

# Setup Guide for Outlook 2010 for sending encrypted and signed emails to the CS OTE

Open Outlook 2010. Click File - Options.

0 🗄 🖞	7 🖙	
File	Home	Senc
<b>1.</b> <u>ड</u> Sav	e As	
🖳 Sav	e Attachme	ents
Info		
Open		
Print		
Help		
🗈 Op	tions	2.

Click Trust Center – Trust Center Settings.





#### Choose E-mail Security – Settings.

Trust Center	
Trusted Publishers	Encrypted e-mail
DEP Settings Privacy Options <b>1</b> .	<ul> <li>Encrypt contents and attachments for outgoing messages</li> <li>Add digital signature to outgoing messages</li> </ul>
E-mail Security Attachment Handling	<ul> <li>Send clear text signed message when sending signed messages</li> <li>Request S/MIME receipt for all S/MIME signed messages</li> <li>Default Setting:</li> </ul>
Automatic Download Macro Settings	Digital IDs (Certificates)
Programmatic Access	Digital IDs or Certificates are documents that allow you to prove your identity in electronic transactions.         Import/Export
	Read as Plain Text
	<ul> <li>Read all standard mail in plain text</li> <li>Read all digitally signed mail in plain text</li> </ul>
	Script in Folders
	Allow script in shared folders     Allow script in Public Folders
	OK Cancel

Use Choose button to select your private certificate. Private certificate could be stored in a file (software certificate with the extension \*.pfx or \*.p12) or could be stored on hardware storage (hardware certificate on chip card or on the USB iKeyToken).

Change Security Settings			<b>—</b> ×-
Security Setting Preference Security Settings Name:	s ———		
M <u>(c);;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;</u>	······ (······)		-
Cryptography Format:	S/MIME		•
🔽 Default Security Setti	ng for this cryptogra	aphic message fo	rmat
🔽 Default Security Setti	ng for all cryptograp	hic messages	
Security Labels	New	Delete	Password
Certificates and Algorith	ms		
Signing Certificate:			Choose
Hash Algorithm:		Ŧ	
Encryption Certificate:			Choose
Encryption Algorithm;		Ŧ	2.
Send these certificate	es with signed messa	iges	
		ОК	Cancel



Choose your private certificate and click OK.



Save the settings by clicking OK and close all settings Outlook windows.

hange Security Settings	
ecurity Setting Preferences Security Settings Name:	-
Cryptography Format: S/MIME ~	•]
Default Security Setting for this cryptographic message format	
Default Security Setting for all cryptographic messages	
Security Labels New Delete Password	]
Certificates and Algorithms	-
Signing Certificate: Choose	
Hash Algorithm:	
Encryption Certificate: Choose	
Encryption Algorithm:	
Send these certificates with signed messages	
OK Cancel	]



## Contact creation for message sending to the production environment CS OTE

Download public part of the certificate S/MIME for message encrypting to your computer. The dowload link: <u>CS OTE S/MIME</u> (1 KB).



# Name the new contact suitably (for example Production\_CSOTE) and put the email:

<u>csote@csote.ote-cr.cz</u> Then click on Certificates.

SE  🛃 🕫 (° 🔺 🔶   🖛		Produkce_CSOTE	- Contact			_ 0	23
File Contact Insert	Format Text Review						∾ 🕜
Save & Delete Close	General Details	E-mail Meeting	Address Check Book Names	Business Picture Card T	Categorize Follow Private	Zoom	
Actions	Show	Communicate	Names	Options	Tags	Zoom	
Full Name 1. Produ Company: Job title: File as: Produk	<pre><cce_csote <="" pre=""></cce_csote></pre>	R		Produkce_C csote@csote.	C <b>SOTE</b> ote-cr.cz		
Internet			1				
E-mail	)csote.ote-cr.cz						
Display as: Produl	kce_CSOTE (csote@csote.ote-cr.cz)		loter				
Web page address:			lotes				-
IM address:							
Phone numbers							
Business 💌							
Home 💌							
Business Fax 💌							=
Mobile 🔻							
Addresses							
Business • This is the mailing address		Map It					•
Show social network upda	tes in Outlook.					2	^



