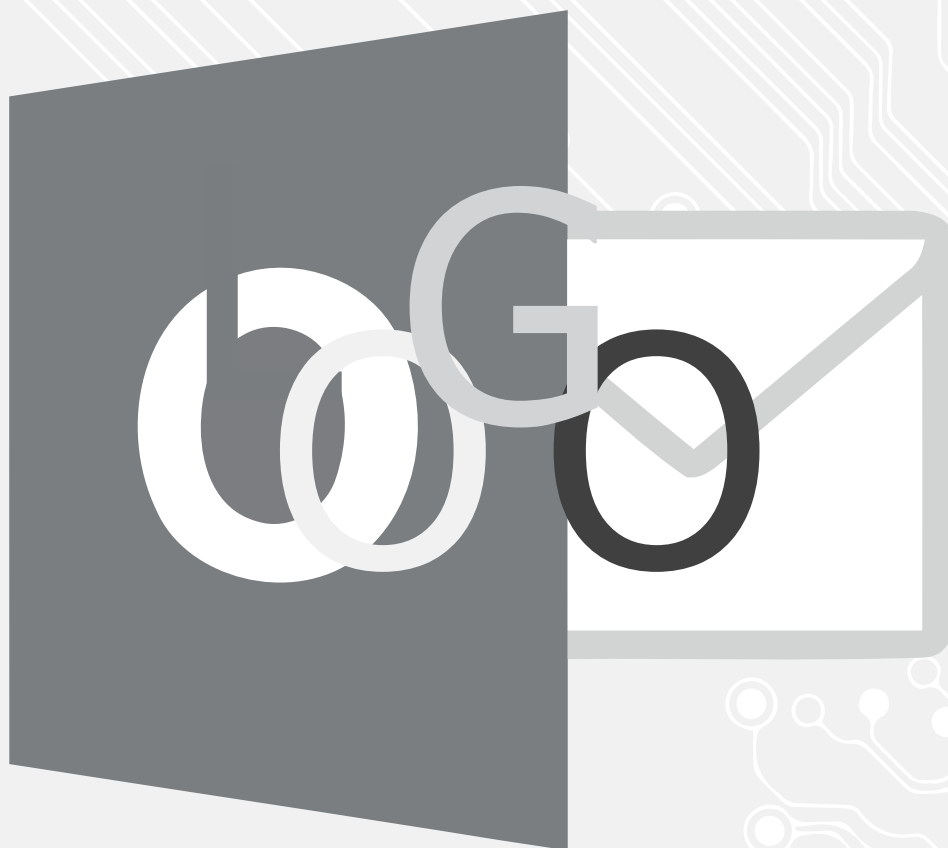


Outlook 2016



## Windows Outlook 2016

Add a digital signature to your mail

For use by:	Students, Employees
Version:	1.0
Date:	24-8-2020
Owner:	SID-LIB

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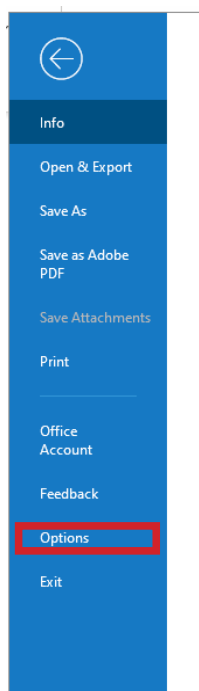
# Adding a digital signature to your mail

## Voordat je begint

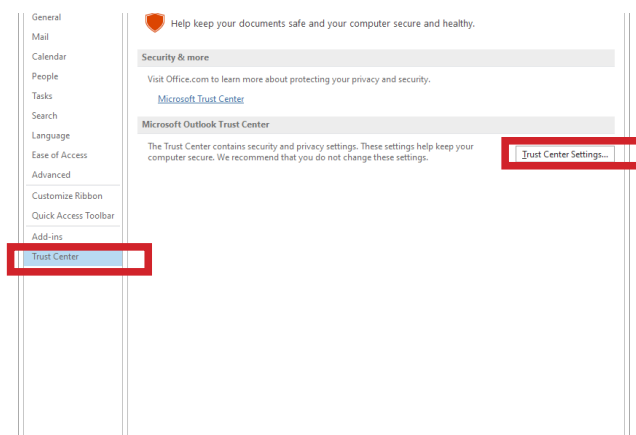
The following instructions are supported by TU Delft and have been tested to be working. We are offering this manual to you as an extra service. In the event you have a different configuration or version of **Microsoft Outlook 2016** to the one described here and you have problems connecting, we advise you to contact your nearest Service Desk, Student IT Desk (SID) or Workstation services (WPS).

