



Australian Government
Medicare Australia

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

OUTLOOK EXPRESS

SENDING SECURE EMAIL

Sending an email message using HeSA certificates

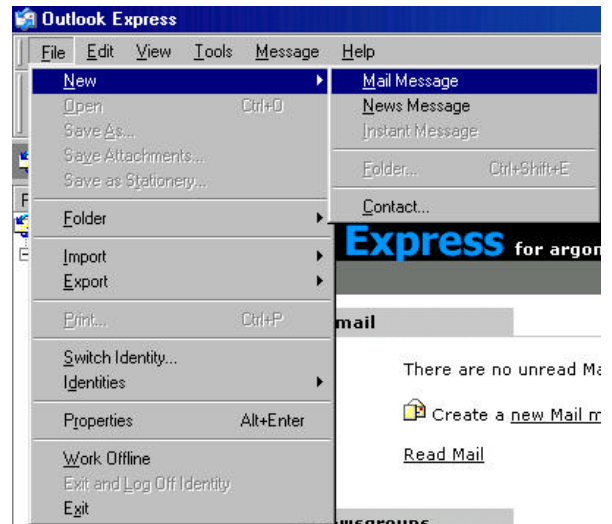
1. If you are using an individual key to sign and encrypt your email please ensure it is plugged in



2. Open Outlook Express 6.
You can do this by double clicking the Microsoft Outlook icon with the left mouse button.



3. Select '**File**' from the main menu then click '**New**', a side menu will then appear.
4. Select '**Mail Message**' from the side menu to create a new email message.

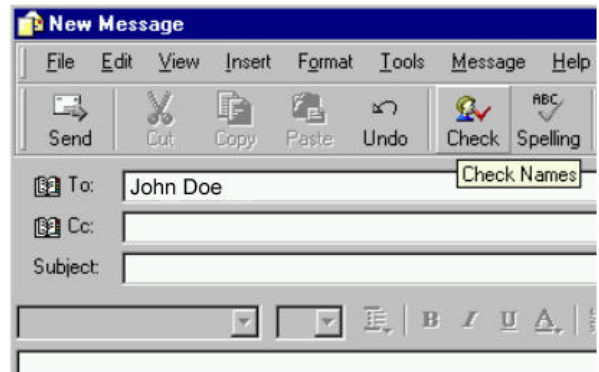


- In the To field type the name of the person you wish to send the email to and select the '**Check Names**' button on the Tool Bar.

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

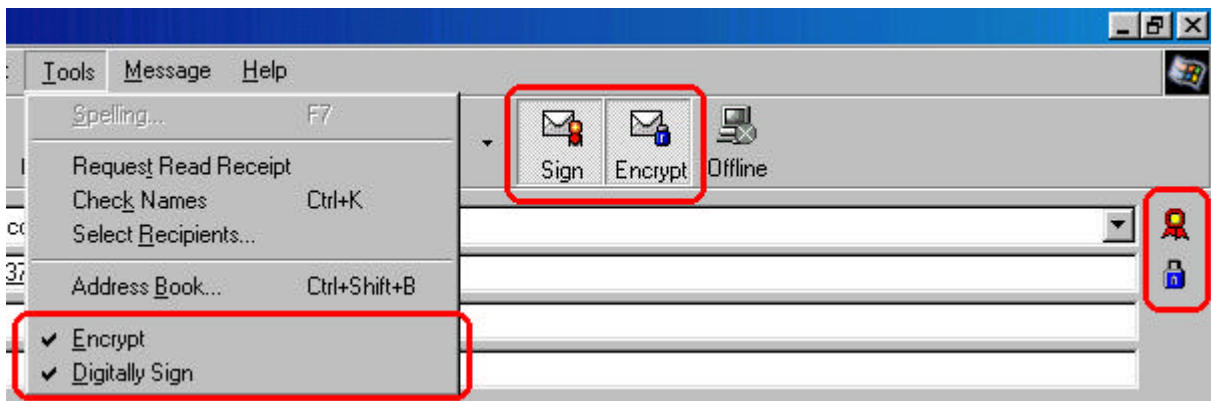
The contact needs to exist in Windows Address Book with Digital ID's before you are able to send an encrypted message to that contact.

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



In the Tools menu there are two options Encrypt and Digitally Sign. These options are active when a check appears next to each name.

- Select '**Tools**' from the main menu. Turn Encrypt and Digitally Signing on. This is done by left clicking '**Encrypt**' until a check appears next to the name; now repeat the process with '**Digitally Sign**'.



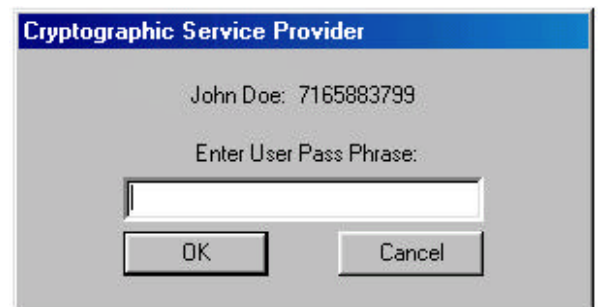
- Once the options are checked press the '**Send**' button on the Tool Bar.



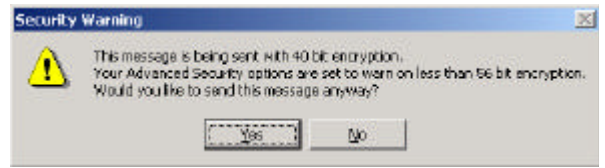
- You may be prompted for the Password / PIN number to access your private certificates, enter the required information and press the '**OK**' button.

Note: When sending multiple emails you may be prompted to provide your passphrase for the first digitally signed & encrypted mail message and not for any subsequent mail messages.

Under Win2000 and Windows ME the passphrase is remembered for the subsequent emails to be digitally signed and encrypted and may not require re-entry.



If you have never received and opened an email from the addressee before you will be presented with a Security warning:



Select **'Yes'** at the Security Warning message.

When you have received and opened an email from the addressee, Outlook is informed of the sender's encryption capabilities (Which should be 3DES if they are using PKI).

If the addressee is capable of 3DES encryption then all subsequent emails to that address will be encrypted using 3DES instead of RC2 (40 bit encryption) and the security warning will not be displayed.



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