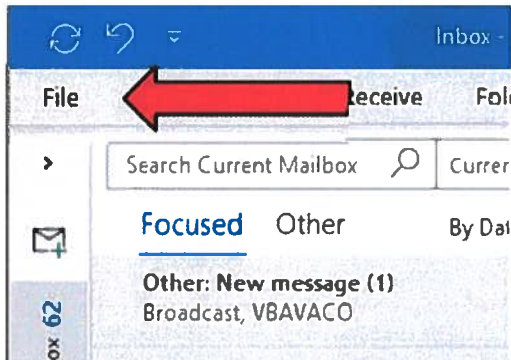
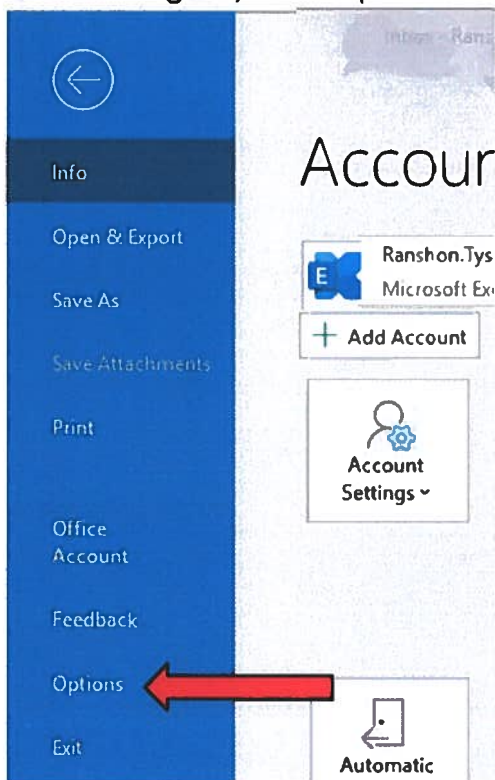


Setting up encryption and digital signature in Outlook 365.

1. Open Outlook 365 app.
2. Insert your PIV card if not already inserted.
3. Select the "File" tab located in the upper left corner.

