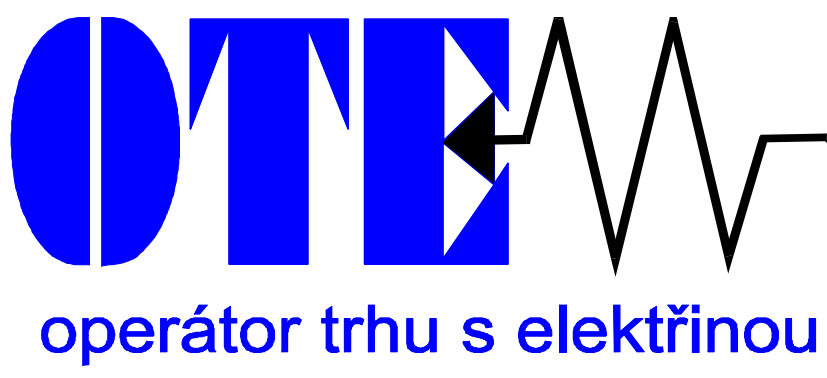


User Guide

**Guide to setting up secure communication with the CDS using MS
Outlook 2003**



CONTENTS

1	Introduction & Summary.....	4
1.1	Registration of the recipient's certificate under the relevant contact in MS Outlook 2003.....	4
2	Setting up your own private key for the electronic signing of messages and the certificate for sent encrypted messages.	7
3	Testing of encryption and electronic signature functionality in MS Outlook 2003	9

Abbreviations Used

<i>Abbreviation</i>	<i>Meaning</i>
CDS	Centre for Data Services
EAN	Global system for encoding and identifying goods, services and organisations
EDI	International format for electronic data interchange (Electronic Data Interchange)
GUI	Graphical user interface
HW	Hardware
ID	Identifier (general)
IS OTE	Infrastructure of an operator on the electricity market
MS	Microsoft
OPM	Place of supply/delivery
OTE	Company: Operátor trhu s elektřinou ČR, a.s. (Operator on the electricity market CR)
OTECA	Certification authority which issues IS OTE certificates
PDS	Operator of the distribution network
PPS	Operator of the transfer network
ROZ	Registered entitled customer
RÚT	Registered participant on the market
SW	Software
UI	User Interface

1 Introduction & Summary

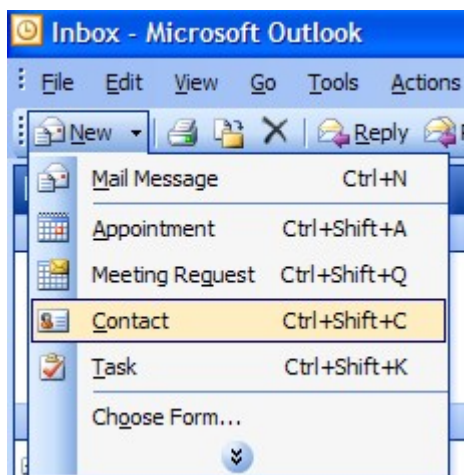
This document describes how to set up MS Outlook 2003 to establish secure electronic mail.

1.1 Registration of the recipient's certificate under the relevant contact in MS Outlook 2003.

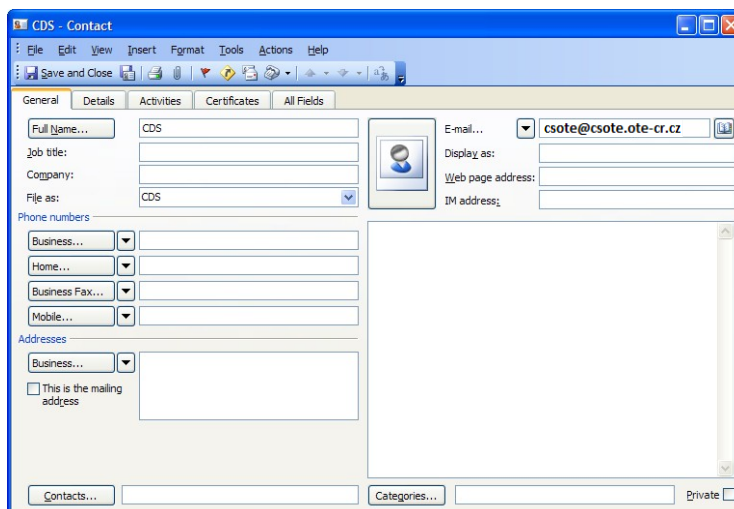
In this Chapter it is necessary to create a contact for the recipient of the encrypted message and a contact for the sender in MS Outlook 2003. When these contacts have been created, it is essential to import certificates, in which their email address corresponds to the email address of the relevant contact.

