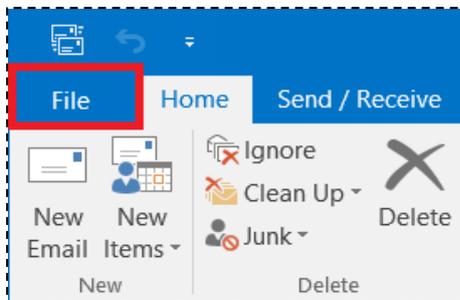


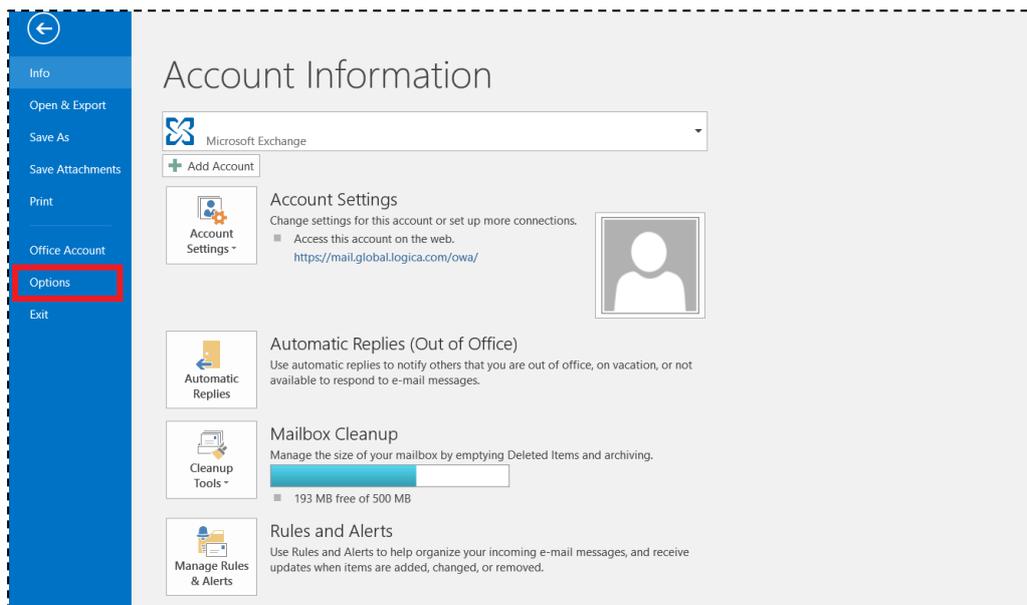
MS Outlook 2016 - Settings for sending encrypted and signed emails to CS OTE system

Start MS Outlook 2016.

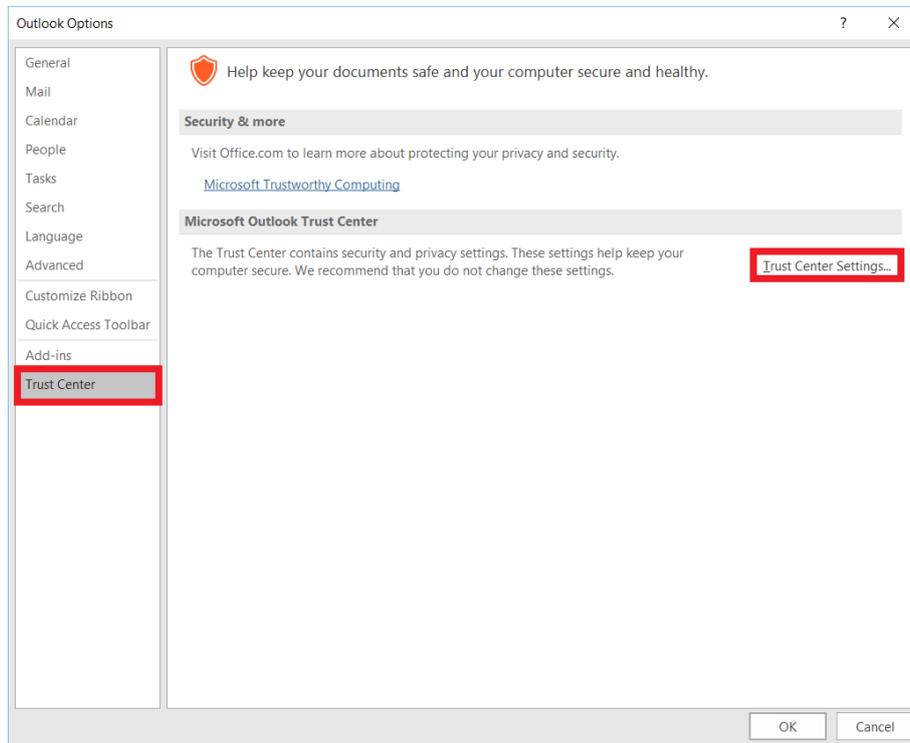
Select the **“File”** tab.