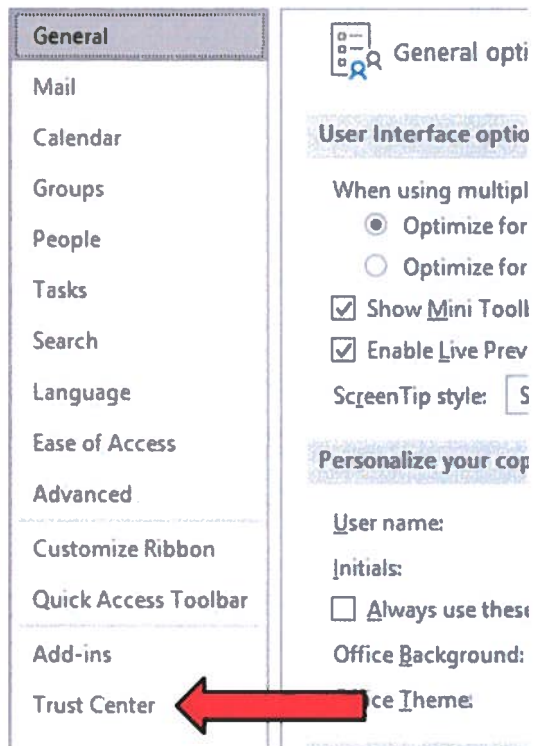


4. After clicking file, click "Options".

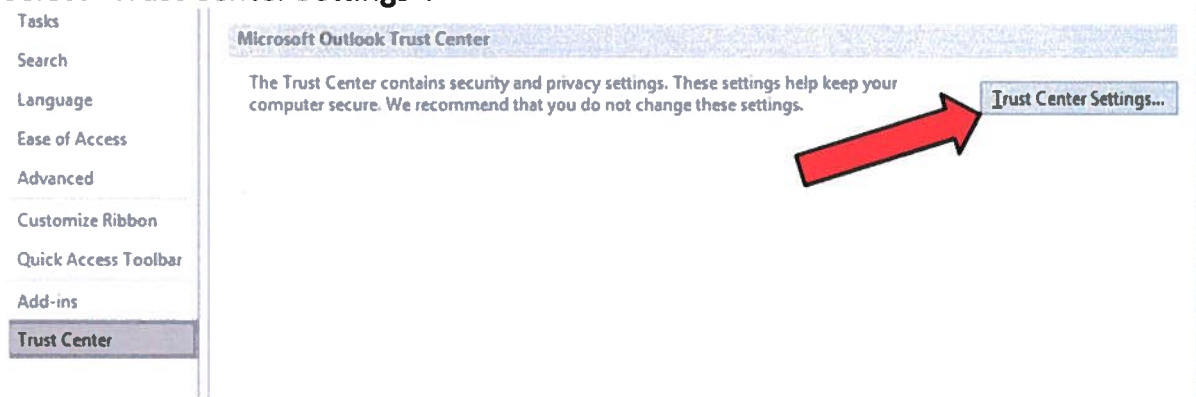


5. Select "Trust Center".

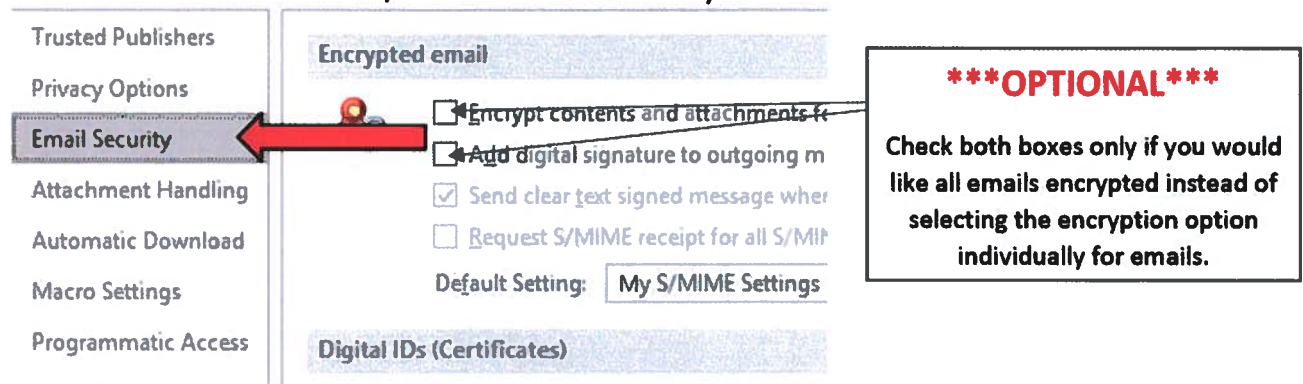
Outlook Options



6. Select "Trust Center Settings".

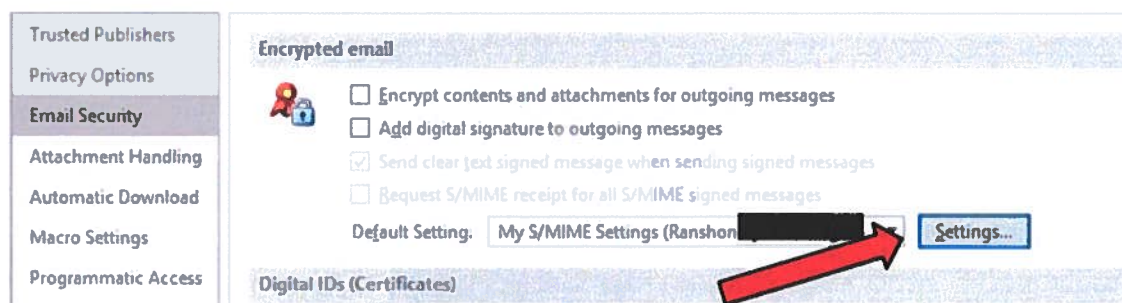


7. Within the Trust Center, select "E-mail Security".



8. Default setting may show your e-mail address or if you only use the PIV card to log in it may show "ActivClient Certificates". Select the "Settings" button.

