User Manual Of information system

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Installation Manual

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

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Abbreviations Used

Meaning
Centre for Data Services
Global system for encoding and identifying goods, services and organisations
International format for electronic data interchange (Electronic Data Interchange)
Graphical user interface
Hardware
Identifier (general)
Infrastructure of an operator on the electricity market
Microsoft
Place of supply/delivery
Company: Operátor trhu s elektřinou ČR, a.s. (Operator on the electricity market CR)
Certification authority which issues IS OTE certificates
Operator of the distribution network
Operator of the transfer network
Registered entitled customer
Registered participant on the market
Software
User Interface

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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



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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

(Cn) ↓ ♥ ♥ ★ ★ ↓ =	CDS - Contact		- = x
Contact Insert Format Text Developer			0
Save & New * Save & Send * Close X Delete	E-mail Meeting Call Meeting Map	Business Picture Categorize Follow Card	s Spelling
Actions Show	Communicate	Options	Proofing
Full Name CDS Comgany:	Notes	CDS	G
Phone numbers			Â
Business			
Home			
Business Fax			
Mobile			
Addresses			
Business			

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.

	÷ FormatTavt Daveloper	CDS - Contact		_ = X
Save & New * Save & Send * Close X Delete	General Details	Assign Task Assign Task Assign Task Web Page Call Map	Business Picture Categorize Follow Card	ABC Spelling
Actions	Show	Communicate	Options	Proofing
CDS Test(Default)				Properties
CDS Test(Default)				Properties
				Color Data de
				Set as Default Import
				Set as Default Import Export
				Set as Default Import Export Remove

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.

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Encryp	tion Problems			×
⚠	Microsoft Office the following rea or unsupported	Outlook had problems ipients had missing or i encryption capabilities:	encrypting this m nvalid certificates	essage because ;, or conflicting
	Sneiderova, Iva	ana		
	Continue will en may not be able	crypt and send the mes to read it.	sage but the liste	ed recipients
		Send Unencrypted	Continue	Cancel

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.

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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

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Change Security Settings	×			
Security Setting Preferences Security Settings Name:				
CDS	•			
Cryptography Format: S/MIME	•			
Default Security Setting for this cryptographic message	format			
Default Security Setting for all cryptographic messa	ges			
Security Labels New Delete	Password,			
Certificates and Algorithms				
Signing Certificate: 4000	Choose			
Hash Algorithm: SHA1				
Encryption Certificate: 4000	Choose			
Encryption Algorithm: 3DES				
Send these certificates with signed messages				
ОК	Cancel			

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.

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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

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Security Proper	ties		×
Encrypt mess	age contents and attachments		
🔽 Add digital sig	inature to this message		
🔽 Send this	s message as clear text signed		
🗌 Request	S/MIME receipt for this message		
Security Settings			
Security setting	g:		
<automatic></automatic>	▼	Chan	ge Settings
Security Label		_	1
Policy Module:	<none></none>		Configure
Classification:		Y	
Privacy Mark:			
	ОК		Cancel

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

	U & * [} ∓ test	- Message (HTML)		-	= x
Reply Reply to All	Forward De	Per	Block Sender	Categorize Follow Mark as	Find	U
Respon	ıd	Actions	Junk E-mail 🕞	Options 🕞		
From: To: Cc: Subject: t	Sneiderova, Iv Sneiderova, Iv test	ana ana (ivana.sneiderova@logica	a.com)	Sent: čt	9.9.2010	16:45
121948 Main 1		· · · · · · · · · · · · · · · · · · ·				

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.

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Message Security	Properties		×
Subject: te	est		
Messages may cont signature layer may	ain encryption and c contain multiple sign	igital signature lay natures.	vers. Each digital
Select a layer below	, to view its descripti	on.	
 Subject: test Encryption Digital Signer Signer) Layer hature Layer ; ivana.sneiderova@	Plogica.com	
Description: OK: Signed by ivan 9.9.2010.	a.sneiderova@logica	a.com using RSA/S	iHA1 at 16:44:42
Click any of the follo changes to the sele	wing buttons to view cted layer:	w more information	n about or make
Edit Trust	View Details	Trust Certifica	te Authority
Warn me about	errors in digitally sig	ned e-mail.	Close

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

Digital Si	gnature: ¥alid	×
Subject:	test	
From:	Sneiderova, Ivana	
Signed By	: ivana.sneiderova@logica.com	
8	The digital signature on this message is Valid and Trusted.	
	For more information about the certificate used to digitally sign the message, click Details.	
	Details	
🗌 Warn	me about errors in digitally signed e-mail before message opens.	
	Close	

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