

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

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Start MS Outlook 2016.

Select the "File" tab.



Continue with selection "Options".



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



#### In the tab "Email security" select - "Settings…"

Trust Center		?	×
Trusted Publishers	Encrypted e-mail		
Privacy Options Email Security Attachment Handling Automatic Download Macro Settings Programmatic Access	Image: Contents and attachments for outgoing messages         Image: Contents attachments for all S/MIME signed messages         Default Setting:         Image: Content attachments for all S/MIME signed messages         Default Setting:         Image: Content attachments for all S/MIME signed messages         Default Setting:         Image: Content attachments for all S/MIME signed messages         Digital IDs or Certificates are documents that allow you to prove your identity in electronic transactions         Publish to GAL.       Import/Export         Image: Content attachment a		
	Read all standard mail in plain text  Read all digitally signed mail in plain text  Script in Folders		
	Allow script in shared folders Allow script in Public <u>F</u> olders		
	ОК	Car	icel



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)**.

Change Security Settings				
Security Setting Preferences Security Settings Name:				
	$\sim$			
Cryptography <u>F</u> ormat: S/MIME	$\sim$			
☑ Defaul <u>t</u> Security Setting for this cryptographic message	format			
Default Security Setting for all cryptographic <u>m</u> essages				
Sec <u>u</u> rity Labels <u>N</u> ew <u>D</u> elete				
Certificates and Algorithms				
Signing Certificate:	<u>C</u> hoose			
Hash <u>A</u> lgorithm: SHA1 ~				
Encryption Certificate:	C <u>h</u> oose			
Encryption Algorithm: 3DES ~	·			
✓ Send these certificates with signed messages				
ОК	Cancel			

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

Windows Security			$\times$		
Select	Select a Certificate				
	RUT_25263				
لـــــا	Issuer: otecadevtest				
	Valid From: 18.09.201	9 to 17.09.2021			
	Click here to view cer	tificate properties			
More ch	oices				
9=	RUT_25263 Issuer: otecadevtest Valid From: 18.09.20	19 to 17.09.2021			
<b>?</b> =]	VDTiOS Issuer: OTECATEST Valid From: 13.12.20	19 to 12.12.2021			
<b>?</b> =	Issuer: OTECATEST Valid From: 15.05.2019 to 14.05.2021				
	···· ·				
	ОК	Cancel			



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

	~			
Change Security Settings				
Security Setting Preferences				
Security Settings Name				
Security Security Nume.				
My S/MIME Settings (otecert2@seznam.cz)	~			
Cryptography Format: S/MIME	$\sim$			
Defaul <u>t</u> Security Setting for this cryptographic message for	rmat			
☑ Default Security Setting for all cryptographic <u>m</u> essages				
Sec <u>u</u> rity Labels <u>N</u> ew <u>D</u> elete				
Certificates and Algorithms				
Signing Certificate:	<u>C</u> hoose			
Hash <u>A</u> lgorithm: SHA1 $\checkmark$				
Encryption Certificate:	C <u>h</u> oose			
Encryption Algorithm: AES (256-bit)				
Send these certificates with signed messages				
ок	Cancel			

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#### **Create a messaging Contact**

First you must download the public part of the S/MIME certificate for message encryption here : <u>https://www.ote-cr.cz/cs/registrace-a-smlouvy/pristup-do-cs-ote/konfigurace-pc</u>

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



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

<b>□ 5</b> ♂ ↑ ↓ =	Production_CS OTE - Contact	T	—	×
File Contact Insert Format Text Review Q Tell me what you want to	do			
Save & Delete Save & Forward OneNote Close New Actions 1. Show Communicate	Address Check Book Names     Business Picture Card     Card     Card     Zoom       Names     Options     Tags     Zoom			^
Full Name     Production_CS OTE       Company	Production_CS OTE csote@csote.ote-cr.cz			
Internet Z.				
E-mail	Notes			
Display as Production_CS OTE (csote@csote.ote-cr.cz)	I VOIES			
Web page address				
IM add <u>r</u> ess				
Phone numbers				
Business 👻				
Home 💌				
Business Fax 💌				
Mobile 👻				
Addresses				
Business This is the mailing				



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

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File Contact Insert Format Text Review 🗘 Tell me what you want to do		
Image: Section of the section of th		
Actions         Show         Communicate         Names         Options         rags         200in           Outlook will use one of these certificates to send encrypted mail to this contact.         You can get a certificate by receiving digitally signed mail from this contact or by importing a certificate file for this contact.         Certificates (Diotal IDs)         Certificates (Diotal IDs)		_
		Properties
		Set as <u>D</u> efault
		i <u>m</u> port
		<u>E</u> xport
		<u>R</u> emove

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

Locate Certificate				×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 📜 $>$ This	PC > Desktop > update MS Outlook	~ Ū	Search update MS Outlook 2	0 🔎
Organize   New folder				?
923 ^	Name	Date modified	Type $\checkmark$ Size	
E Desktop	📜 zaloha	28.01.2020 9:15	File folder	
FTP - Outlook	csote_smime_2019.cer	09.02.2020 18:14	Security Certificate	2 KB
Microsoft Outlook  ConeDrive  This PC  JOTE_59390  JODects  Desktop  Documents	c			>
File <u>n</u> ame	2: csote_smime_2019.cer	√ Too <u>l</u> s ▼	Digital ID Files (*.p7c;*.cer)           Open         Cancel	> el



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

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File Contact Insert Format Text Review Q Tell me what you want to do	
Save & belete Save & Forward OneNote New*       Show       Show <t< td=""><td>~</td></t<>	~
Outlook will use one of these certificates to send encrypted mail to this contact. You can get a certificate by receiving digitally signed mail from this contact or by importing a certificate file for this contact.	
CSOTE Secure MIME(Default)	Properties
	Set as <u>D</u> efault
	I <u>m</u> port
	Export
	Remove

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#### 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.