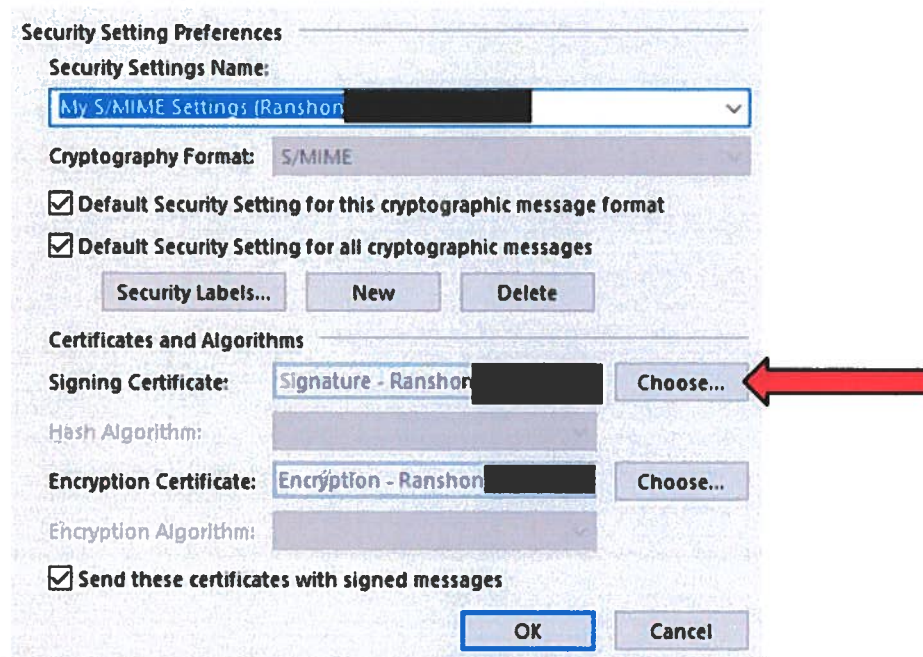
Trust Center



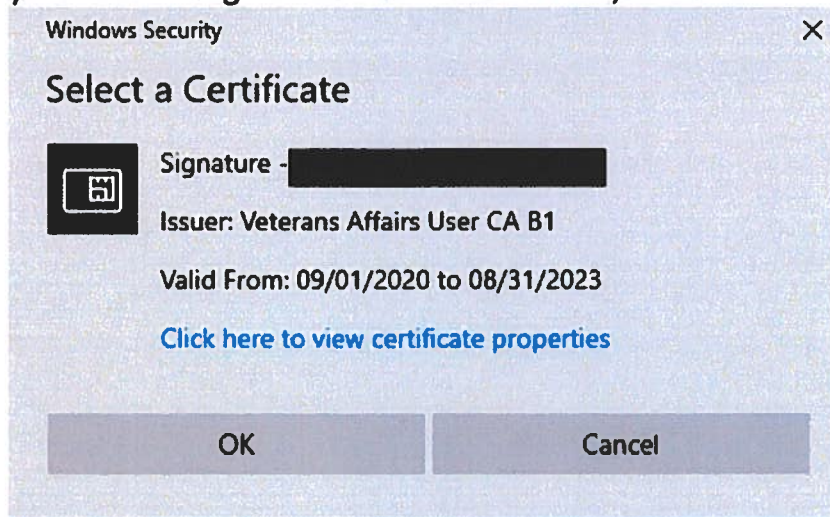
9. Within e-mail settings, select the first "Choose" button.

Change Security Settings

×



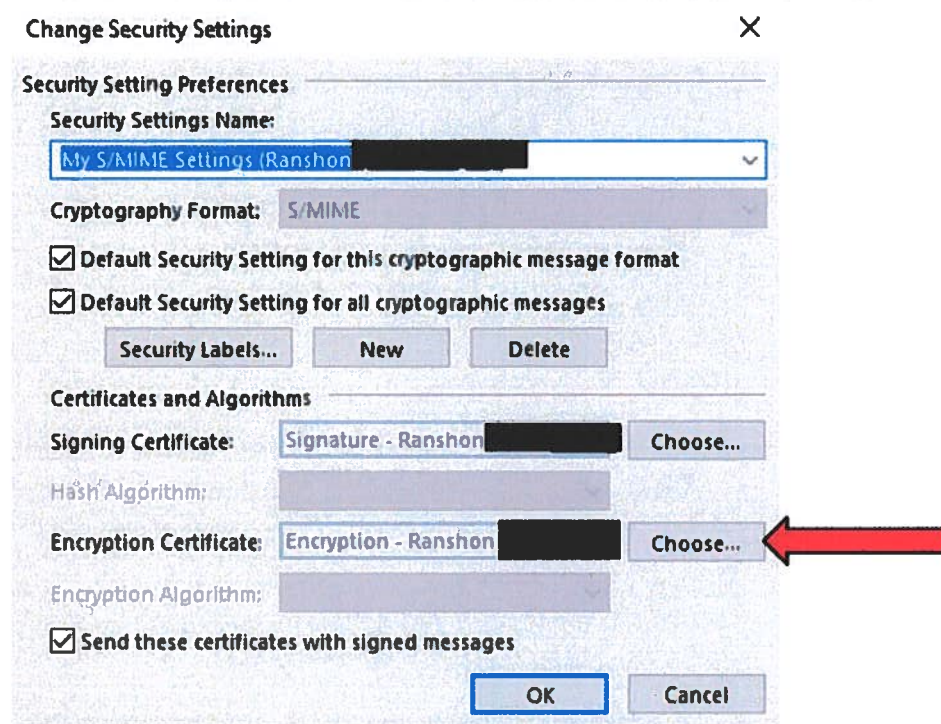
10. After selecting "Choose", the "Select a Certificate" window (shown below) will pop up with "Signature" followed by your name and a set of numbers. Once you have the signature certificate selected, click OK.



*****ATTENTION*****

If you've had multiple PIVs, be sure to select the card with the most recently dated certificates.

11. Within e-mail settings, select the second "Choose" button



12. After selecting "Choose", the "Select a Certificate" window (shown below) will pop up with "Encryption" followed by your name and a set of numbers. Once you have the encryption certificate selected, click OK.



*****ATTENTION*****

If you've had multiple PIVs, be sure to select the card with the most recently dated certificates.

13. Within the "Change Security Settings" window. Select the "Ok" button. Then close the Change Security Settings window.

