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Centrum informačných a komunikačných technológií

Information and Cybersecurity Division
Computer Security Incident Response Team (CSIRT-UPJS)

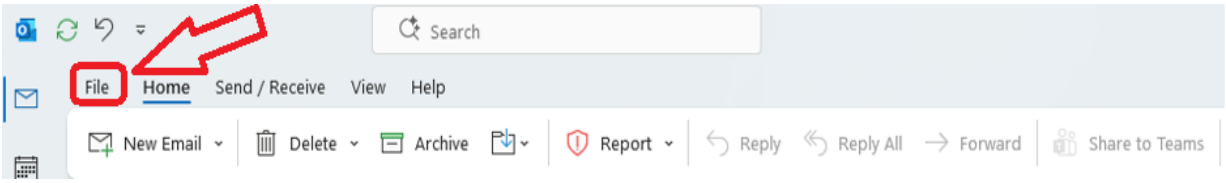
Outlook - working with digital signatures

TLP:CLEAR

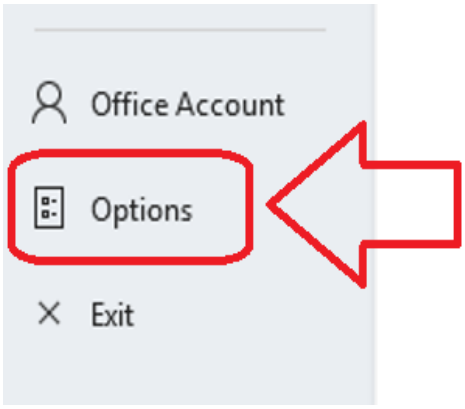
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Enabling automatic signing

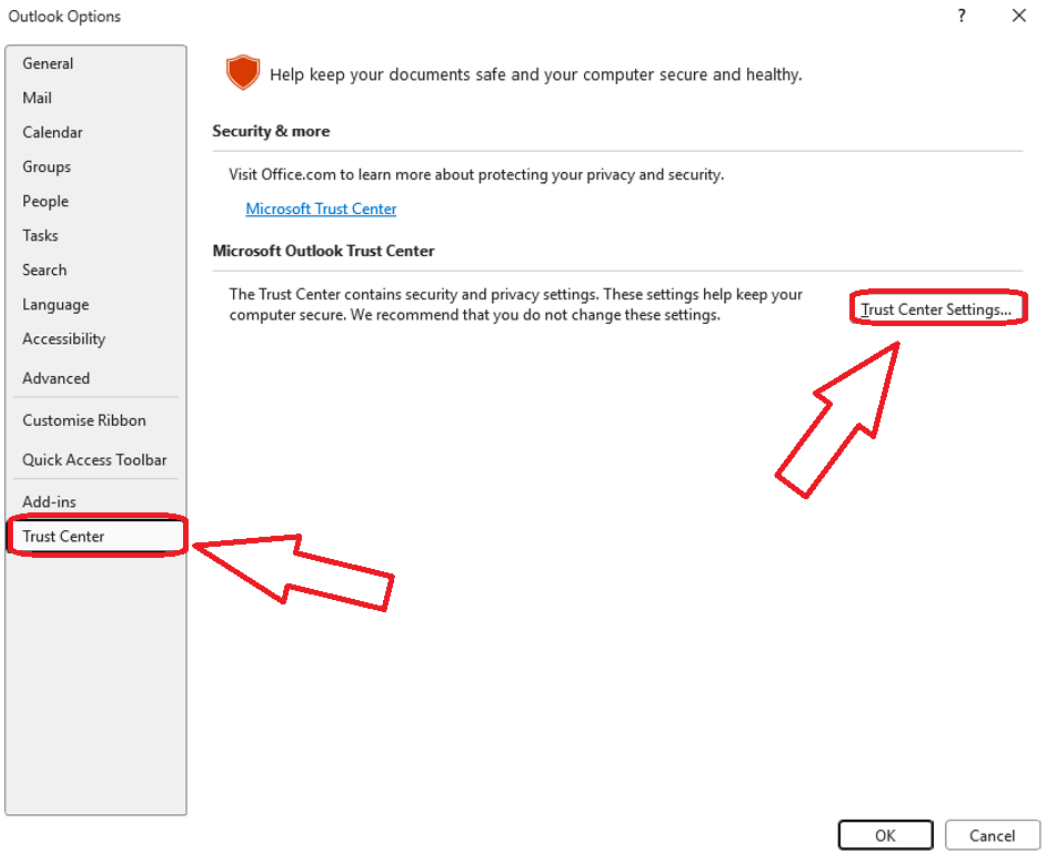
1. In Outlook, select the *File* option



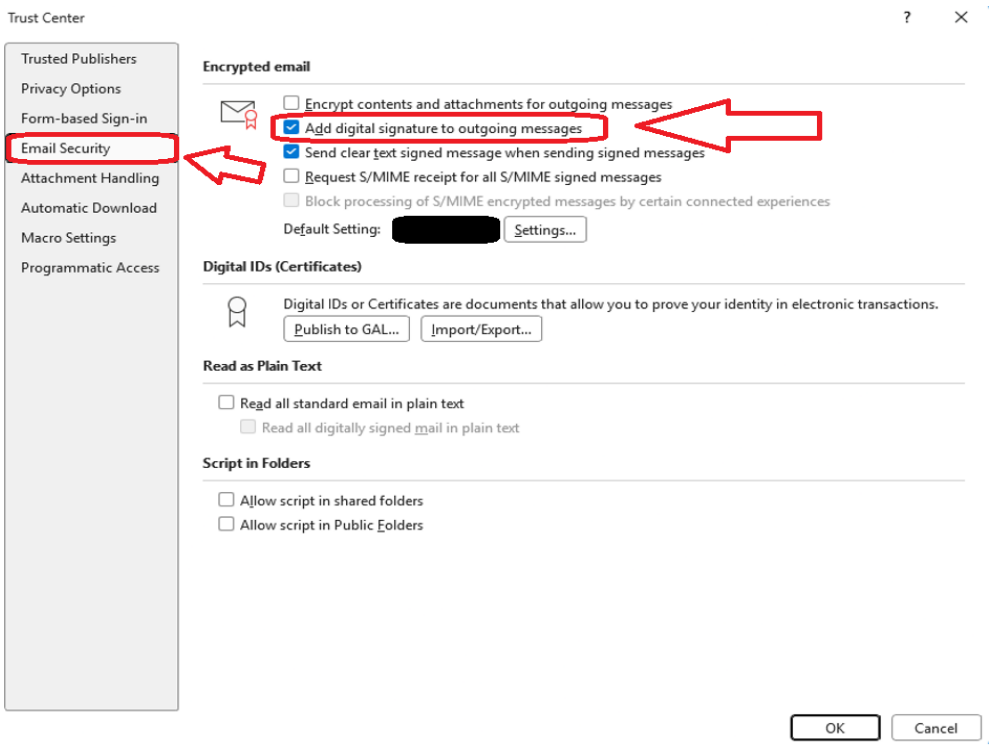
2. In the lower-left corner, select *Options*.



