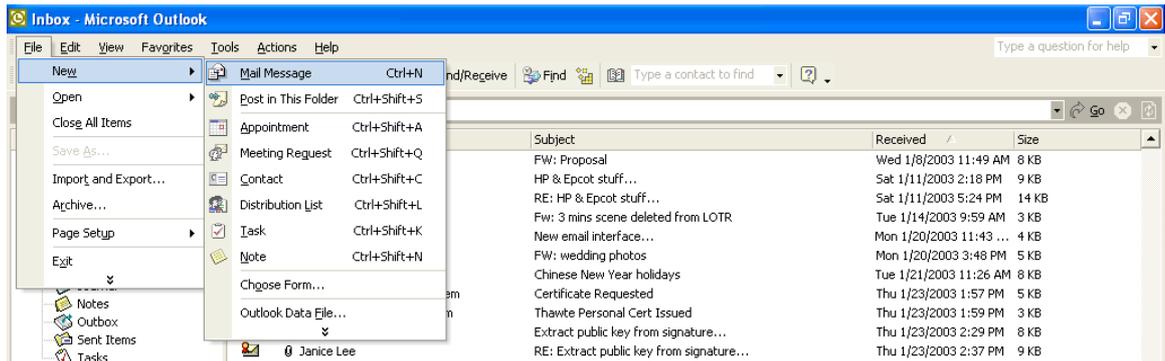


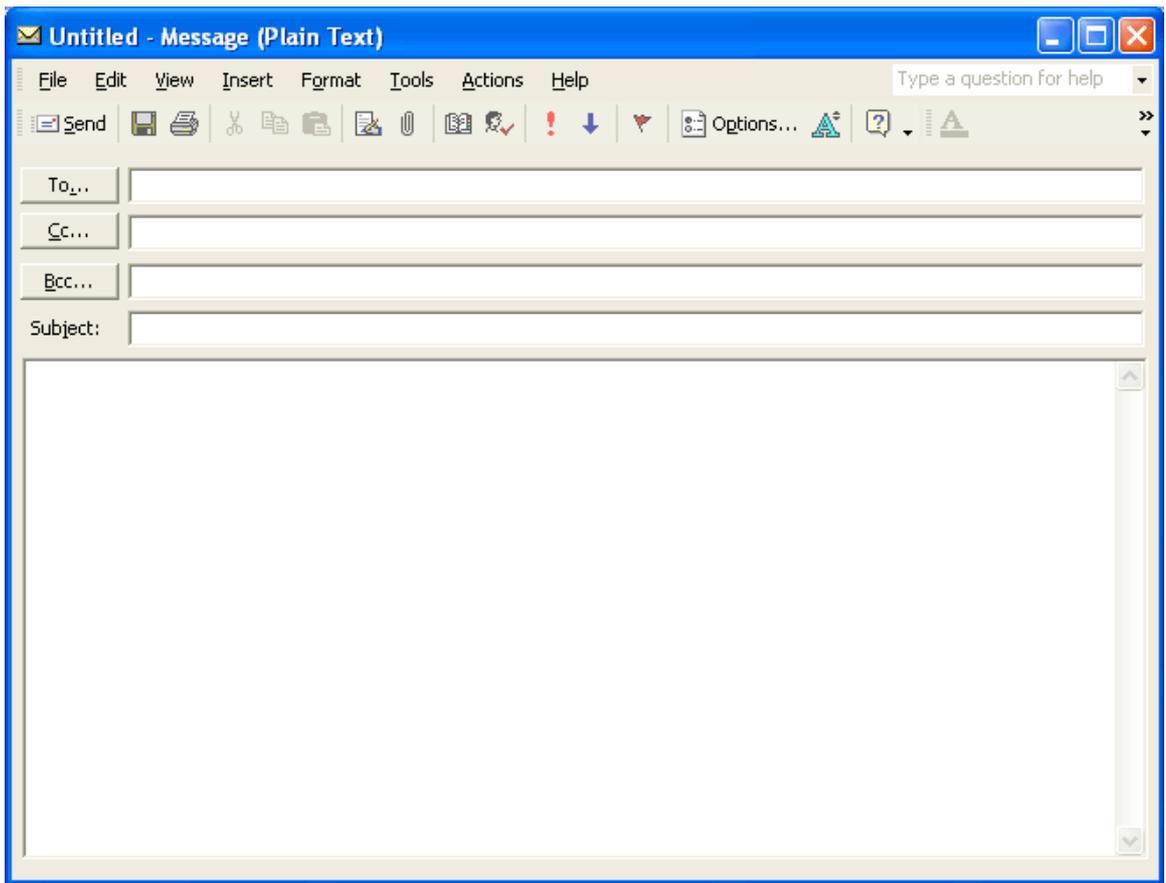
# 1. Sending Secure Email

## ENCRYPT EMAIL

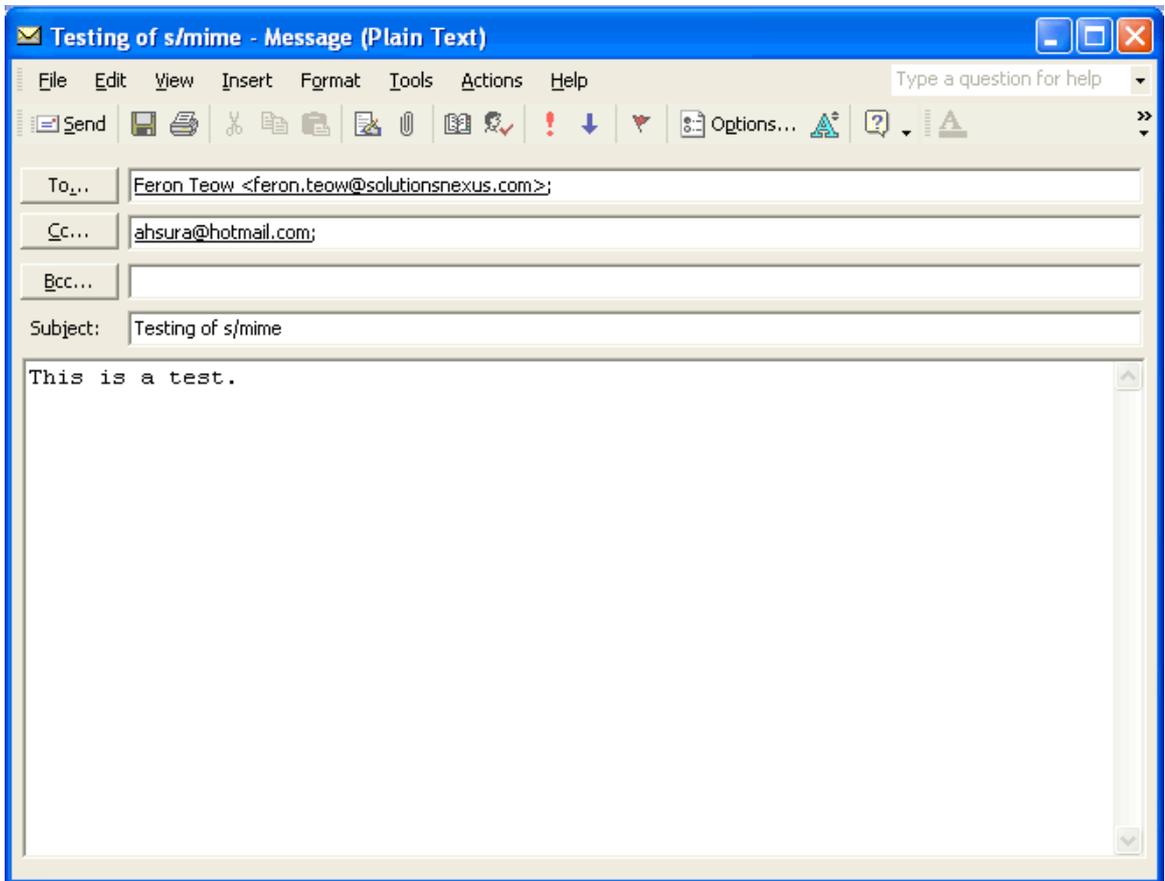
Launch MS Outlook by going to **“Start -> Programs -> Microsoft Outlook”**.

