# S/MIME certificate manual

Installing and using S/MIME in Outlook (Windows)



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## 1 Introduction

You can sign and/or encrypt your e-mail using your TU Delft mail account. This is done with S/MIME for which you will need to obtain a certificate. Certificates for TU Delft are handed out by GÉANT.

This manual describes how to generate a certificate and how you can subsequently configure S/MIME within Outlook (Windows).

#### **1.1 Download Sectigo certificate**

Certificates for TU Delft are handed out by GÉANT using the following instructions:

- 1. Open a browser and go to <a href="https://edu.nl/sectigo-sso">https://edu.nl/sectigo-sso</a>
- 2. Find Your Institution by searching: "Delft"
- 3. Select "Delft University of Technology" (tudelft.nl)

Find Your Institution Your university, organization or company	
Delft	۹
Examples: Science Institute, Lee@uni.edu, UCLA  Remember this choice Learn More	
Delft University of Technology tudelft.nl	

4. In the next screen, log in with your netID + password.



- 5. Review the information for logging in via SURFconext; click on "Proceed to Cert Manager"
- 6. You will arrive at the next screen. Select "*GÉANT email Signing and encryption*" via the dropdown menu:

	Digital Certificate Enrollment
Digital Certificate Enrollment This is your certificate enrollment form. Once you submit, your certificate will be generated and downloaded to your computer.	This is your certificate enrollment form. Once you submit, your certificate will be generated and downloaded to your computer. Name Organization Technische Universiteit Delft Email ©tudelft.nl
Name Organization Technische Universiteit Delft Email @tudelft.nl	Select your Certificate Profile to enable your enrollment options. Certificate Profile* GÉANT Personal email signing and encryption
Select your Certificate Profile to enable your enrollment options.	GÉANT Personal Authentication GÉANT Personal Automated Authentication GÉANT Personal email signing and encryption

7. Choose the following settings to generate a working certificate for Windows: -**Term**: 365 days

-Enrollment Method: Key Generation

-Key Type: RSA – 2048

- -Password: save this password carefully, you will need it later when configuring in Outlook
- -Key Protection Algorithm: Secure AES256-SHA256
- Check the box to agree to the terms and click "*Submit*" to generate a certificate

Digital Certificate Enrollment	
This is your certificate enrollment form. Once you submit, your certificate v and downloaded to your computer.	will be generated
Name	
Organization Technische Universiteit Delft	
Email @tudelft.nl	
Select your Certificate Profile to enable your enrollment options.	
Certificate Profile* GÉANT Personal email signing and encryption	*
Personal Certificate - provides secure email services, and enables you digitally sign email communications, as well as sign and protect some type (but not sign PDF documents).	u to encrypt and es of document
Term* 365 days	*
CSR Key Type* RSA - 2048	÷
N3A - 2046	
Password is required to unlock the certificate file download to protect private Password*	ate key.
Password Confirmation*	Ø
Choose key protection algorithm.	
Algorithm Secure AES256-SHA256	*
I have read and agree to the terms of the EULA	
Submit	

8. The certificate is being generated, this may take a while. Do not close this tab or your browser



9. A message will appear stating that the certificate has been successfully generated and downloaded



<u>Please note</u>: Save and store your encrypted certificate (certs.p12) for future use. Note that you can only decrypt your own encrypted mail with the certificate with which you previously encrypted it. If you lose this certificate there is no way of retrieving the original message!

#### 1.2 Installing the certificate

Now that the certificate has been downloaded, you can configure it in Outlook. Follow the steps below: 10. Open Outlook and click on "*File*" at the top of your toolbar and choose "*Options*" at the bottom:



11. Then click on "Trust Center" -> "Trust Center Settings":



12. Then click on "Email security" -> "Import/Export"



*13.* In the next screen, click "**Browse**" to navigate to the S/MIME certificate that was created/downloaded in step 9. Enter the corresponding password and click "*OK*"

mport File:	C:\Users\-	\Downloads\certs.	Browse
assword:	•••••		
Digital ID			
-			
Export your	Digital ID to a file		
xport the Dig	ital ID informatio	n into a file. Enter a pass	word to help
protect this in	formation.		
)igital ID:			Select
ilename:			Browse
assword:			

#### 14. A new message will appear. Click on "**OK**"

a new private exchange key	>
An application is creating a Protected iter	n.
CryptoAPI Private Key	
Security level set to Medium Set Set	ecurity Level

#### 15. Then choose "Settings...":



16. Make sure the following checkboxes are checked. Then click "*Choose*" to verify that the correct certificate has been selected (GEANT Personal CA4, also check the "valid from" date)..

Change Security Settings		×		
Security Setting Preference	25			
Security Settings Name:				
My S/MIME Settings (/		~		
Cryptography Format:	S/MIME	$\sim$		
🗹 Default Security Sett	ing for this cryptographic message f	format		
🗹 Default Security Sett	ing for all cryptographic messages		Windows Security	×
Security Labels	. New Delete		Select a Certificate	
Certificates and Algorit	hms			
Signing Certificate:		Choose	9 <b>=</b>	
Hash Algorithm:	SHA1 ~		Issuer: GEANT Personal	CA 4
Encryption Certificate:	-	Choose	Valid From: 12-4-2024	to 13-4-2025
Encryption Algorithm:	AES (256-bit) ~		Click here to view certif	ficate properties
Send these certificat	es with signed messages			
	ОК	Cancel	ОК	Cancel

17. If this is the case, click "*OK*" -> "*OK*". Then check the following box in Trust Center to provide your outgoing messages with a digital signature as default: "*Add digital signature to outgoing messages*":

Trust Center		? ×
Trusted Publishers Privacy Options Form-based Sign-in Email Security	Encrypted email  Encrypt contents and attachments for outgoing messages  Add digital signature to outgoing messages  Send clear text signed message when sending signed messages	
Attachment Handling Automatic Download Macro Settings	Request S/MIME receipt for all S/MIME signed messages           Default Setting:         My S/MIME Settings (A.Gorgees@tudelft.nl)         Settings           Digital IDs (Certificates)         Settings         Settings	
Programmatic Access	Digital IDs or Certificates are documents that allow you to prove your identity in electronic transactio Publish to GAL Import/Export Read as Plain Text	ins.