SE 🚽 🤊 ଓ 🍝 🤇	F   <del>-</del>			Pro	odukce_C	SOTE -	Contact					- 0	23
File Contact	Insert For	mat Text	Review										۵ 🕜
Save & Delete Of Original Save & Close	ve & New 👻 🚨 nward 👻 Gen neNote	eral Details	<ul> <li>Activities</li> <li>✓ Certificates</li> <li>✓ All Fields</li> </ul>	E-mail	Meeting	More te	Address Book Nam	Check Names	Business Picture Card + Options	Categorize Follow v Up * Tags	Private	R Zoom Zoom	
Outlook will use one o You can get a certificate Certificates (Digital IDs)	f these certificates e by receiving digit :	to send enc tally signed r	rypted mail to thi nail from this con	s contact tact or by	y importin	g a certi	ficate file fo	or this co	intact.				
												Properti	es
												Set as De	Tauit
												Export	
												Bamo	
												Kellio	ve
<ol> <li>Show social ne</li> </ol>	twork updates in	Outlook.										5	۰ ۱

## Now import the public part of the certificate S/MIME. Choose Import.

After the window pops up find the place where public part of the certificate was saved. Select the certificate and click Open.

Sea Locate Certificate	<b>—</b>
Solver ■ Plocha ►	<ul> <li>✓ ✓</li> <li>Prohledat: Plocha</li> </ul>
Uspořádat 🔻 Nová složka	
Microsoft Outlook Knihovny Systémová složka	
Image: Stress of the second stress	
Stažené soubory Počítač Systémová složka	
Dokumenty Hudba Dokumenty Síť Systémová složka 1	
Videa csote_smime_2013 Certifikát zabezpečení 1,80 kB	
🖳 Počítač	
File name: csote_smime_2013	✓ Digital ID Files
	Tools <b>Tools</b> Open <b>Cancel</b>



## Imported certificate preview.

😉 🛃 비 빈 수 🌩 🖛	🖳 🗐 🖉 🍲 🎓  ╤ Produkce_CSOTE - Contact						23
File Contact Insert	Format Text Review						۵ 🕜
Save & New * Save & Delete Orevard *	General Details	E-mail Meeting More	Address Check Book Names	Business Picture Card V	Categorize Follow Private	Zoom	
Actions	Show	Communicate	Names	Options	Tags	Zoom	
You can get a certificate by receiving <u>Certificates (Digital IDs):</u> <u>CSOTE Secure MIME(Default)</u>	g digitally signed mail from this cor	itact or by importing a certi	ficate file for this co	ontact.		Propertie	es
						Set as De	fault
						I <u>m</u> port	
						<u>E</u> xport	
						<u>R</u> emov	/e
Show social network updat	tes in Outlook.					2	^



## Sending of the encrypted and signed e-mail to the CS OTE

In the new mail message select Options and then Encrypt and Sign. Click To... and choose created contact with imported certificate S/MIME from the directory.

👔 🔚 🍠 😈 🔺 👻 🖙	Sending encrypted and signed e-mail to the production environment CS OTE - Message (HTML)	• 53
File Message In	sert Options Format Text Review	۵ 🕜
A Fonts *	Encrypt Request a Delivery Receipt	
Themes Page	Bcc From Use Voting Request a Read Receipt Save Sent Delay Direct Item To $ au$ Delivery Replies To	
Themes	Show Fields Permission Tracking 🗔 More Options 🗔	
	ikce_CSOTE (csote@csote.ote-cr.cz)	
Send Send		
Subject: Sendi	ing encrypted and signed e-mail to the production environment CS OTE	
Good day,		
send you an encrypte	ed and signed e-mail to the production environment CS OTE.	=
Regards,		
Rostislav Buchta		
i Show social network	< updates in Outlook.	۹. ۲