



For Windows 98 SE, Windows NT4, Windows ME, Windows 2000 and Windows XP

OUTLOOK 2000

SENDING SECURE EMAIL

Sending an email message using HeSA certificates

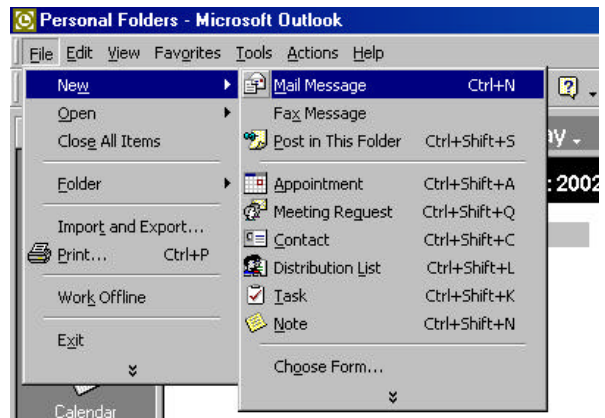
1. If you are using an individual key to sign and encrypt your email please ensure it is plugged in



2. Open Outlook 2000.
You can do this by double clicking on the Microsoft Outlook icon with the left mouse button.



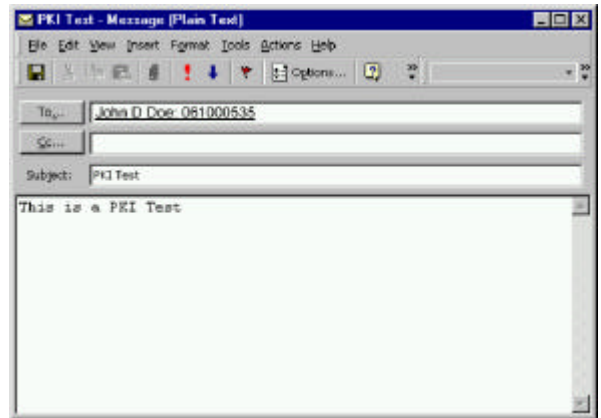
3. Select '**File**' from the main menu then select '**New**' then select '**Mail Message**' to create a new email message.



- In the To field type the name of the person you want to send the email to and select the **'Check Names'** button on the Tool Bar.

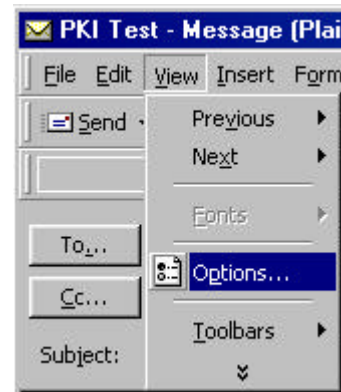
This action validates the name entered in the To: field with the Windows Address Book.

The contact must exist in the Windows Address Book with Digital ID's before you are able to send an encrypted message to that contact.



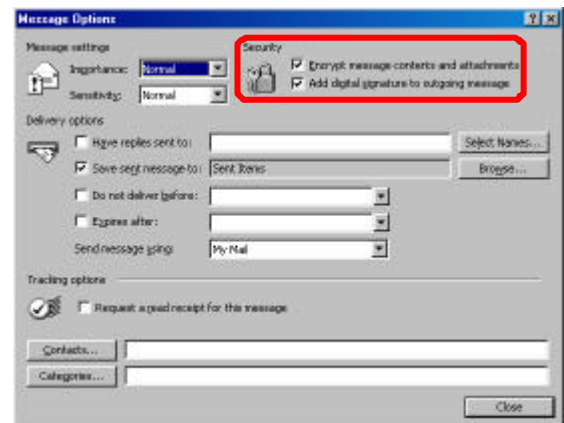
- In the Subject field type **'PKI Test'**.
- In the Body of the message type **'This is a PKI Test.'**

- Select **'View'** from the main menu then select **'Options...'**. The Message Options dialog box will appear.



- The Security Area for the Message Options contains two options: **'Encrypt message contents and attachments'** and **'Add digital signature to outgoing message'**.

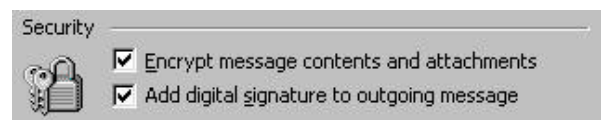
These options are used to Digitally sign and Encrypt email messages. These options are active when a check appears next to each name.



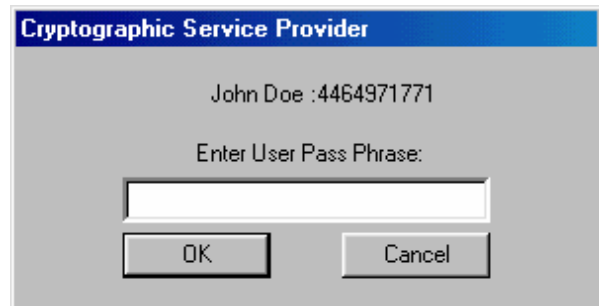
- Activate both options by selecting the check box that appears next to each item.

The item is selected when a check appears.

- Once these options are checked select the **'Close'** button to return to the email message.



11. Select the **Send** button on the Tool Bar.
You may be prompted for the Password / PIN number to access your private certificates. If so, enter the required information and select the **OK** button.



You have just sent an encrypted and digitally signed email message to a contact contained in Windows Address Book.