

# Digital Signature

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## User Manual For **Email Signing** In **Microsoft Outlook**



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# 1.

## Email Signing for Microsoft Outlook 2016 or later.

### 1.1 Pre-requisites

1. Token driver is installed.
2. Certificate is enrolled inside token.
3. Microsoft Outlook 2016 or later applications.
4. Configured Outlook.

### 1.2 User guide to digitally sign email using Microsoft outlook 2016 or later.

1. Plug in token. Open Microsoft Outlook 2016 or later.
2. On the menu bar, click **Tools > Trust Center**.
3. Click **E-mail Security**. Tick *add digital signature to outgoing message*.
4. Click **Settings** button as shown in the figure:
5. Type security settings name as desired.
6. For signing certificate click **Choose**.
7. Choose your certificate and Click **OK**
8. Open a new email window.
9. You will notice  the icon has been selected by default. If not, click **Sign**.
10. Write your email and click send.
11. A PIN Verification box appears. Enter your User PIN and click **Login**.
12. Finally the email signing is done.
13. Recipient will see the certificate icon at the right corner just above the content. click to view details.

Basic description for how to sign email using a certificate-based digital ID to allow other to sign using a certificate in Microsoft outlook 2016 or later.

