

# E-Mail Setup Certificate in Microsoft Outlook for Windows

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## Schlüsselwörter

Certificate Email Outlook PKI Signature Setup

## Lösung (öffentlich)

This guide describes how to integrate a personal certificate for signing and encrypting emails in Microsoft Outlook for Windows. To do this, you need a certificate, which must be available as a .p12 file.  
[1]How do I request a personal certificate?

Please note the information on [2]Email Encryption.

To digitally sign your e-mails, first select your e-mail account in Outlook. Then go to "File" and afterwards to "Options" in the top menu.

Screenshot MS Outlook: File menu

Now click on "Trust Center" and then on "Trust Center Settings".

Screenshot MS Outlook: Outlook Options

Now click "Import/Export".

Screenshot MS Outlook: Trust Center "Import/Export"

Now select your certificate file via "Browse" and enter the password. Confirm this by clicking "OK".

Screenshot MS Outlook: Import/Export Digital ID

Check the boxes "Encrypt contents and attachments for outgoing messages" and "Add digital signature to outgoing messages". You can adjust these settings as required when composing a message. Now click on "Settings".

Screenshot MS Outlook: Trust Center "Settings"

Outlook uses the hash algorithm "SHA1" by default. Change this value to at least "SHA256". The encryption algorithm must be "AES (256-bit)". Click on "OK".

Screenshot MS Outlook: Change Security Setting

Confirm the Trust Center settings with "OK". From now on, you can digitally sign your e-mails in Outlook.

Screenshot MS Outlook: Trust Center

If you now write a new e-mail, it will be signed and encrypted by default. If the recipient does not have a certificate, you can deactivate the "Encrypt" and/or "Sign" settings under "Options" by clicking on the respective buttons and send the e-mail unencrypted.

Note: If the message 'Encryption problems' appears when you send a message using the new certificate, send yourself a one-off 'signed only' e-mail.

Screenshot MS Outlook: Write Message

[1] <https://faq.tickets.tu-dresden.de/v/ItemID=1027>

[2] <https://faq.tickets.tu-dresden.de/v/ItemID=1086>