

User Manual Of information system



Installation Manual

Guide to setting up secure communication with the CDS using MS Outlook 2007

This document and its content are confidential. It is forbidden to reproduce the document or its parts, to show it to third parties or to use it for any other purposes than it was provided for without prior written agreement by OTE, a.s.

2010 OTE, a.s.

Date of revision:
3.8.2010

Document name:
Setting up secure communication
with the CDS using MS Outlook
2007

Document version:
ECF1854

Date	Describe of revision
3.8.2010	Final version

2010 OTE, a.s.

Date of revision:
3.8.2010

Document name: Document version:
Setting up secure communication ECF1854
with the CDS using MS Outlook
2007

Contents

1	Introduction & Summary	5
1.1	<i>Registration of the recipient's certificate under the relevant contact in MS Outlook 2007.</i>	<i>5</i>
2	Setting up your own private key for the electronic signing of messages and the certificate for sent encrypted messages.	8
3	Testing of encryption and electronic signature functionality in MS Outlook 2007	10

1 Introduction & Summary

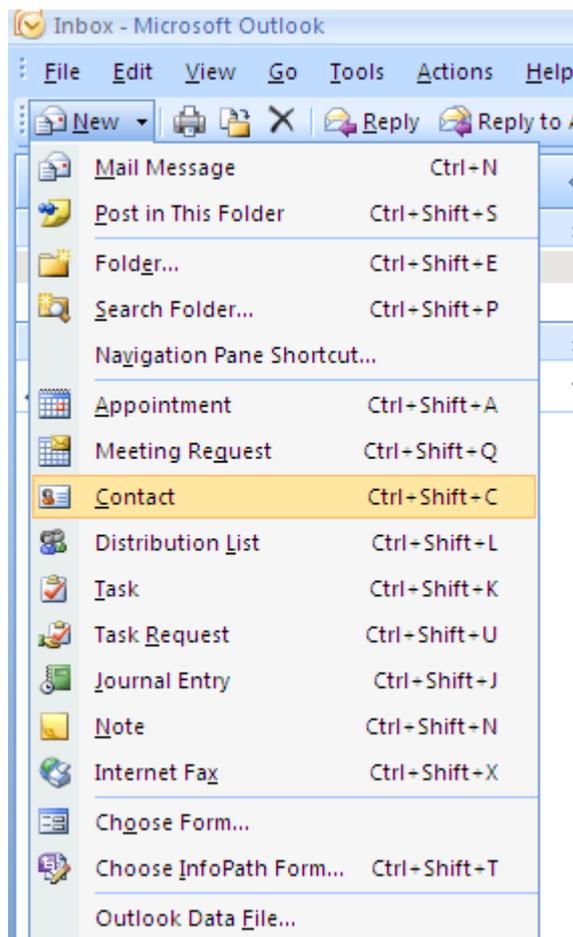
This document describes how to set up MS Outlook 2007 to establish secure electronic mail.

1.1 Registration of the recipient's certificate under the relevant contact in MS Outlook 2007.

In this Chapter it is necessary to create a contact for the recipient of the encrypted message and a contact for the sender in MS Outlook 2007. When these contacts have been created, it is essential to import certificates, in which their email address corresponds to the email address of the relevant contact.

In our case you will need to create contacts and import the CDS certificate and your personal certificate for communication with the CDS.

- a) Creation of the CDS contact (own contact) in “**New – Contact**” in MS Outlook by performing the following steps



