



## **DIGITAL ENCRYPTION INSTRUCTIONS FOR MICROSOFT OUTLOOK 2010**



**To digitally sign and encrypt emails, you must first publish your certificate to the Global Address Listing (GAL)**

### **Publish Certificate to the GAL**

- **Launch Outlook.**
- **Go to the File tab → Options → Trust Center → Trust Center Settings → E-mail Security**
- **Under the heading “Encrypted Email” make sure the box is checked beside the phrase “Add digital signature to outgoing message.”**
- **Under the heading “Digital IDs (Certificates)” select “Publish to GAL”**
- **Click Okay if a pop-up box appears.**
- **Enter your PIN.**
- **Click OK**

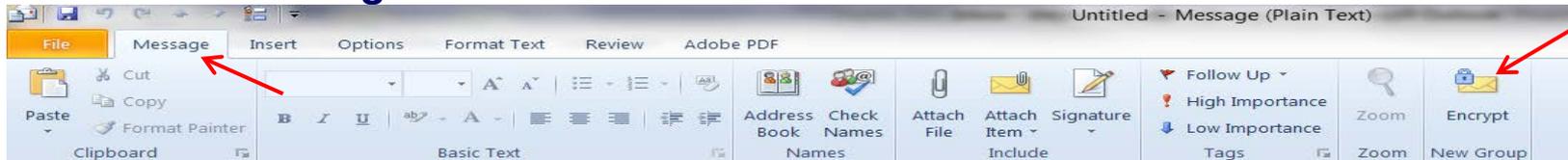


# DIGITAL ENCRYPTION INSTRUCTIONS



## To send a digitally signed and/or encrypted email:

- Type the new email as normal.
- Before sending:
  - *Select the Encrypt button on the Message tab of the new message.*



- *If the Encrypt button is not on the Message tab, go to the Options tab of the new message. Select the Encrypt button.*



- Send the message
- When sending encrypted email make sure to start subject-line with FOUOPS or FOUO-PS (For official use only – privacy sensitive)