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

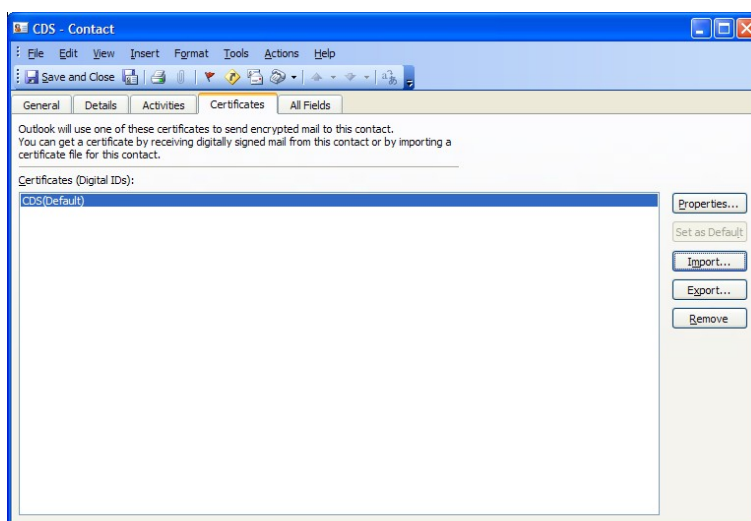
- a) Creation of the CDS contact (own contact) in “**New – Contact**” in MS Outlook by performing the following steps



- 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:

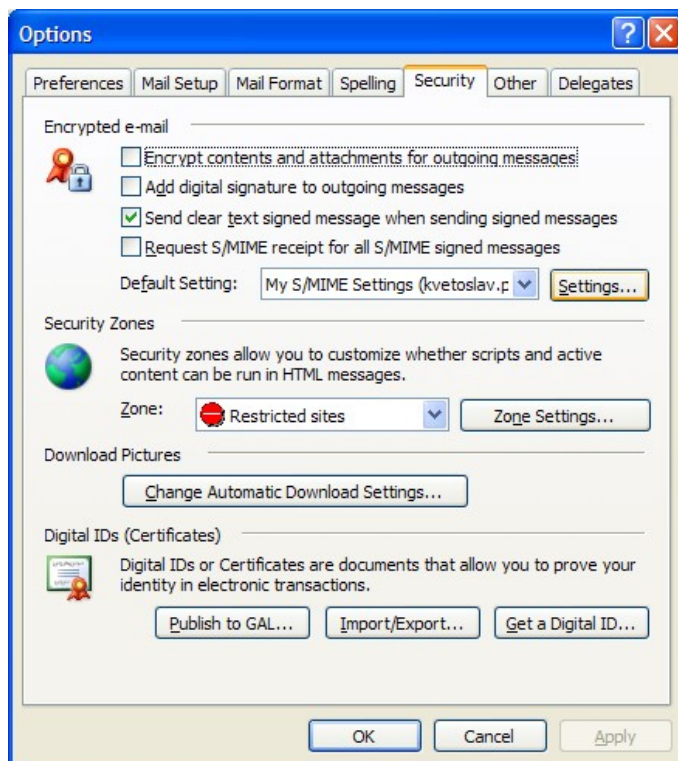
- a) *If you do not register the certificate of the recipient with the relevant contact in MS Outlook 2003 you will not be able to send an encrypted message to this recipient. In that case the following message would be displayed.*



- 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 2003
- b) On the menu select **Tools** – item **Options** – and the tab labelled **Security**. Select the **Settings** button.