## Configuring the digital signature

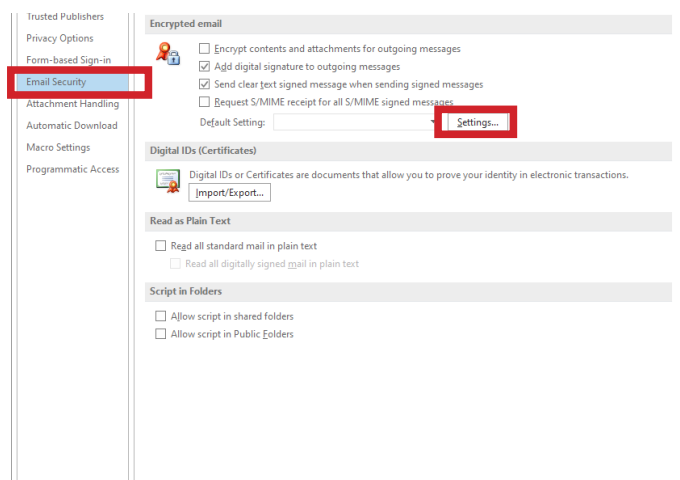
Step 1. In Outlook, go to File -> Options.



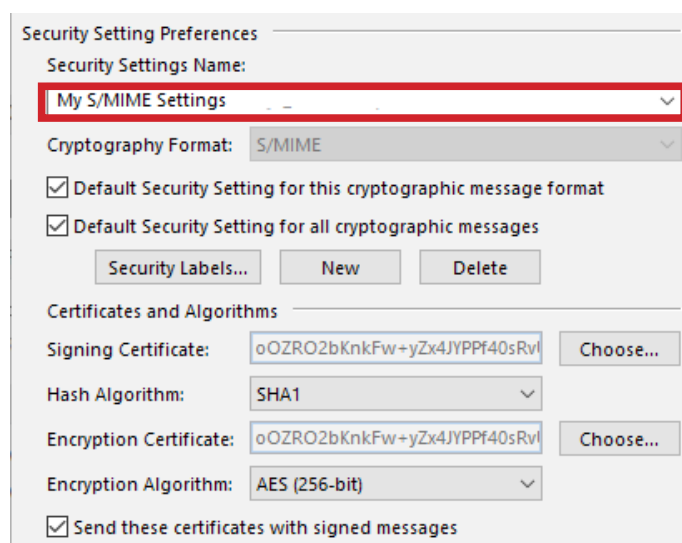
Step 2. Select Trust Center and then Trust Center Settings.



Step 3. In the right menu, select Email Security and then Settings.

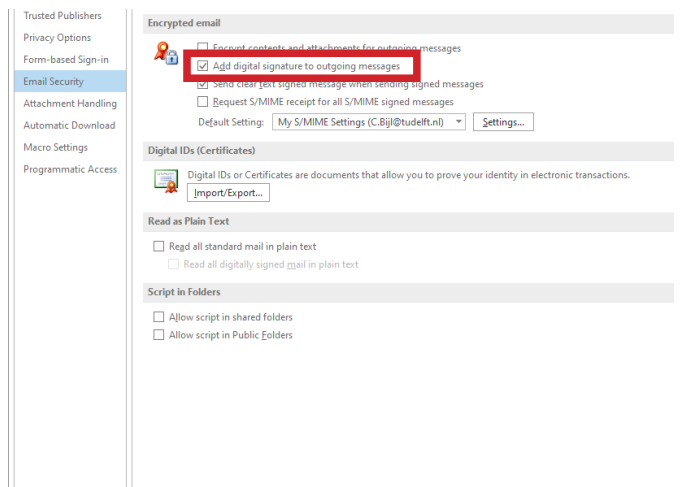


Step 4. In most of the cases, the pull down menu gives the default setting (My S/MIME Settings) as the only option. If this is **not** the case, then fill in the details as provided in the screenshot. Then click OK.



## Digitally sign your outgoing mail by default

If you want to digitally sign outgoing mails by default, enable the following option in the settings: 'Add digital Signature to outgoing messages'.



