



Outlook
Secure Email
Step by Step Guide

1. General

Introduction

This document provide a “step by step” instruction how to configure Outlook 2016 with the Secure E-Mail solution.

All functionalities can be accessed with touch interactions or by clicking with the mouse on the screen.

2. Prerequisites

Internal Users (Ivoclar Vivadent)

Internal users have to follow the enrolment process. (Chapter 3)

3. Registration of new Users

Ivoclar Vivadent employees need to follow an initial registration process to use Secure Mail. The main part of it is an installation and setup procedure that needs to be done on every new or re-staged computer.

Certificate enrollment

Choose **one** of the following options to proceed:

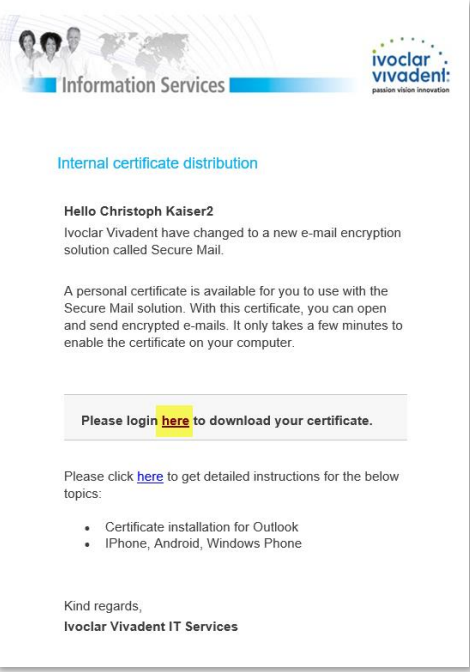
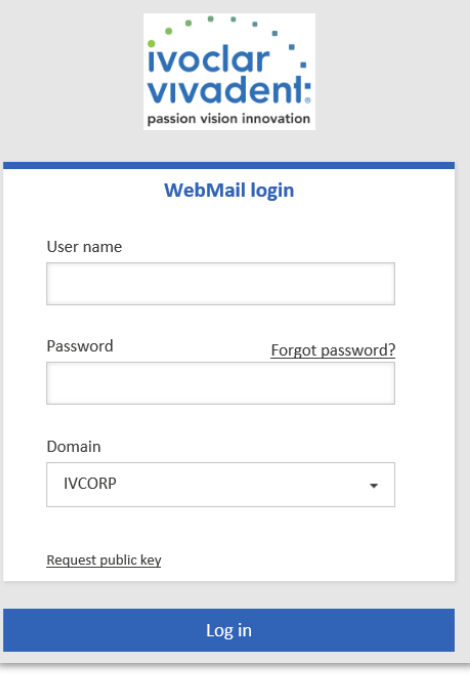
1. Ask a registered Ivoclar Vivadent employee to send you an encrypted Email. Follow chapter 4.1 in this document.
2. Initiate the registration procedure by opening this link:
<https://secmail.ivoclarvivadent.com/responsiveUI/login/adsiLogin.xhtml>
 - On the login page, enter your windows credentials. (Windows UserID and Password)
 - After login select **Account overview**, on the left plane select **Certificates**.
 - Press the **Select** button below “Download internal certificate”.
 - Set a strong password for the certificate and press download. Save your private certificate somewhere where only you have access (e.a your homedrive)
 - Press arrow down in the upper right side of your e-mail address and select **logoff**.
 - Follow chapter 4.2. in this document

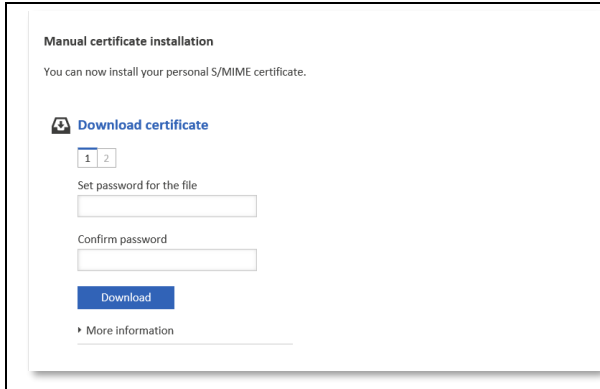


Note: If your computer gets migrated, re-staged or replaced, you will need to repeat the procedure that starts by opening the link above.