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



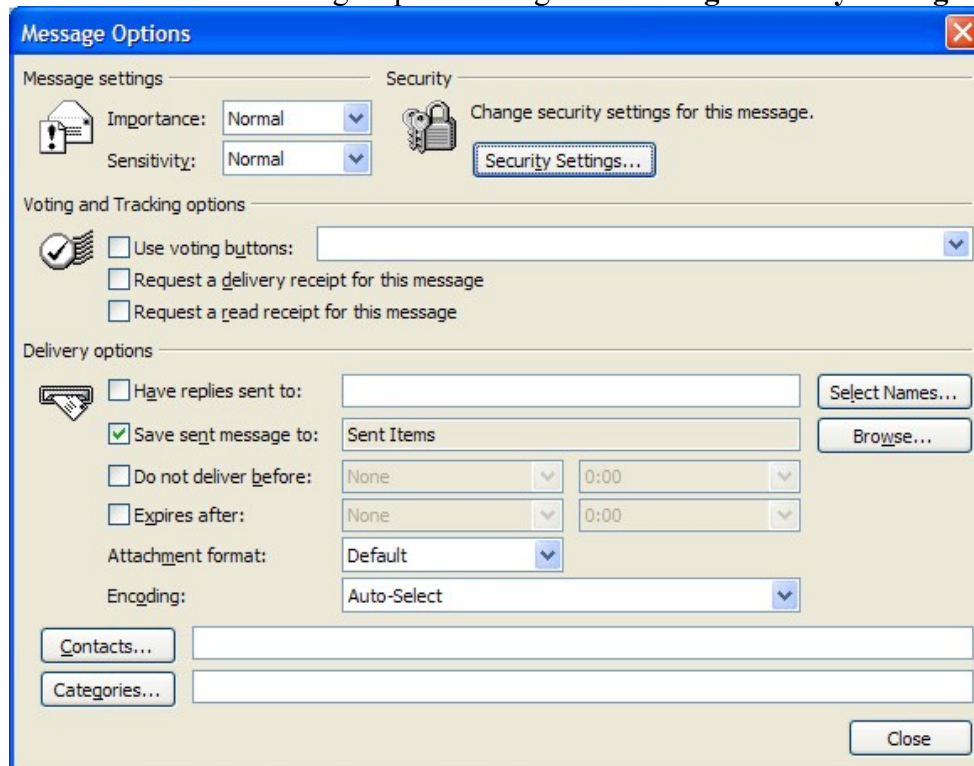
The signature and encryption certificate will depend on the user and the security settings name of the profile may also be anything you chose.

Note:

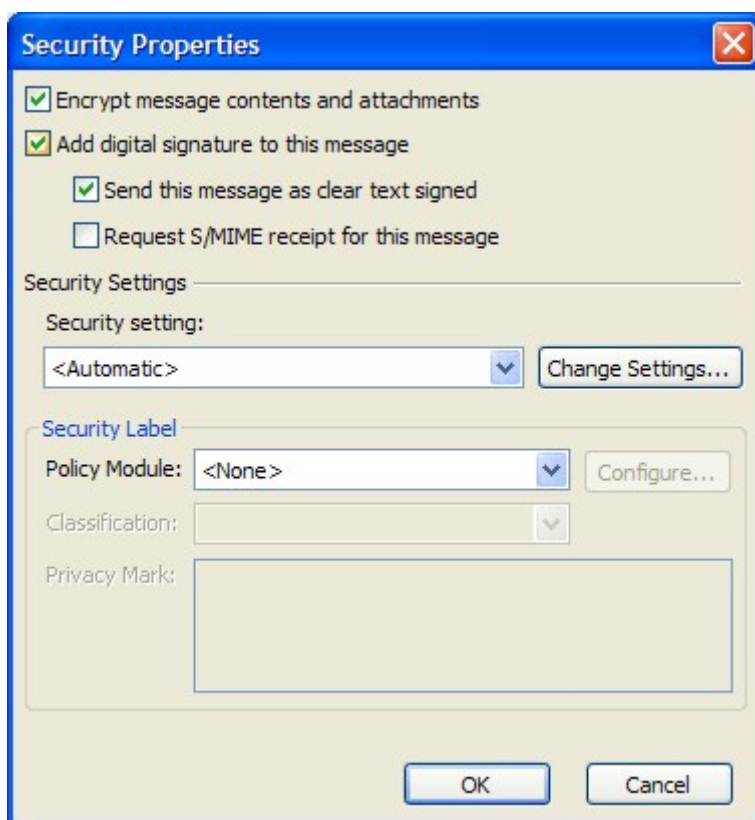
The encryption certificate shown serves only to encrypt a “copy” of the message which is saved under Sent Mail.