To send secure email, go to **“File -> New -> Mail Message”**.  
Alternatively, user can type **“Control-N”** for new mail message.

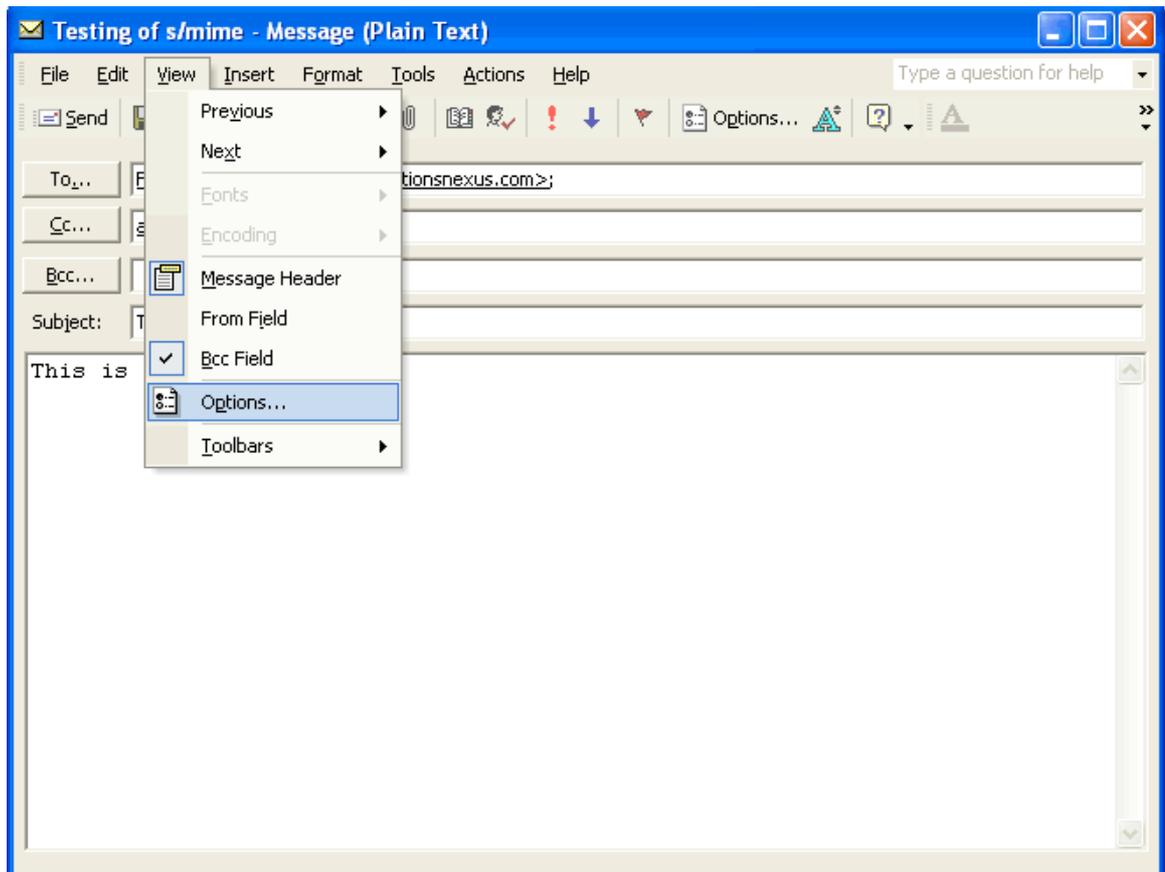




User can enter the recipient's email address in the “**To**” field and subject of email in “**Subject**” field. User can enter the contents of the email in the space provided.



To digitally sign and encrypt this email, go to **“View -> Options”** to customize this email.



Click on “Security Settings” button in the Message Options.

**Message Options**

**Message settings**

Importance: Normal

Sensitivity: Normal

**Security**

Change security settings for this message.

Security Settings...

**Voting and Tracking options**

Use voting buttons:

Request a delivery receipt for this message

Request a read receipt for this message

**Delivery options**

Have replies sent to: Select Names...

Save sent message to: Sent Items Browse...