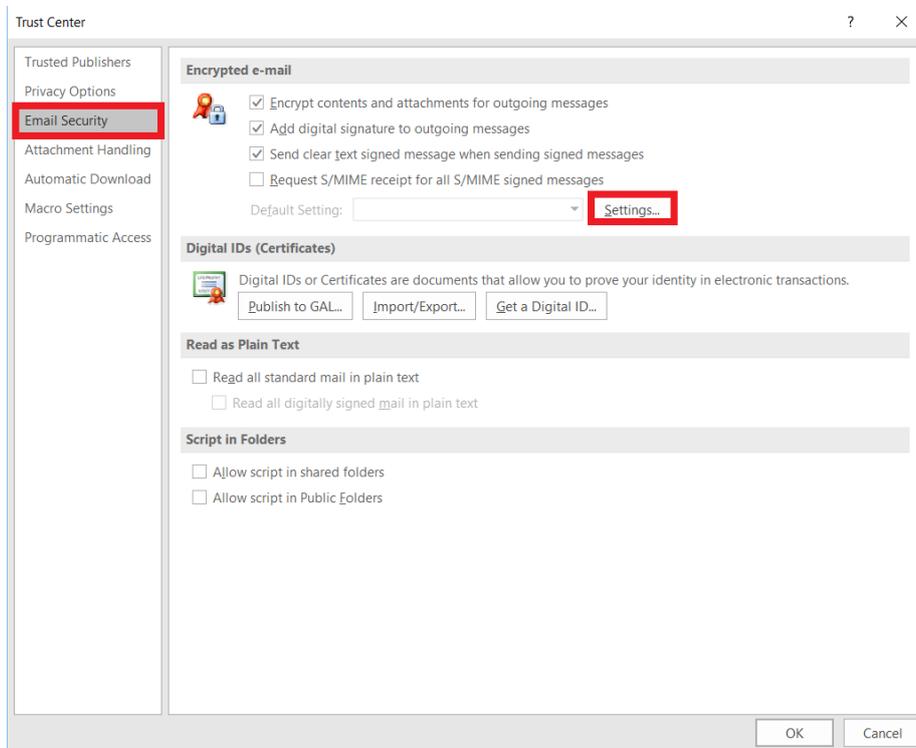
Continue with selection **„Options“**.



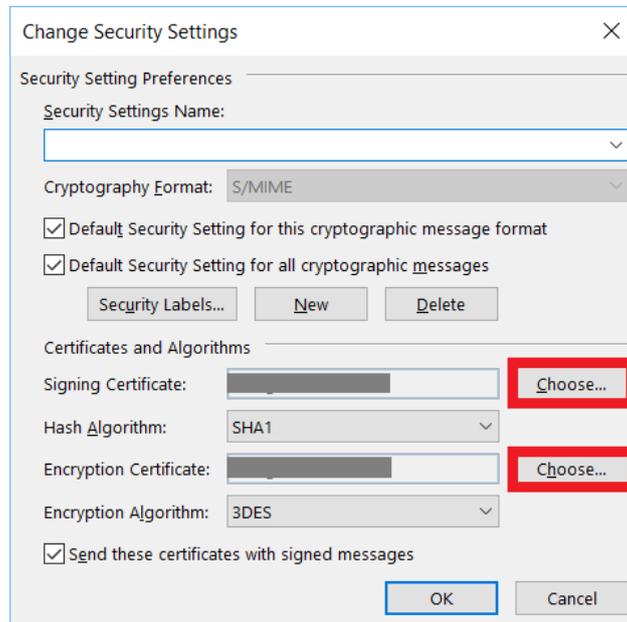
In the displayed window select **"Trust Center"** and then **"Trust Center Settings"**.