3 Testing of encryption and electronic signature functionality in MS Outlook 2003

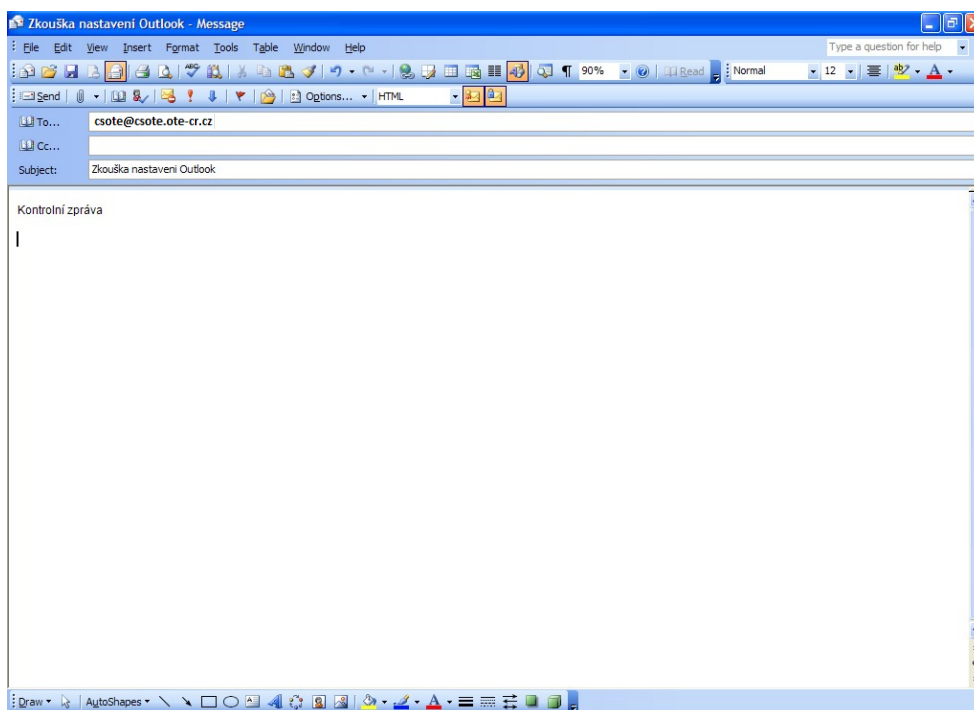
Open MS Outlook and send yourself a message. Before sending the message under Tools in the Message Options and go to “**Change security settings**”,



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

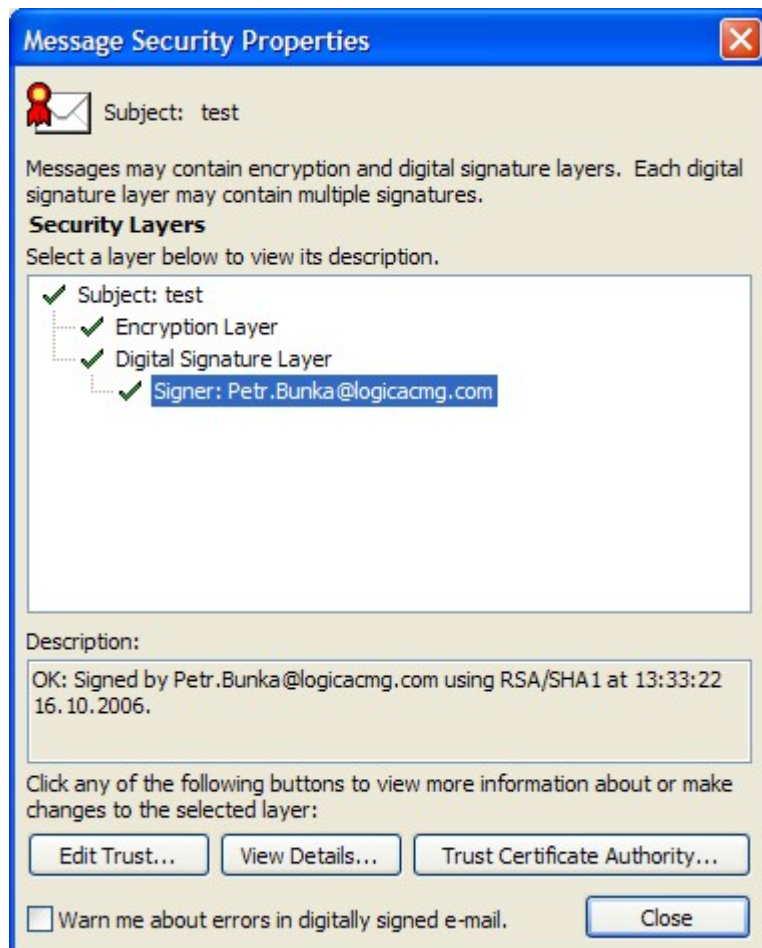


then close the window by clicking on **OK**. Now send the message.



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.



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