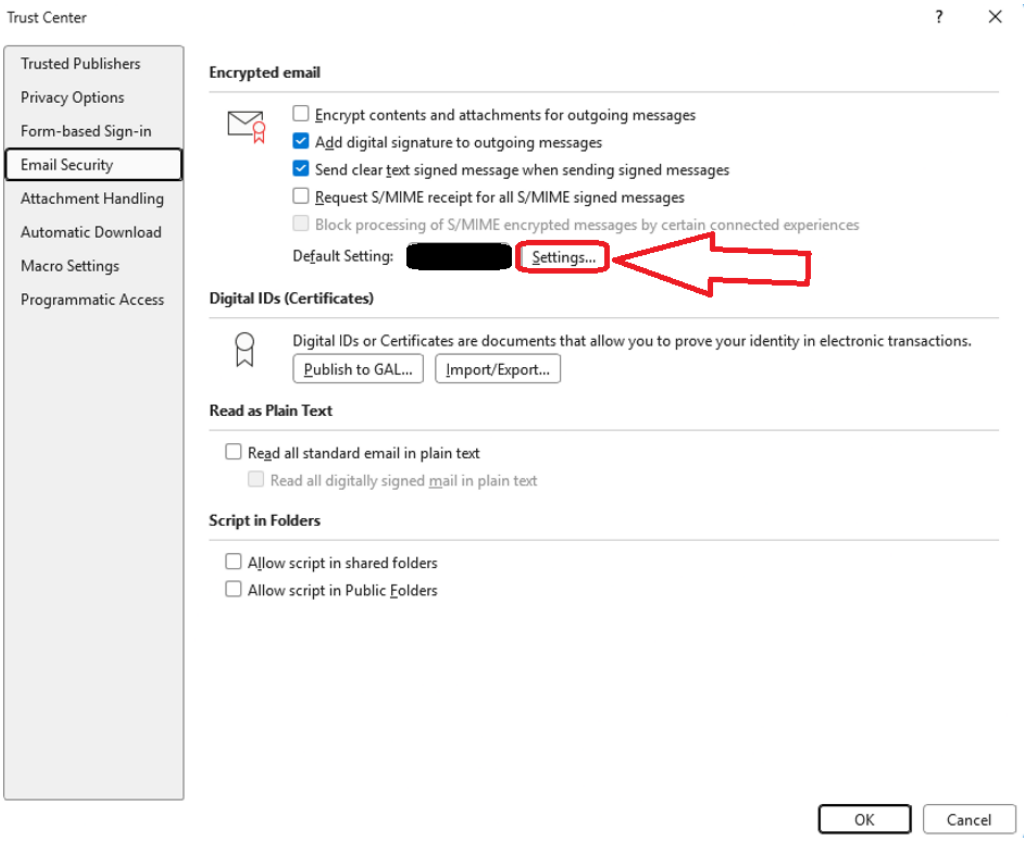
3. From the sidebar, select the *Trust Center*, and then select *Trust Center Settings.*



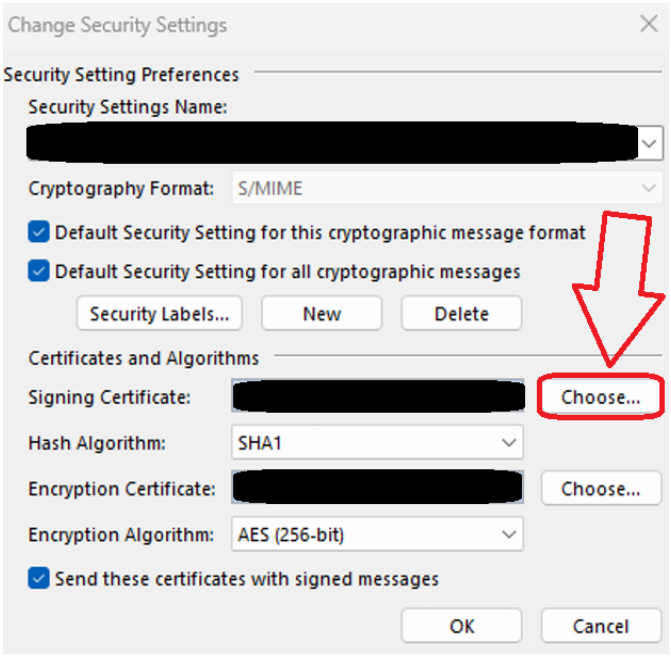
4. Select the *Email Security* option. Enable the Add a digital signature to outgoing messages option.



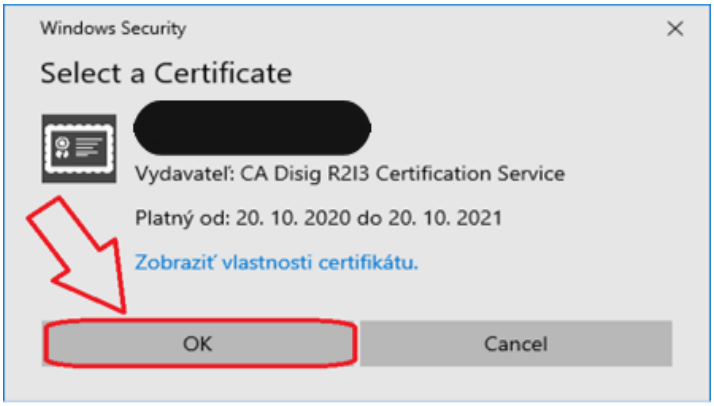
5. Next, select Settings.



6. For the Signature Certificate option, click Choose.



7. Select the desired certificate and click OK.
8. Click OK to confirm all open windows.

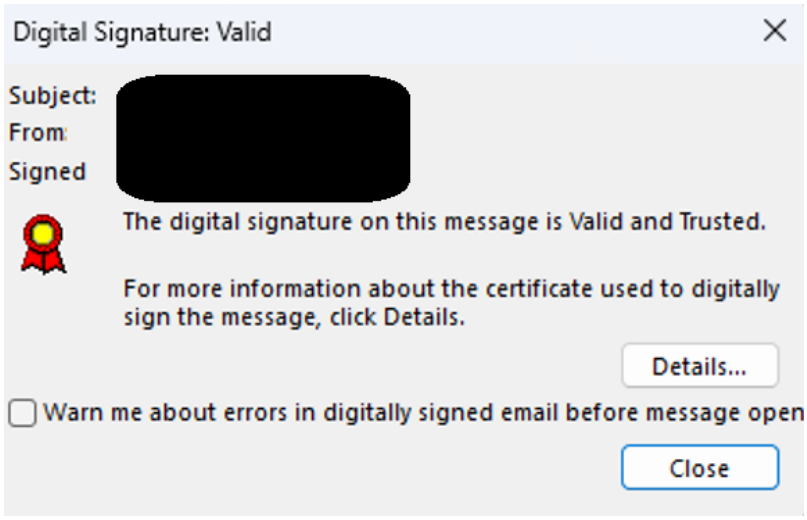


Verifying the authenticity of a digital signature

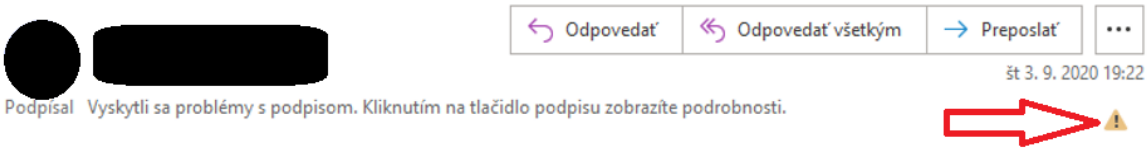
1. Trusted signature—click the seal icon in the received email.



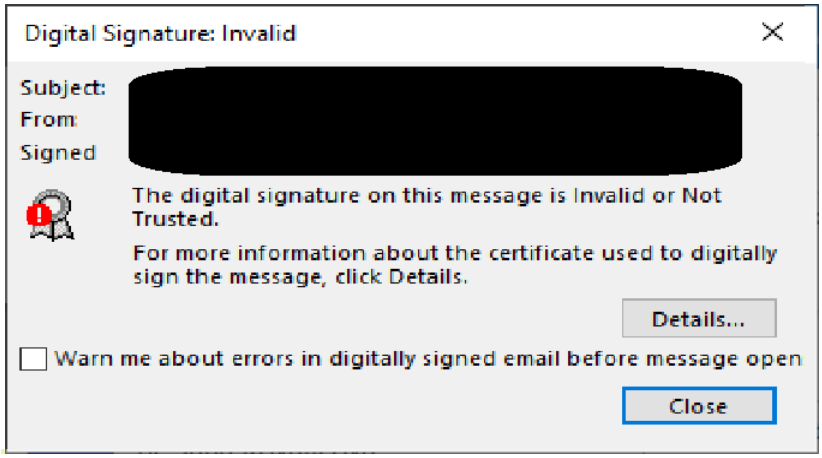
2. A window will open confirming the certificate's validity.



