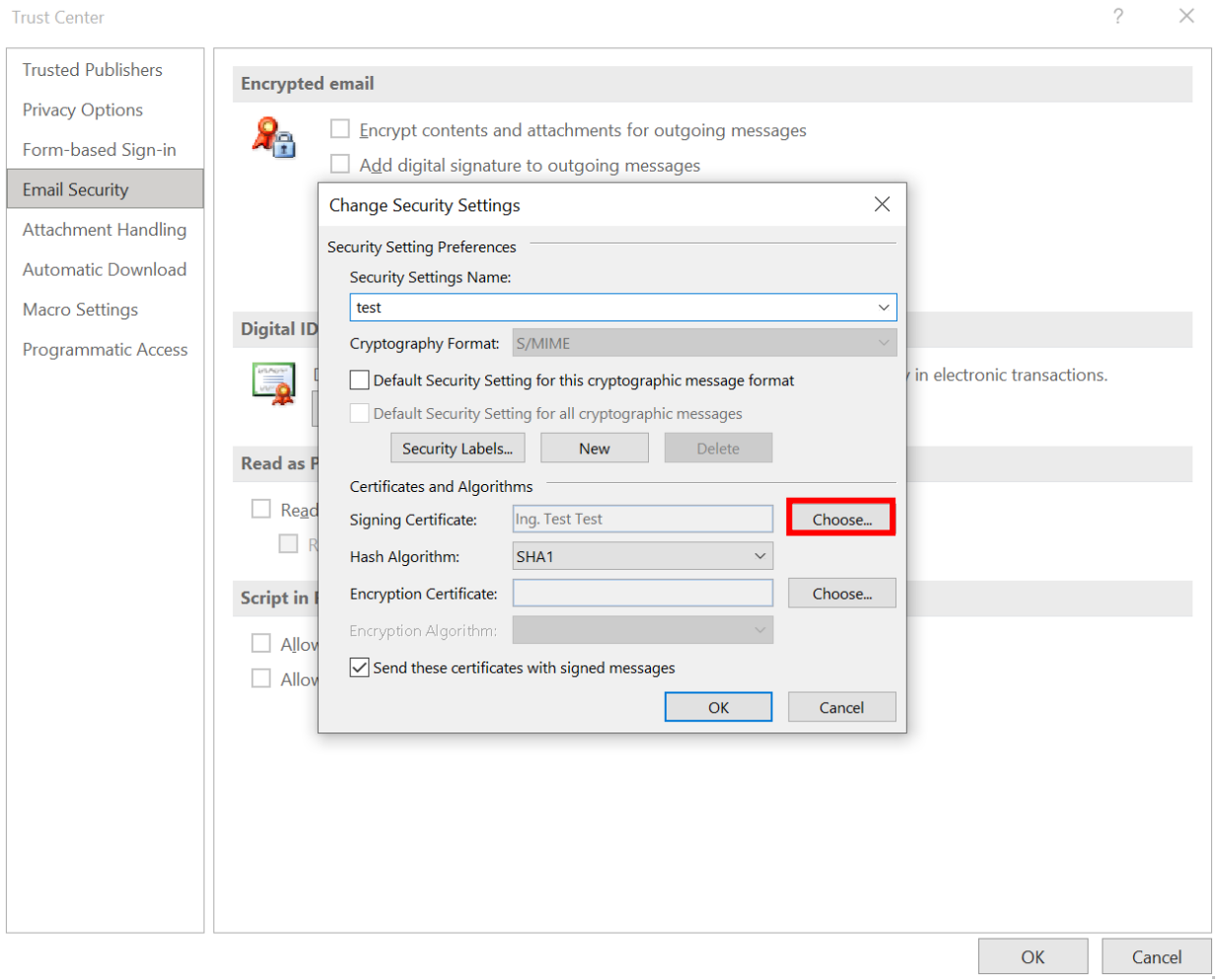
- Read all standard mail in plain text
- Read all digitally signed mail in plain text

### Script in Folders

- Allow script in shared folders
- Allow script in Public Folders

OK Cancel

In the line **Signing Certificate** click on the button **“Choose...”**. Then confirm your choice with **“OK”**.



The screenshot shows the Outlook Trust Center window with the 'Email Security' section selected in the left-hand navigation pane. The main area displays the 'Encrypted email' settings, including checkboxes for 'Encrypt contents and attachments for outgoing messages' and 'Add digital signature to outgoing messages'. A 'Change Security Settings' dialog box is overlaid on top, showing the 'Security Setting Preferences' section with a dropdown menu set to 'test'. Below this, the 'Cryptography Format' is set to 'S/MIME'. In the 'Certificates and Algorithms' section, the 'Signing Certificate' dropdown is set to 'Ing. Test Test', and the 'Choose...' button next to it is highlighted with a red rectangle. Other options include 'Hash Algorithm' (SHA1), 'Encryption Certificate' (empty), and 'Encryption Algorithm' (empty). The 'Send these certificates with signed messages' checkbox is checked. 'OK' and 'Cancel' buttons are at the bottom of the dialog. At the bottom right of the main window, there are also 'OK' and 'Cancel' buttons.

Open new message and click on **“Options”**. Then click on the button **“Sign”**.

