How to sign and send an encrypted email using Outlook

1. After you install your email certificate onto your computer, you will need to distribute the 'Public Key' to people whom you want to send encrypted emails to.
2. To do this first send them an email that is digitally signed by you.
3. To sign an email select options from the menu and select sign
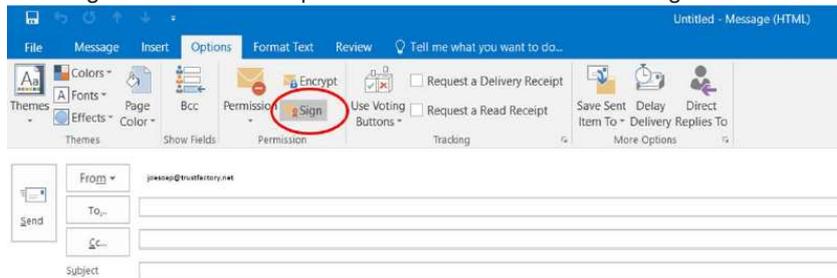
4. This process will attach the Public Key certificate to the email.
5. The signed email ribbon will look like the below with a "signed icon":

6. The receiver of the email will receive your email and your email address with the certificate should be stored in their address book. The same would apply if you were the receiver of the signed email. You would need to store the person to your address book as follows:
   - Open the signed email message.
   - Right Click on the sender's name
   - Select Add to Contacts
   - If the sender is not yet in your Contacts address book, a Contact window will appear. Enter any
   - information you want to include.
   - Click Save and Close. This automatically adds the sender's Digital ID to your Contact address book.
   - If the sender is already in your Contacts address book, a dialog box will appear stating that a duplicate contact is detected. Click OK to update new information from this contact to the existing one.
7. To verify the certificate was added, follow these instructions:
   - From Outlook toolbar, select Go > Contacts
   - Select the correct contact name and click on View Source Outlook (Contacts)
8. After this an email sent between the two of you may be encrypted by selecting the Encrypt under the Options menu:
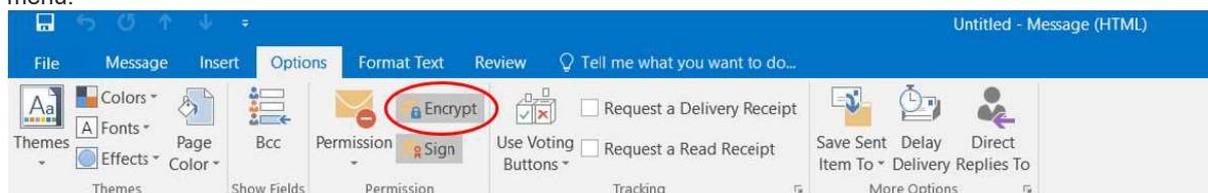
An encrypted email will contain the following icon in the ribbon: