Digital Signature and Encryption for Bangla Phone MAIL

User Guide for Microsoft Outlook

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Contents

1	Get Your Certificate from BPSCA	3
2	Prepare Microsoft Outlook	3
3	Configuration for Signing Mail	3
4	Send a Signed Mail	4
5	Send Encrypted Mail	4

1 Get Your Certificate from BPSCA

- 1. Use your BPL Mail address during registration
- 2. Choose 'Multipurpose Certificate' so that it can be used for other purposes later
- 3. Your private key and certificate should be in Windows Key Store
- 4. Full process of getting is not within the scope of this document

2 Prepare Microsoft Outlook

Configure Microsoft Outlook for your BPL Mail.

3 Configuration for Signing Mail

- 1. Your Certificate should already be in the **Windows Key Store** of the same PC where you are using Outlook
- 2. Open Microsoft Outlook and go to Tools > Trust Center > E-Mail Security
- 3. If your email address is not shown in 'Default Settings', click 'Settings...'

E-mail Security Attachment Handling	Age digital signature to outgoing messages Send clear text signed message when sending signed messages <u>R</u> equest S/MIME receipt for all S/MIME signed messages Default Setting: <u>Settings</u>
Automatic Download	

4. The following window should be seen. Please make sure that your email address is shown in 'Security Settings Name'

Change Security Settings							
Security Setting Preference	s						
My S/MIME Settings (r	My S/MIME Settings (rashed016@gmail.com)						
Cryptography Format:	S/MIME 🔻						
 Default Security Setting for this cryptographic message format Default Security Setting for all cryptographic messages 							
Certificates and Algorithms	Certificates and Algorithms						
Signing Certificate:	Md. Rashed Ul Islam Choose						
Hash <u>A</u> lgorithm:	SHA1 🔻						
Encryption Certificate:	Md. Rashed Ul Islam						
Encryption Algorithm:	AES (256-bit) 🔹						
\fbox Send these certificates with signed messages							
	OK Cancel						

5. Click OK and the window should look like



6. Click OK again to close the Trust Center

4 Send a Signed Mail

1. Click 'Sign' in 'Options' before sending the mail

l	Jntitled -	Message	(HTML)					
Ch n	Business Card *	Calendar	Z Signature	Follow Up *	Permission * Permission * High Importan Low Importance	ce Sign ce Encrypt	ABC Spelling	
	Include		Di		Options	Gi.	Proofing	

5 Send Encrypted Mail

Coming soon...