The "Send clear text signed message when sending signed messages" option is enabled by default to ensure that recipients who do not have S/MIME security can read the messages you send (recommended to leave this enabled).

<u>Optional</u>: "*Request S/MIME receipt for all S/MIME signed messages*" if you want to verify that your digitally signed email message has been received unchanged by the intended recipients. When you select this option, the verification information will be sent to you in a separate message.

18. **Tip:** In Trust Center Settings, click on "**Publish to GAL...**".



This will publish your certificate to the "Global Address List". This is a centralized directory of email addresses and contact information within an organization's email system. This way, users can send encrypted emails to you without having to add you to their Outlook contacts first (described later in the guide). In some cases, it may take up to 48 hours for the S/MIME certificate to be published to the GAL via the "Publish to GAL" functionality.

19. **Succes**! You have now finished configuring your S/MIME settings. Now close all screens by clicking "OK".

#### 1.3 Sending mail (encrypted/signed)

Now go back to the Outlook home screen and click on "*New Email*" to compose a new email. Click on "*Options*" at the top of your toolbar. The options "*Encrypt*" and "*Sign*" are visible here. "*Sign*" is now enabled by default due to the settings from the previous step. This can be seen because this button is highlighted..

⊟ りひ↑↓®·⊽		Dit is een testma	ail - Message (HTML)	
File Message Insert Draw	Options Format Te	t Review Help	Acrobat Q Tell me what you want t	o do
Aa     Colors ×       Themes     A Fonts ×       • Effects ×     Color ×	n Encrypt Sign U	Request a Delive	ery Receipt Save Sent Delay Direct Item To ~ Delivery Replies To	
Themes Show Field	Encrypt	Tracking	الحا More Options	
	-			
Send Cc				
Subject Dit is een testn	nail			
Dit is een testmail				

If you want to encrypt a message, click on "**Encrypt**". Then click on "**Send**". A pop-up window will follow for confirmation. Click on "**Allow**".

$\square ~ \heartsuit ~ \circlearrowright ~ \uparrow ~ \clubsuit ~ \overleftarrow{\bullet}$	Dit is een testmail - Message (HTML)
File Message Insert Draw Options F	Format Text Review Help Acrobat Q Tell me what you want to do
Colors ×     Page       Themes     Effects ×       Colors ×     Bcc       Fromts ×     Page       Themes     Show Fields	Image: Second state of the second s
То	Windows Security X
Send Cc	Credential Required
Subject Dit is een testmail	Do you want to allow the app to access your private key?
Dit is een testmail	Key description : CryptoAPI Private Key
	<b>&amp;</b>
	Allow Don't allow

The message is now sent encrypted. The recipient will see the following when receiving the email. This icon shows that the message has been sent encrypted.

Focused Other	
! 🌣 🗅 🖉 From	Subject
∨ Today	
	Dit is een testmail

When opening the email you will see the following: **Signed by**: mailadres@tudelft.nl followed by two icons (encrypted + signed icon):



**Note:** to send an encrypted message it is necessary that the public certificate of the receiving party is known. You do this by opening a "signed" email that you have received and then adding this person to your Outlook-contacts. Open a "signed" mail -> right-click on the person's name -> Add to Outlook Contacts -> Save & Close:

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File	e Message	Help Acrobat 🛛 🖓 Tell r	ne what you want to do				· · ·					
5		Renhy - O			File	Contact	Insert	Draw	Format Text	Review	Help	🖗 Tell
R	Delete Archive			÷ Mc	P	∭ 5=	83	Ν	Q≡ ⊡ Details			
	Delete	employee		15	Save &	Delete Save &	Forward	Send to	General 🚆 Certific	ates Em	ail Meeting	More
		Information man	agement		Close	New ~	~	OneNote	All Fiel	ds	-	´ ~
	estmail	6 🖓 🖻	···· · ·			Actio	ns		Show		Communic	ate
1		- A Cut			Full	Name	Pilin .	5				
Sig	gned By	С Сору		_	Comp	bany	TUDELFT	r-UD3-ICT				
-		Paste			Job t	itle	employe	e				
Tes	tmail	♦ Clear			File a		C	. * * · · ·			- 18	
		Ep Select All			Internet							
		워플 Add to Outlook Contacts			2	Email 🔻	2	<u>@tudelft</u>	<u>.nl</u>			
		Open <u>O</u> utlook Properties			Displ	ay as	1-1	; (/	@tudelft.nl)		N	otes
		Open Co <u>n</u> tact Card			Web	page address						
					IM ac	ldress	د	@tudelft	ni			- 1
					Phone p	umbarr						

Your contact has now been successfully saved to your Outlook contacts. By opening the contact details you can view the certificate properties (if available): click on "*Certificates*" -> Properties