Do not deliver before: None 12:00 AM

Expires after: None 12:00 AM

Attachment format: Default

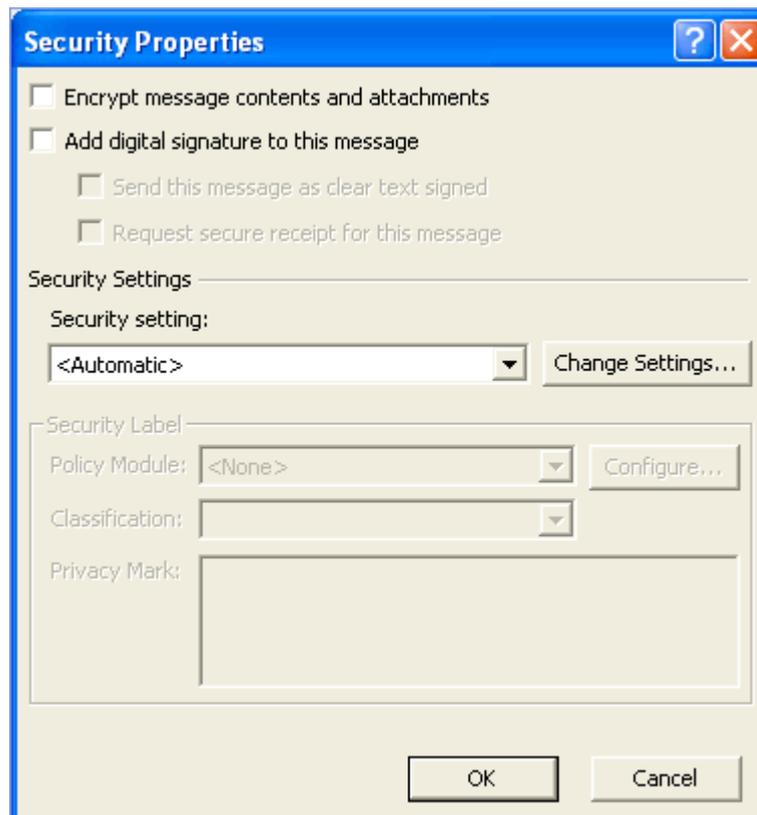
Encoding: Auto-Select

Contacts...

Categories...

Close

User will see a dialogue box showing security properties.



To digitally sign the email, user can click on the checkbox “**Add digital signature to this message**”. Once user clicks on this checkbox, the 2 checkboxes indented below will be highlighted. User can select whether to send the message as clear text and to request secure receipt for this message.

To encrypt the message, click on the checkbox **“Encrypt message contents and attachments”**.

User can leave the security settings default as **“Automatic”**. They can change the security settings by clicking on the **“Change Settings”** button. This allows users to change the security according to the way they want it. This is only recommended for advanced users.

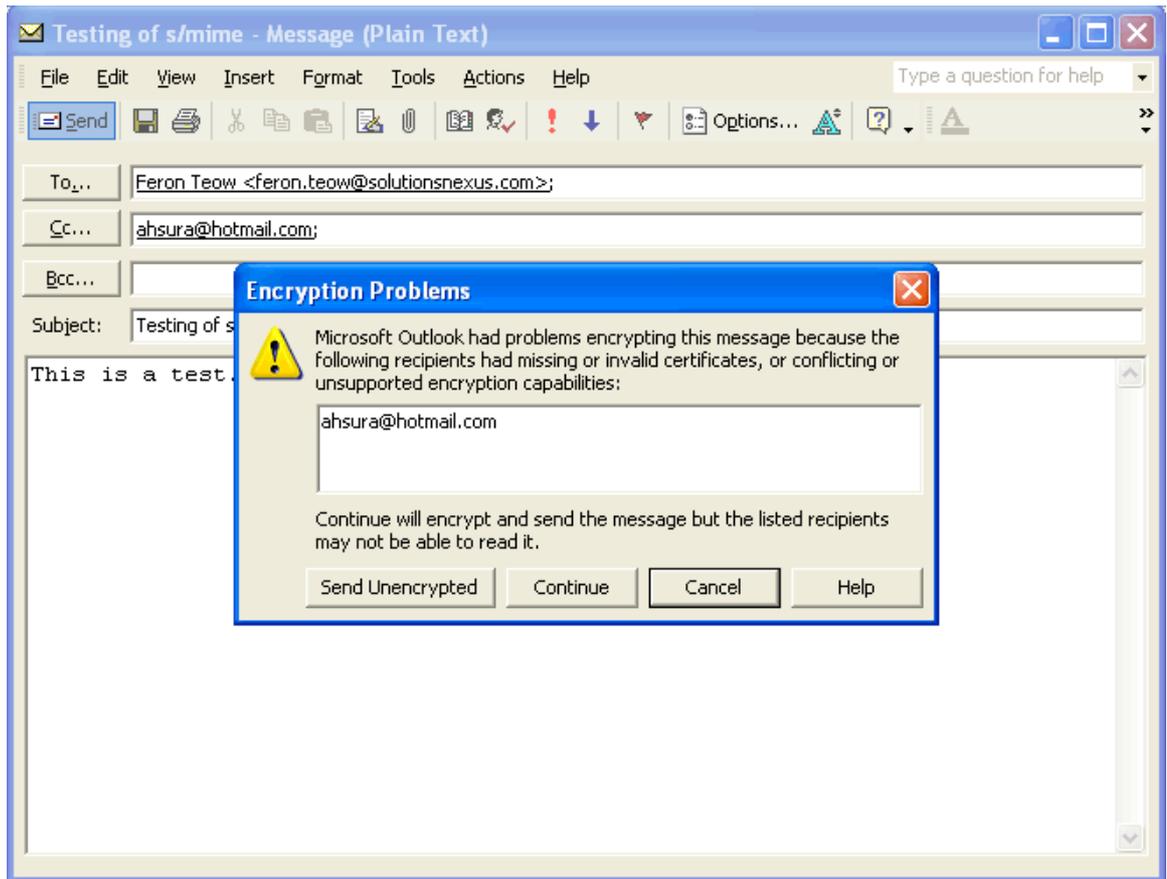
Click on **“OK”** button to continue.

Click on **“Close”** button to return to compose email.

Click on **“Send”** to send this email out.



User will see a pop up dialogue informing them that recipient ahsura does not have a certificate and a digital id. The message sent shall be encrypted and the recipient listed in the box shall not be able to view it. User can click on **“Continue”** to send the encrypted email or click on **“Send unencrypted”** to send the message in plain text or **“Cancel”** to cancel send option and return to compose email menu.



When user clicks on “**Continue**” button to send encrypted message, a dialogue box will be shown to user, informing them that the message is digitally signed with user’s private key.



Click on “**OK**” to send the secured email out.

To verify whether Feron and ahsura can view the contents of the encrypted email, please refer to section 4.

## **2. VERIFY SECURE EMAIL**

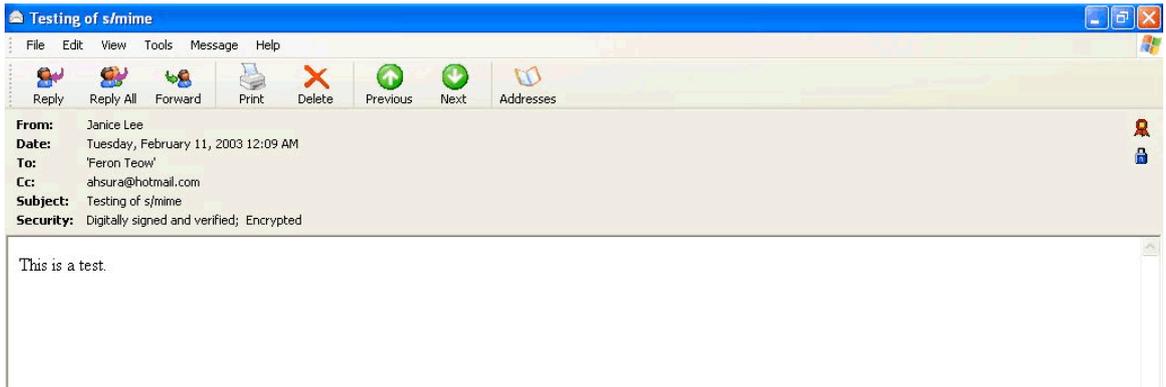
Recipient Feron shall be able to view the contents encrypted email.

When recipient Feron receives the encrypted email, a dialogue box will be shown to prompt her for her private key to decrypt the email contents.

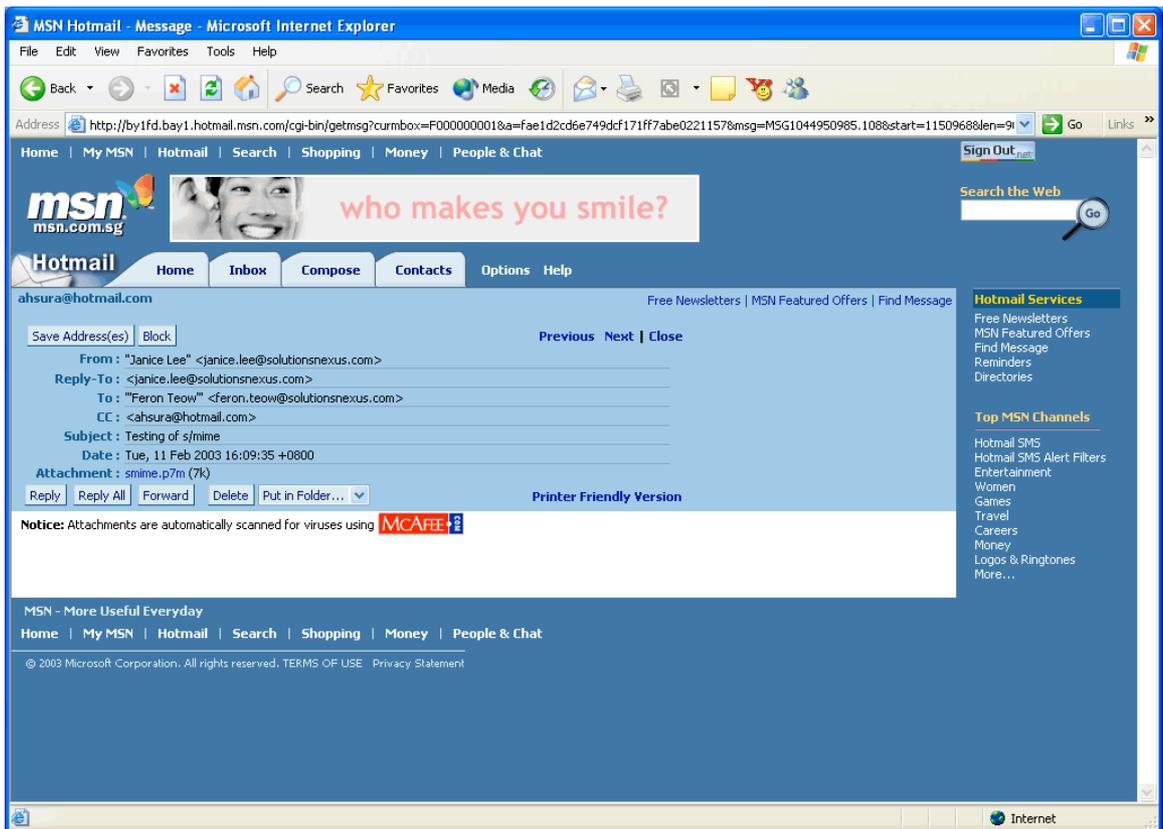


Click on **“OK”** to continue.

Recipient Feron will be able to view the actual contents of the encrypted email after decrypting it. Recipient can actually know whether the email is digitally signed and encrypted as the email will display a lock and seal. Seal represents digital signature, lock represents encryption.



Recipient ahsura however, shall not be able to view the actual contents of the email message.



Recipient ahsura is not able to view the contents of the encrypted message. However, the email attaches a smime.p7m file that contains the encrypted message. Recipient ahsura however, would not be able to see the clear text message as Recipient Feron.

### **3. CONCLUSION**

The example of using Recipient ahsura is to let user know that only intended recipient are able to decipher the contents of encrypted email and any intruders or non-intended recipients would not be able to view the plain text contents at all.