3. Untrusted signature—there is an exclamation point icon in the received email.



4. Clicking the exclamation mark icon opens a window confirming that the certificate is invalid.

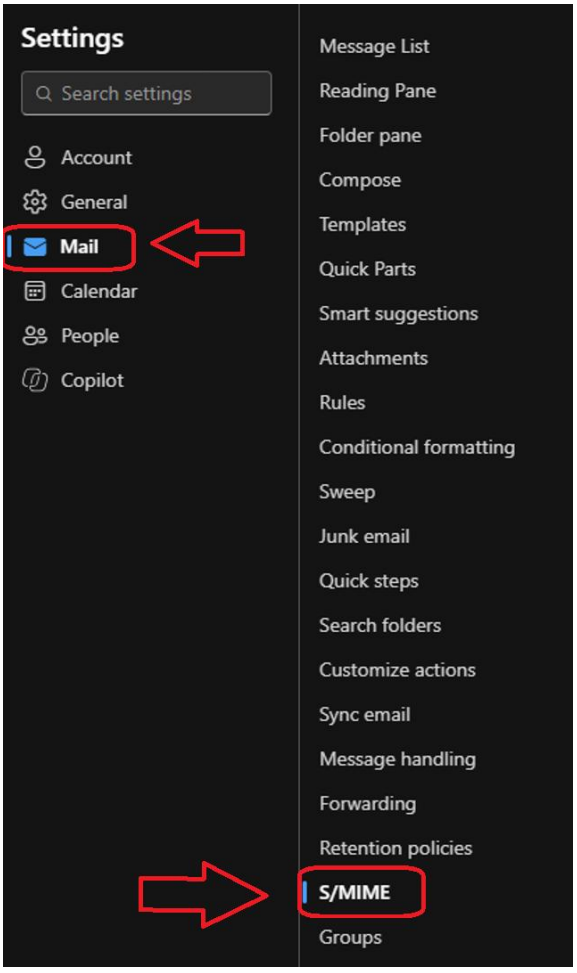


Setting up automatic email signatures in the Outlook web interface

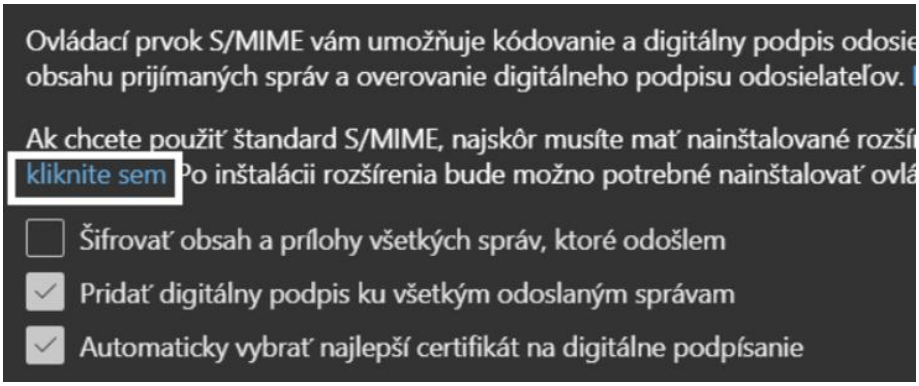
1. Open the Outlook web interface.
2. Click the gear icon in the upper-right corner.



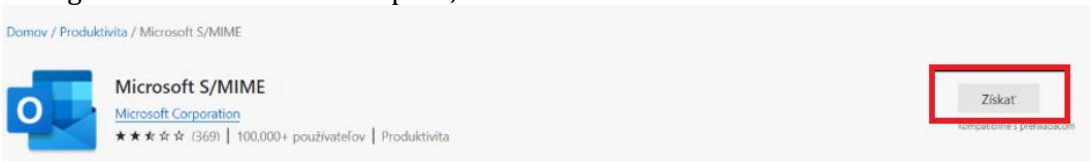
3. Click the *Mail* and *S/MIME* options.



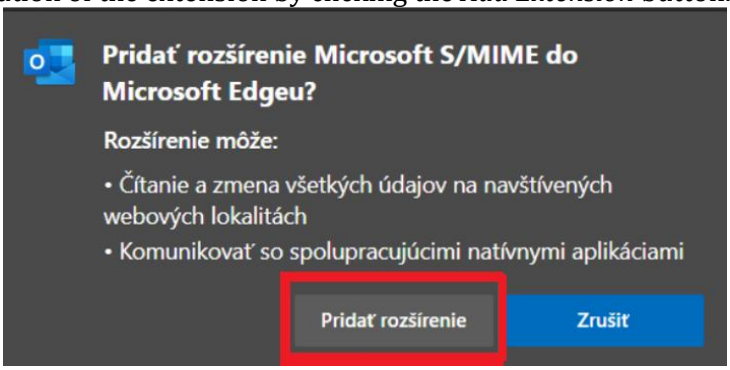
4. Click on the “Click here” link.