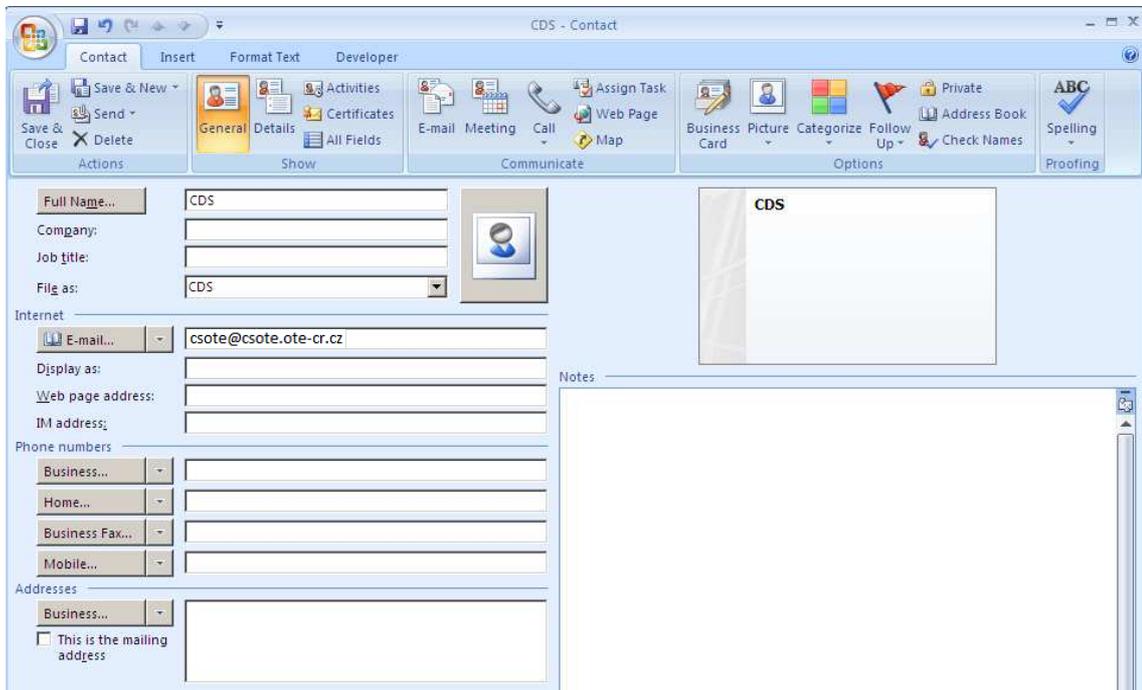
2010 OTE, a.s.

Date of revision:
3.8.2010

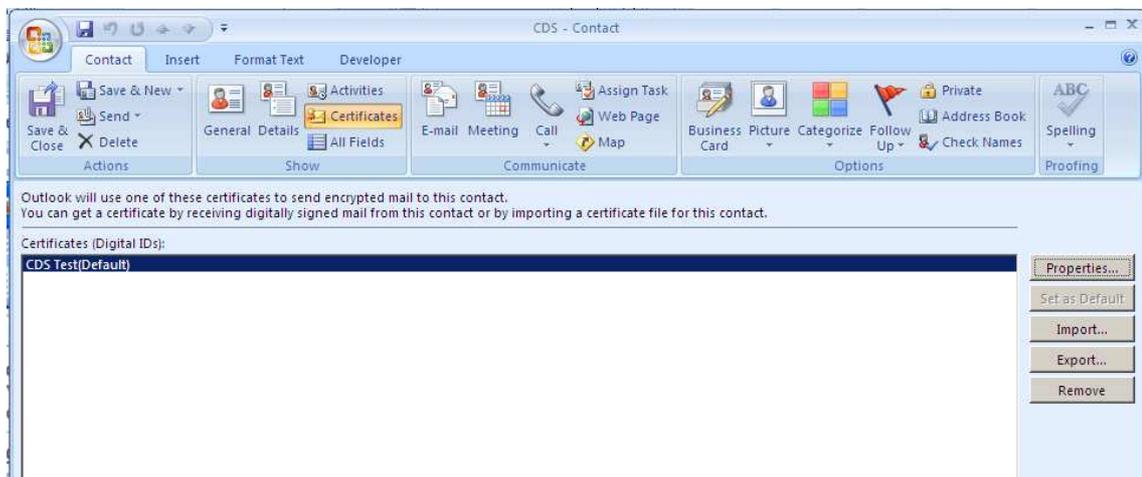
Document name:
Setting up secure communication
with the CDS using MS Outlook
2007

Document version:
ECF1854

- b) The contact must include the correct email address which must correspond to the email address included in the certificate, which we will import in the following step



- c) To import the certificate of the relevant contact in the Certificates tab, we select **Import** and locate the file with the certificate of the relevant contact.