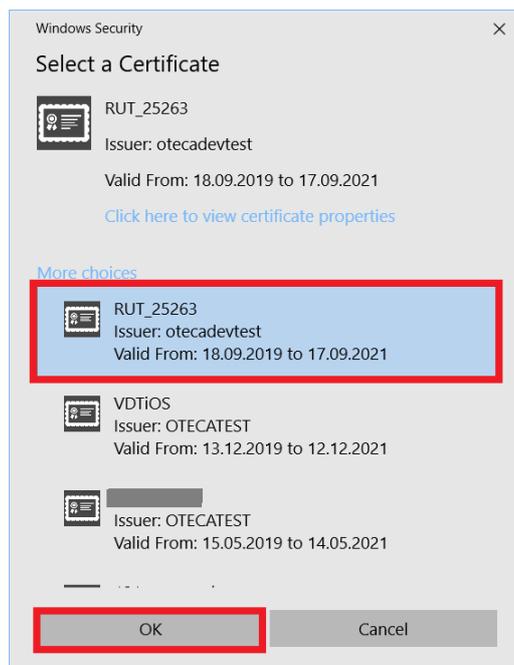
In the tab **„Email security“** select **„Settings...“**



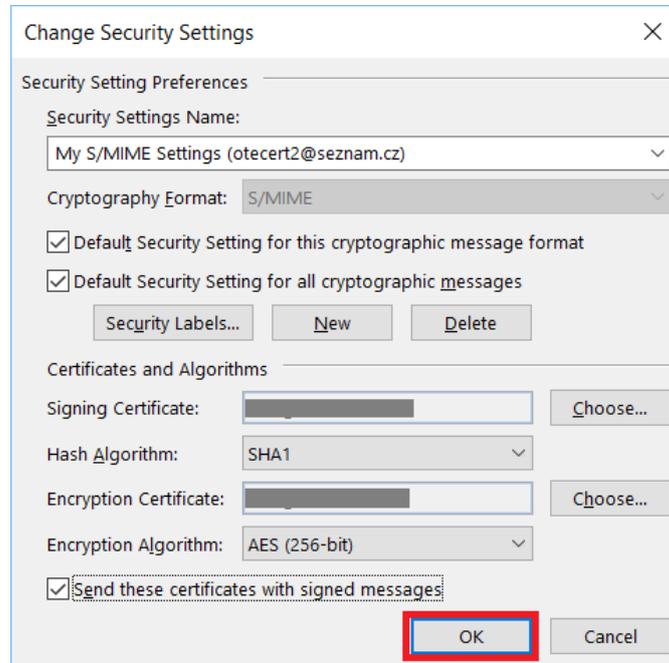
By pressing "Choose..." buttons, for both - signing and encryption certificates it is possible to select the appropriate certificate (qualified for signature and commercial for encryption).



Select the **private** certificate from the list of available certificates and **confirm** "OK".



The selected certificate with settings will be saved by clicking the button „OK“.



Change Security Settings

Security Setting Preferences

Security Settings Name: My S/MIME Settings (otecert2@seznam.cz)

Cryptography Format: S/MIME

Default Security Setting for this cryptographic message format

Default Security Setting for all cryptographic messages

Security Labels... New Delete

Certificates and Algorithms

Signing Certificate: [Redacted] Choose...

Hash Algorithm: SHA1

Encryption Certificate: [Redacted] Choose...

Encryption Algorithm: AES (256-bit)