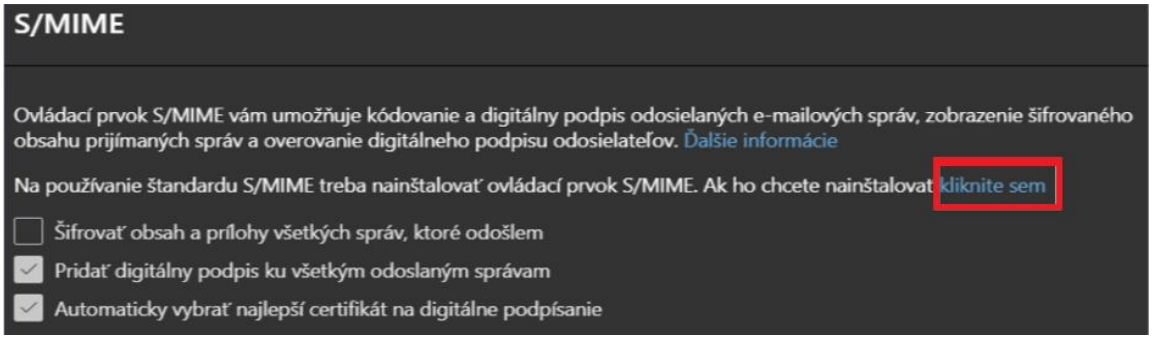
5. On the Edge Add-ons website that opens, click the Get button.



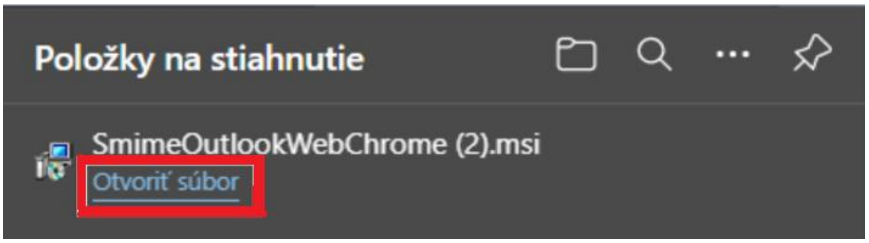
6. Confirm the installation of the extension by clicking the *Add Extension* button.



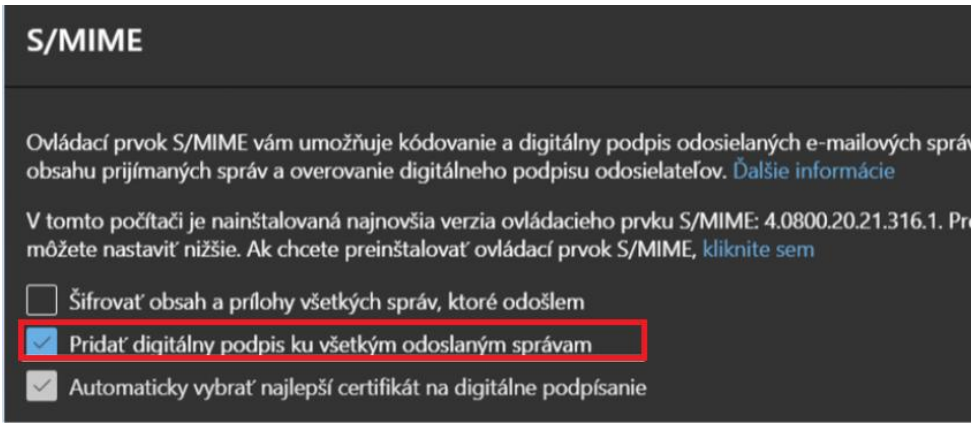
7. Close and reopen your browser. Once it reopens, repeat the first 4 steps.
8. Click on the *Click here* link to start downloading the file.



9. Run the downloaded file to install it.



10. Close and reopen your browser. Repeat the first 4 steps.



11. Check the box next to *Add a digital signature to all outgoing messages*.