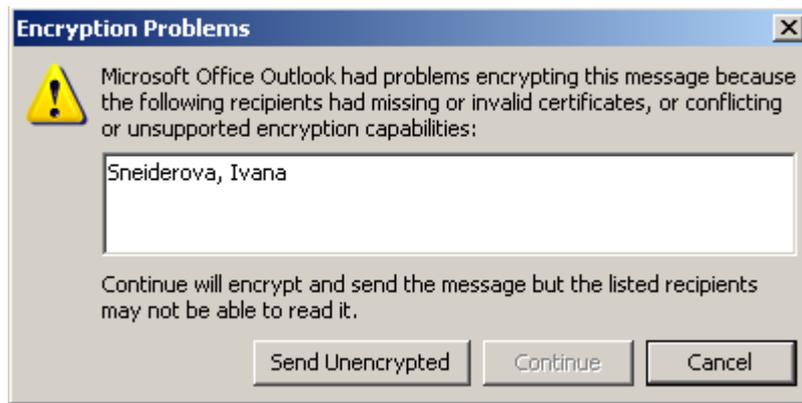
Note:

- a) *If you do not register the certificate of the recipient with the relevant contact in MS Outlook 2007 you will not be able to send an encrypted message to this recipient. In that case the following message would be displayed.*

2010 OTE, a.s.

Date of revision:
3.8.2010

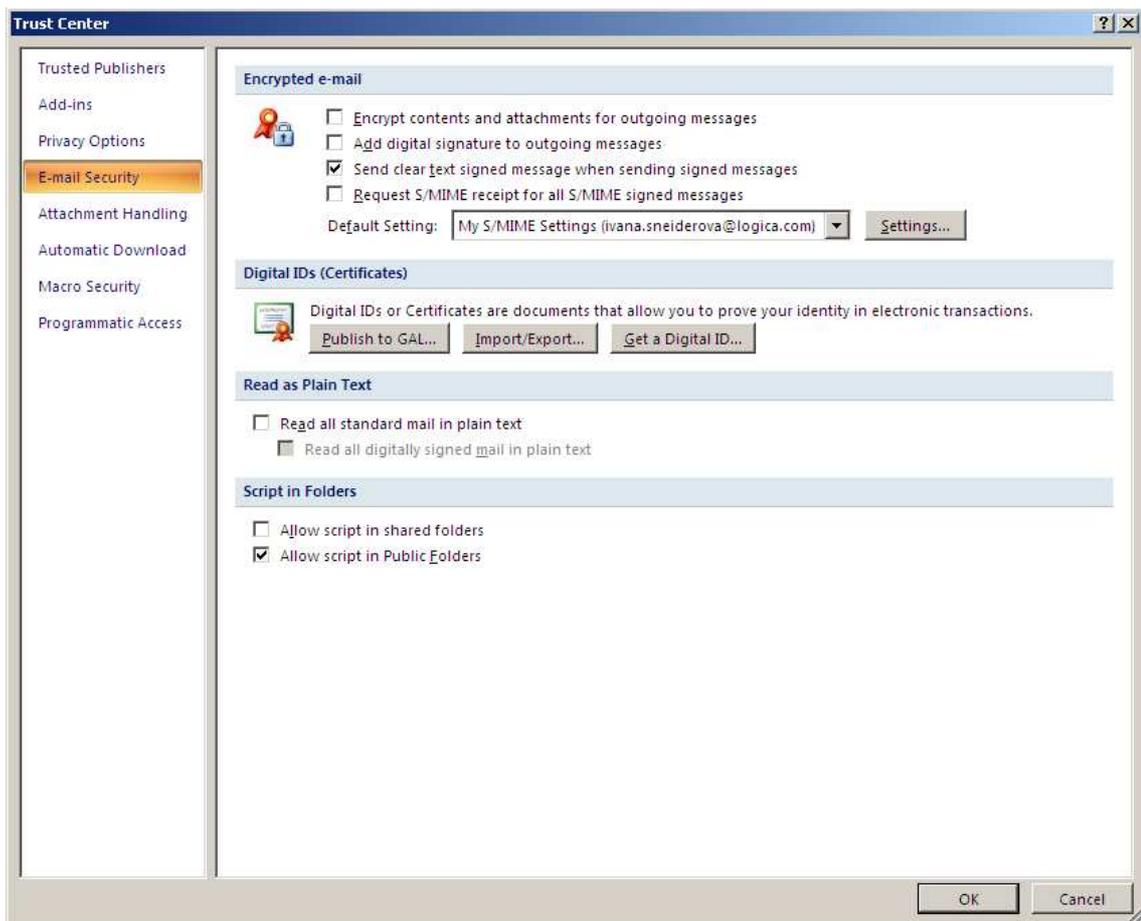
Document name: Document version:
Setting up secure communication ECF1854
with the CDS using MS Outlook
2007