Send these certificates with signed messages

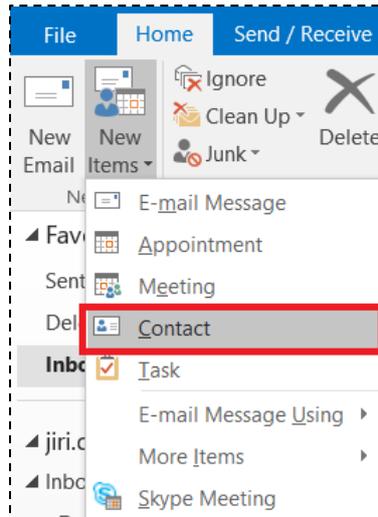
OK Cancel

Create a messaging Contact

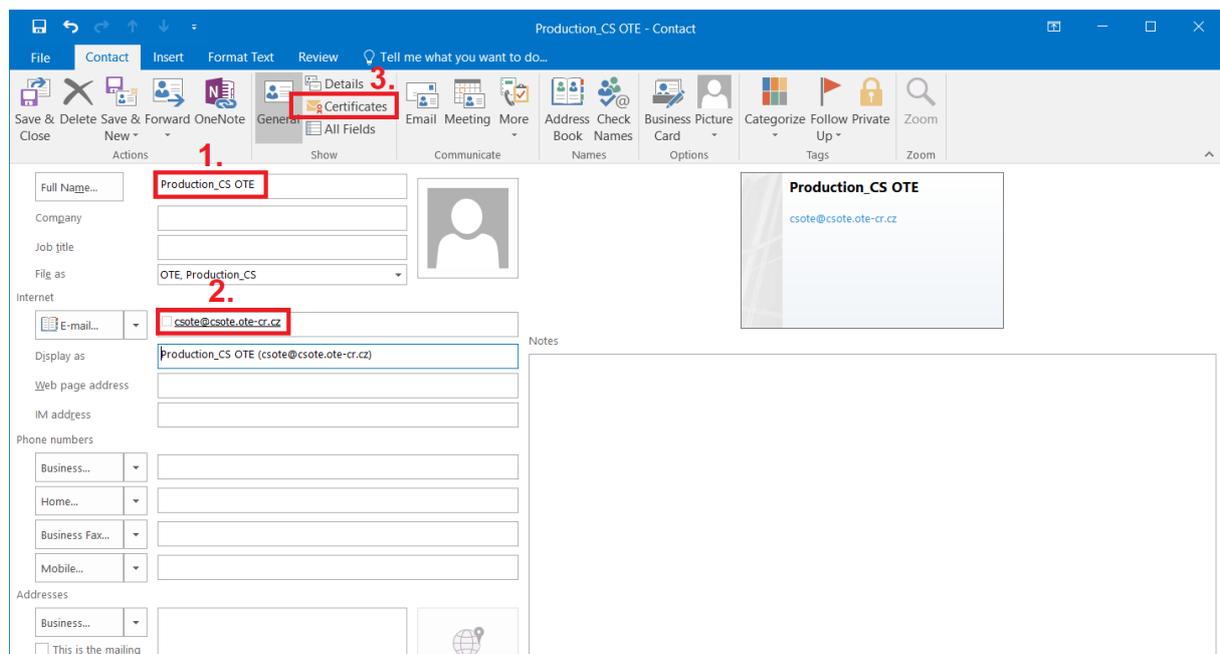
First you must download the public part of the S/MIME certificate for message encryption here :

<https://www.ote-cr.cz/cs/registrace-a-smlouvy/pristup-do-cs-ote/konfigurace-pc>

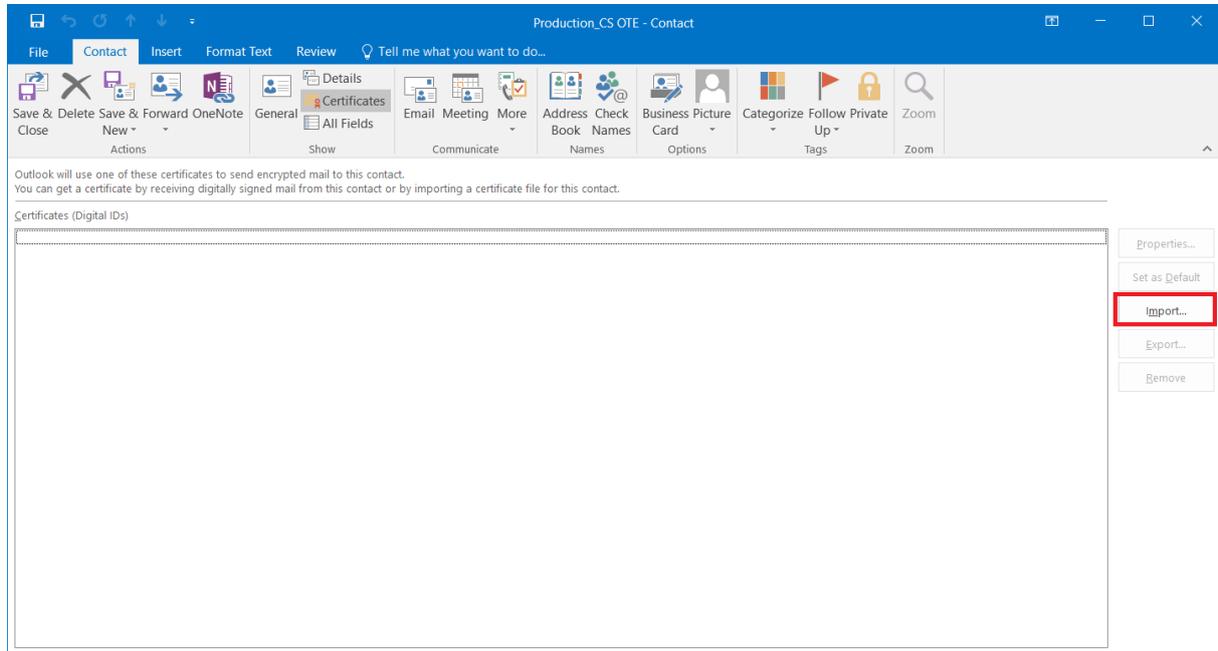
Then in Outlook 2016 select menu item „Home“ –, „New items“ –, „Contact“



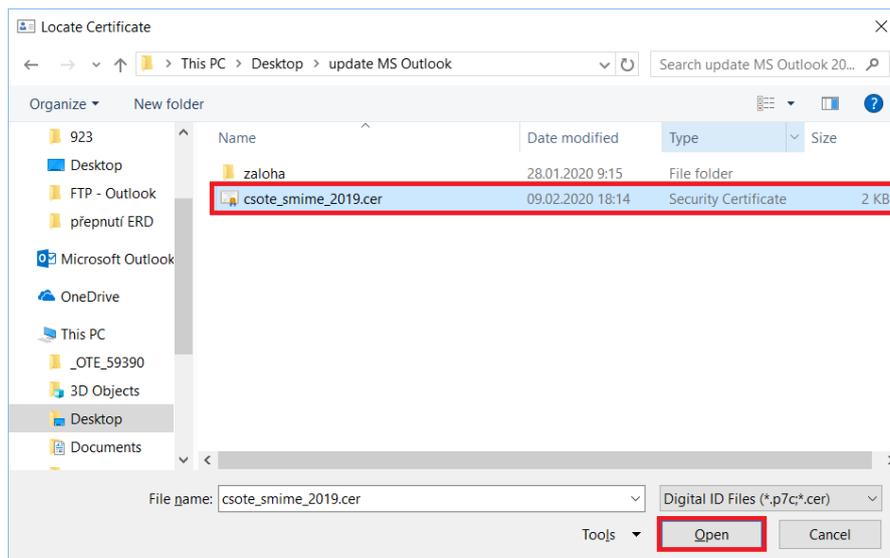
After naming the contact enter email csote@csote.ote-cr.cz and click on the icon "Certificates".



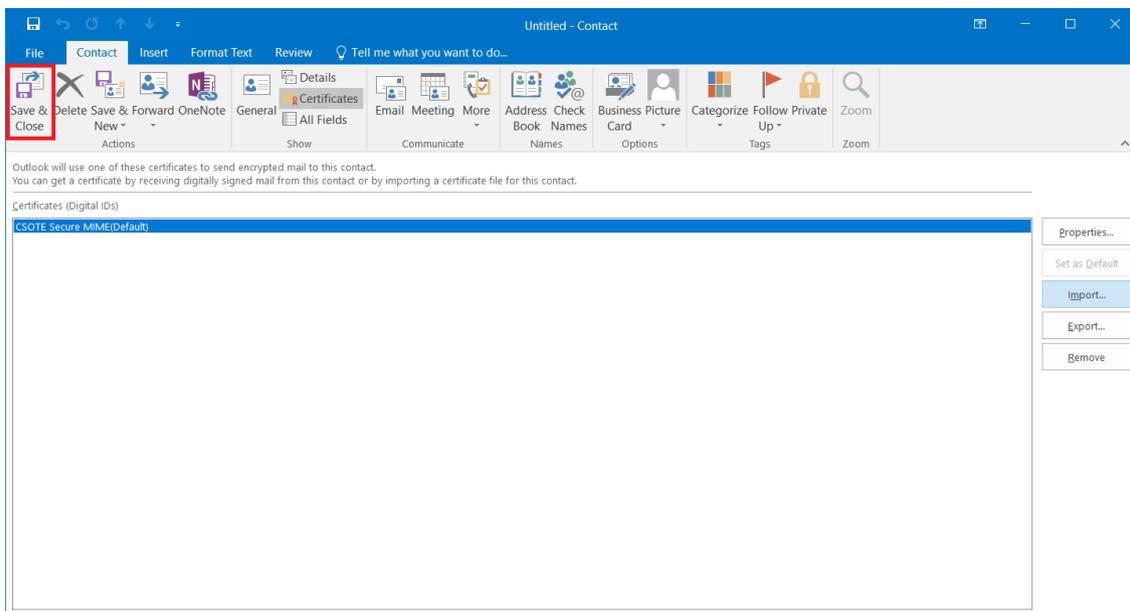
Clicking "**Import**" are going to import the public part of the certificate we received from that contact :



In the dialog select the downloaded public part of the S/MIME key .



The successfully imported certificate now appears. Click on **"Save and close"**.



Sending encrypted and signed e-mail to CS OTE

Create new email message.

- Select "**Options**" in menu, then **Encrypt** and **Sign**
- Into **Address** field, select a previously created contact from the address book – point 2. Production_CS OTE with imported S/MIME certificate
- Pressing **Send** the encrypted and signed email gonna be send to CS OTE.

