



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

OUTLOOK 2003

SENDING SECURE EMAIL

Sending an email message using HeSA certificates

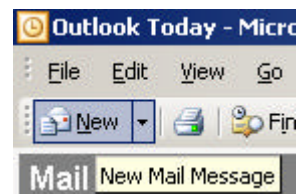
1. If you are using an individual key to sign and encrypt your email please ensure it is plugged in



2. Open Outlook 2003.
You can do this by double clicking the Microsoft Outlook Icon with the left mouse button.



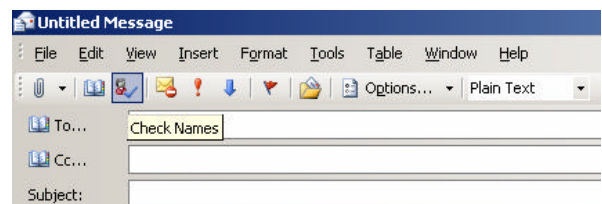
3. To create a new email message from the toolbar select the **'New Mail Message'** button.



4. In the To field type the name of the person you wish to send the email to then select the **'Check Names'** button on the Tool Bar.

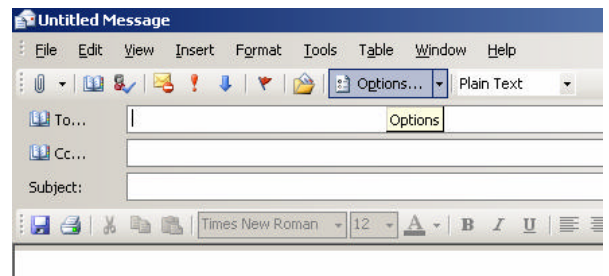
This will check for the names in the To: field with the Windows Address Book.

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.

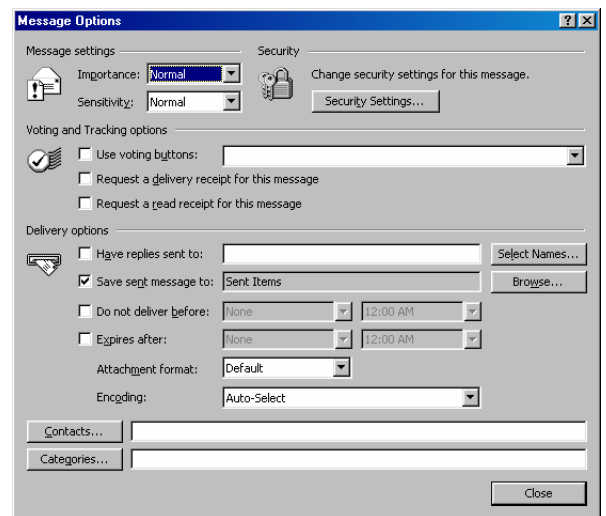


5. In the Subject field type **'PKI Test'**.
6. In the Body of the message type **'This is a PKI Test.'**

7. Select the **Options** button from the toolbar.
The Message Options dialog box will appear.



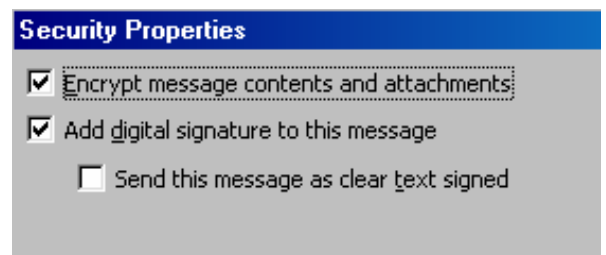
8. From the Message Options window select the **'Security Settings'** button



The top of the Security Settings window 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 and are active when a check appears next to each name.

9. Enable both options by selecting the check box adjacent to each item.
10. Select the **'OK'** button to return to the Message Options Window.
11. Select the **'Close'** button to return to the email message.



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