- b) *The email address field specified in the recipient contact must be the same as the email address listed in the certificate of the recipient.*

2 Setting up your own private key for the electronic signing of messages and the certificate for sent encrypted messages.

- a) Open MS Outlook 2007
- b) On the menu select **Tools** – item **Trust center** – and the tab labelled **e-mail Security**. Select the **Settings** button.



- c) Adjust the settings so that they are the same as in the following illustration



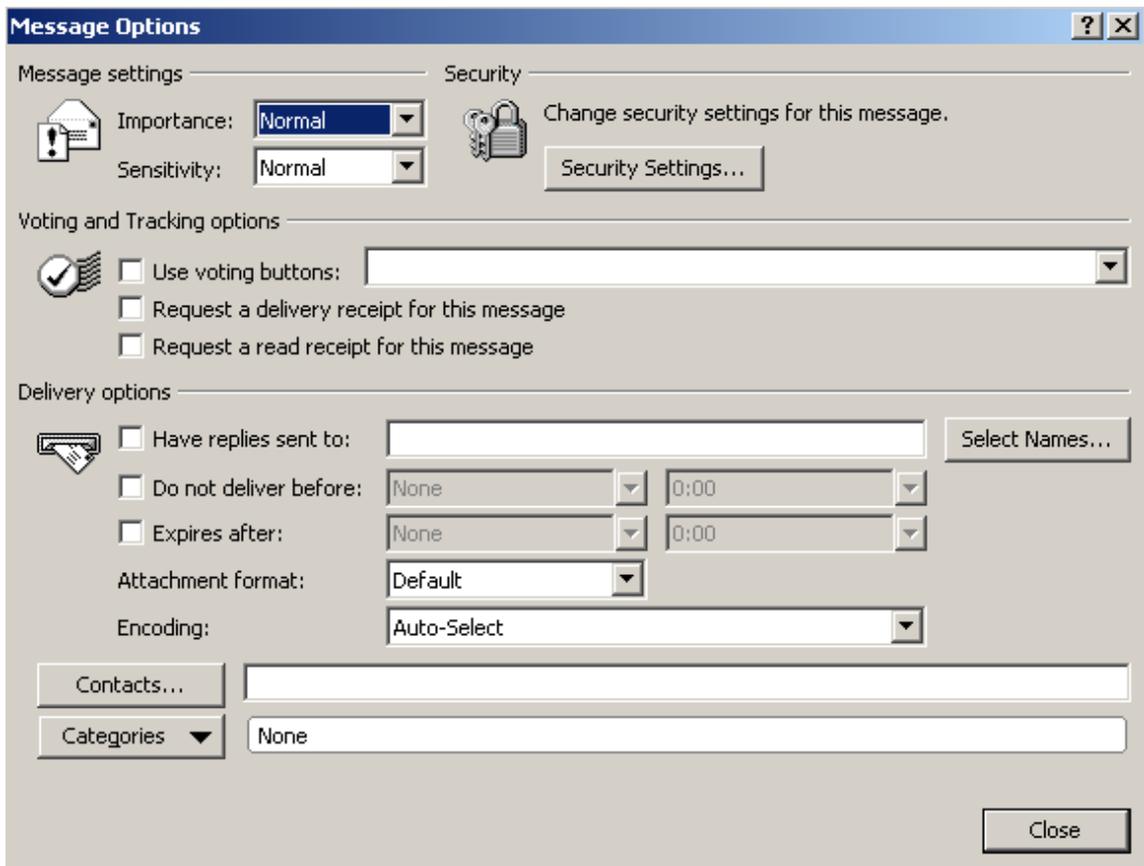
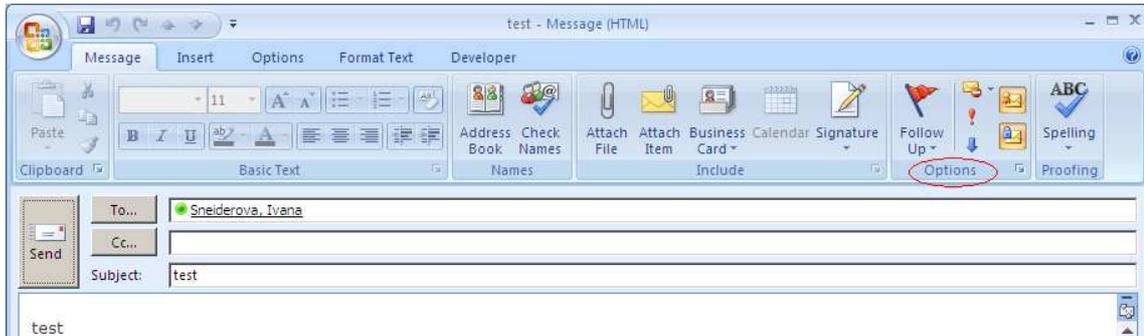
The signature and encryption certificate will depend on the user and the security settings name of the profile may also be anything you chose.

Note:

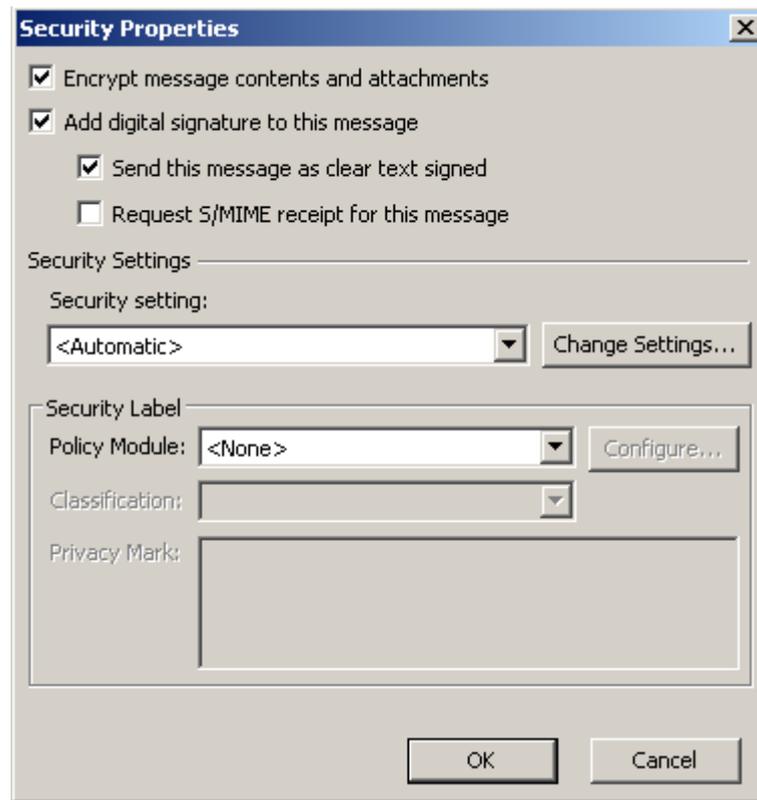
The encryption certificate shown serves only to encrypt a “copy” of the message which is saved under Sent Mail.

3 Testing of encryption and electronic signature functionality in MS Outlook 2007

Open MS Outlook and send yourself a message. Before sending the message under Tools in the Message Options and go to “Options”,



Select **Security Settings** where you need to check the boxes to show that you wish to encrypt and sign the message you are sending



then close the window by clicking on **OK**. Now send the message.



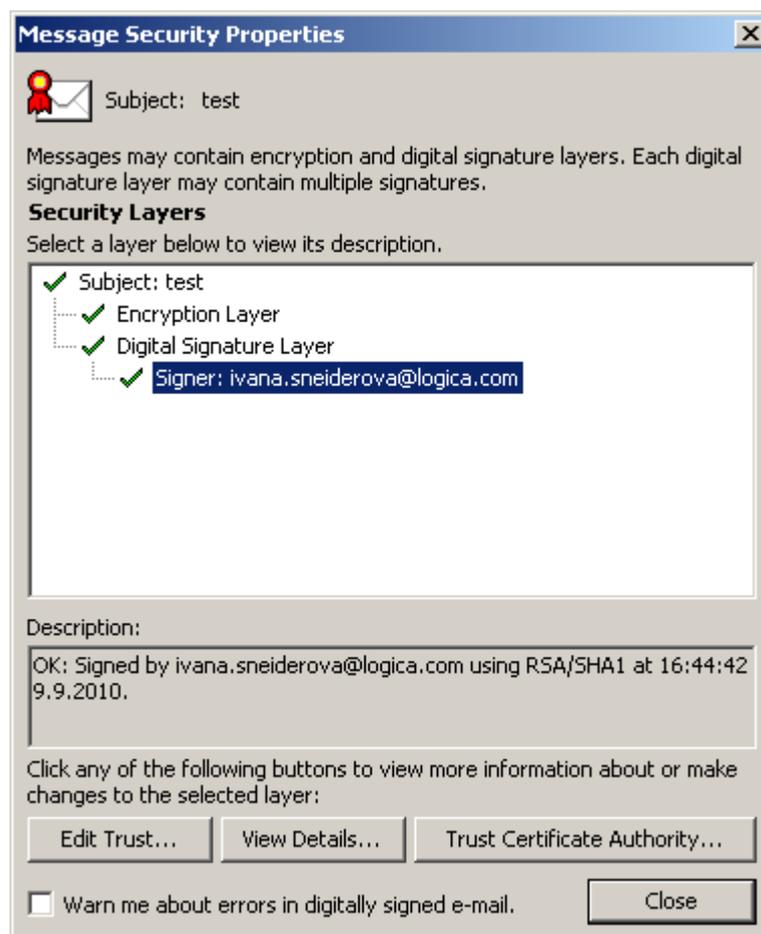
If everything is ok the message will be sent and will be received shortly thereafter, and once the message has been opened you will see the text of the message as you would normally, however with the addition of a blue lock and red seal in the message header.

If you click on the blue lock, the following message should appear.

2010 OTE, a.s.

Date of revision:
3.8.2010

Document name: Setting up secure communication with the CDS using MS Outlook 2007
Document version: ECF1854



If you click on the red seal the following message showing the relevant information about the author who electronically signed the message should appear:

