

Installation of the Certum S/MIME certificate in Outlook

Ver. 1.4





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1. Downloading the certificate

The issued certificate can be downloaded from the certificate creation e-mail or from the **Certificate details** view in the Data Security Products in your Certum store account in a convenient **PEM** or **DER** encoding. You can install your certificate on the cryptographic card from the **Certificate details** view.

From the **Certificate details view** you can also download subordinate certificates for your certificate to install them in your system. Download them and install in the system by double clicking them and following the installation wizard.

To create PFX file, you can use the <u>Certum Tools</u> generator or check <u>generating CSR with OpenSSL</u> <u>instruction</u> which also describes of how to create PFX file.

2. Installation of the certificate in the system

Certificate stored in Windows certificate manager

To install you certificate in the system, open the PFX file with your certificate and follow the instructions in the Certificate Import Wizard.

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🔮 Documents 🛛 🖈	certificat pfx	Install PFX	
Network Pictures 🖈		Open	
b Music		Share with Skype	
🐺 Videos		Move to OneDrive	
OneDrive - ASSECO E		7-Zip	>
_		Scan with Microsoft Defender	
This PC		🖻 Share	
💣 Network		Open with	
		Give access to	>
		proCertum SmartSign	>
		Restore previous versions	
		Send to	>
		Cut	
		Сору	
		Create shortcut	
		Delete	
		Rename	
		Properties	

During the import, you need to put the password, you have set while you generated the PFX file.

Pri	vate key protection
	To maintain security, the private key was protected with a password.
	Type the password for the private key.
	Password:
	•••••
	Display Password
	Import options:
	Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.
	Mark this key as exportable. This will allow you to back up or transport your keys at a later time.
	Protect private key using virtualized-based security(Non-exportable)
	✓ Include all extended properties.

The success screen will inform you that the operation was successful.

Certificate Import Wizard	×
The import was successful.	
ОК	

Certificate stored in the cryptographic card

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Make sure that you have the card inserted into the reader, the reader connected to the computer and the certificate is installed on the cryptographic card. The process also requires having the proCertum CardManager application installed on your computer, where you can check if your certificate is installed in common profile and the status of PIN and PUK codes.

3. Installation in Outlook application

Open you Outlook client, choose File and Options. In the next window choose the Trust Center, and there the Trust Center Settings...

Outlook Options		? ×
General	Help keep your documents safe and your computer secure and healthy.	
Mail	V 115 5 1 5	
Calendar	Security & more	
Groups	Visit Office.com to learn more about protecting your privacy and security.	
People	Microsoft Trust Center	
Tasks	Microsoft Qutlook Trust Center	
Search		
Language	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.	Trust Center Settings
Accessibility		
Advanced		
Customize Ribbon		
Quick Access Toolbar		
Add-ins		
Trust Center		
		OK Cancel

In the next stage choose Email security and Settings...

Trust Center	? ×	
Trusted Publishers	Encrypted email	
Privacy Options Form-based Sign-in Email Security Attachment Handling Automatic Download Macro Settings Programmatic Access	Encrypted email	
	OK Cancel	

Trust Center × Trusted Publishers Encrypted email Privacy Options <u>Encrypt contents and attachments for outgoing messages</u> \sim Form-based Sign-in Add digital signature to outgoing messages Email Security Change Security Settings × Attachment Handling Security Setting Preferences Automatic Download Security Settings Name: My S/MIME Settings (Change in the \sim Macro Settings and the set Digital IC Programmatic Access Cryptography Format: S/MIME ity in electronic transactions. A ☑ Defaul<u>t</u> Security Setting for this cryptographic message format Default Security Setting for all cryptographic messages Read as I Security Labels... <u>D</u>elete New Certificates and Algorithms 🗹 Re<u>a</u> c=pl,st=pomorskie,l=gdańsk,ou= Signing Certificate: <u>C</u>hoose... ~ Hash <u>A</u>lgorithm: SHA256 ~ Script in Encryption Certificate: c=pl,st=pomorskie,l=gdańsk,ou= C<u>h</u>oose... Encryption Algorithm: AES (256-bit) \sim Send these certificates with signed messages ОК Cancel ОK Cancel

Select your certificate from the list and choose the settings for signing. After this, click OK to save it.

Now you can add your digital signature to your emails in the new email window to confirm authenticity of your messages.