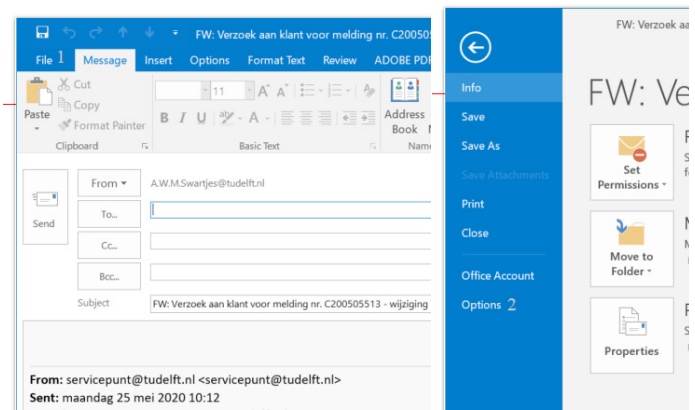
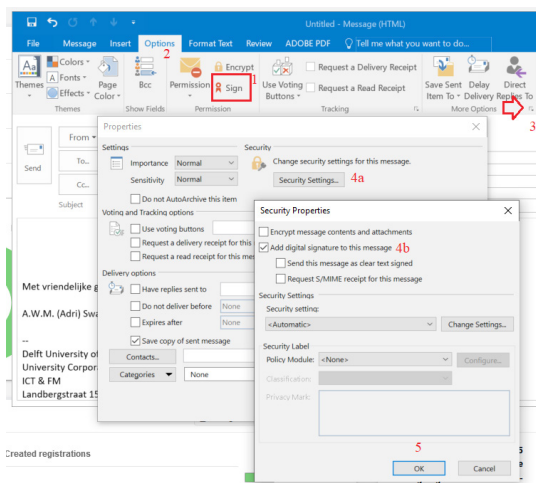
## Digitally sign individual messages

Step 1. When writing the email, go to the Options tab and select Sign (1). If the option to sign the mail does not appear, then follow the next steps:

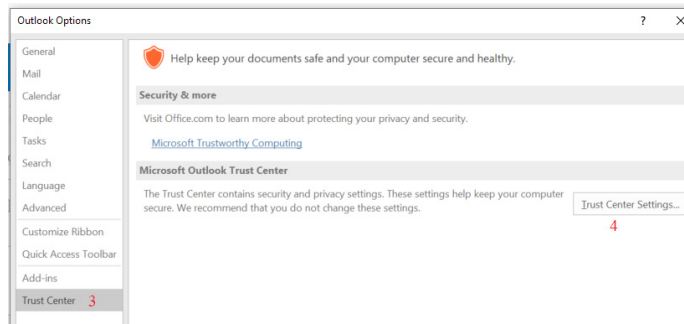
- In the mail select Opties. (2)
- Choose More Options in the bottom right of the ribbon (3)
- Click on Security Settings (4a) and enable Add digital signature in this message (4b)
- Then select OK (5) and Close.

Does the Sign option still not appear? It is possible that no digital id has yet been configured to sign messages digitally. Follow the next steps 2a until 2d in order to install a digital signature.

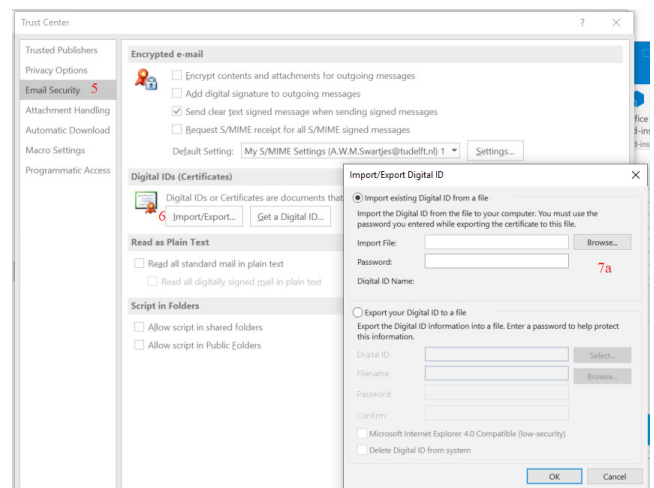
Step 2a. In the File menu (1) select Options (2)



Step 2b. Click on Trust Center (3) and in the Microsoft Outlook Trust Center options, select the Trust Center Settings (4).



Step 2c. Select Email Security (5), then Import/Export (6) to export a digital id from a file\* on the computer (7a), or select Get a Digital ID for a list of services providing digital ids.



Step 2d. (7b) \*: Normally, the needed files {ending on .pfx or .p12} have already been recovered using the certificate portal of SURF and are found in the local certificate Store or an external eToken.

See the following links for more information about digitally signing emails:

- <https://support.microsoft.com/en-us/office/secure-messages-by-using-a-digital-signature-549ca2f1-a68f-4366-85fa-b3f4b5856fc6?ui=en-us&rs=en-us&ad=us>