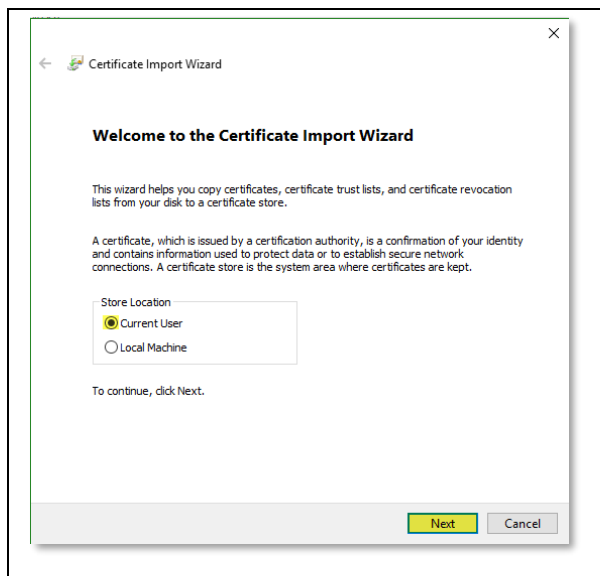
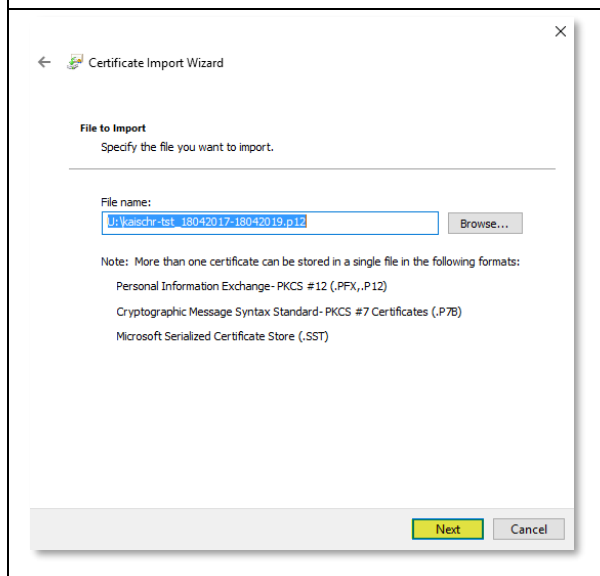
4. Certificate download and installation

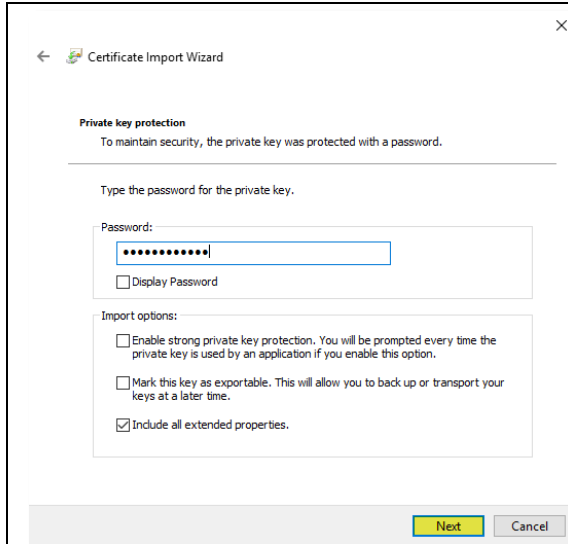
4.1. Certificate download with notification e-mail

 <p>Information Services</p> <p>Internal certificate distribution</p> <p>Hello Christoph Kaiser2 Ivoclar Vivadent have changed to a new e-mail encryption solution called Secure Mail.</p> <p>A personal certificate is available for you to use with the Secure Mail solution. With this certificate, you can open and send encrypted e-mails. It only takes a few minutes to enable the certificate on your computer.</p> <p>Please login here to download your certificate.</p> <p>Please click here to get detailed instructions for the below topics:</p> <ul style="list-style-type: none"> • Certificate installation for Outlook • iPhone, Android, Windows Phone <p>Kind regards, Ivoclar Vivadent IT Services</p>	<p>If you receive an encrypted e-mail, our "Secure E-Mail" solution send you a notification e-mail.</p> <p>To download your private certificate open the link in the e-mail Please login here.</p> <p>For any further instruction open the please click here.</p>
 <p>ivoclar vivadent passion vision innovation</p> <p>WebMail login</p> <p>User name <input type="text"/></p> <p>Password Forgot password? <input type="password"/></p> <p>Domain IVCORP</p> <p>Request public key</p> <p>Log in</p>	<p>Login with your Windows credentials to download your private certificate.</p>

 <p>Manual certificate installation You can now install your personal S/MIME certificate.</p> <p>Download certificate</p> <p>1 2</p> <p>Set password for the file</p> <p>Confirm password</p> <p>Download</p> <p>More information</p>	<p>Enter a strong password to protect your certificate for possible misuse.</p> <p>Press download to get the private certificate.</p> <p>IT Tip: Save your Password to a save place e.a your home drive.</p>
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4.2. Certificate installation at a Computer or Laptop

 <p>Welcome to the Certificate Import Wizard</p> <p>This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.</p> <p>A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.</p> <p>Store Location</p> <p><input checked="" type="radio"/> Current User</p> <p><input type="radio"/> Local Machine</p> <p>To continue, click Next.</p> <p>Next Cancel</p>	<p>After you have download your private certificate, double click the file to start the certificate import wizard.</p> <p>At the first screen press Next</p>
 <p>File to Import</p> <p>Specify the file you want to import.</p> <p>File name:</p> <p>J:\Kaischr-tst-18042017-18042019.p12 Browse...</p> <p>Note: More than one certificate can be stored in a single file in the following formats:</p> <ul style="list-style-type: none">Personal Information Exchange- PKCS #12 (.PFX, .P12)Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)Microsoft Serialized Certificate Store (.SST) <p>Next Cancel</p>	<p>Press Next</p>



← Certificate Import Wizard

Private 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.

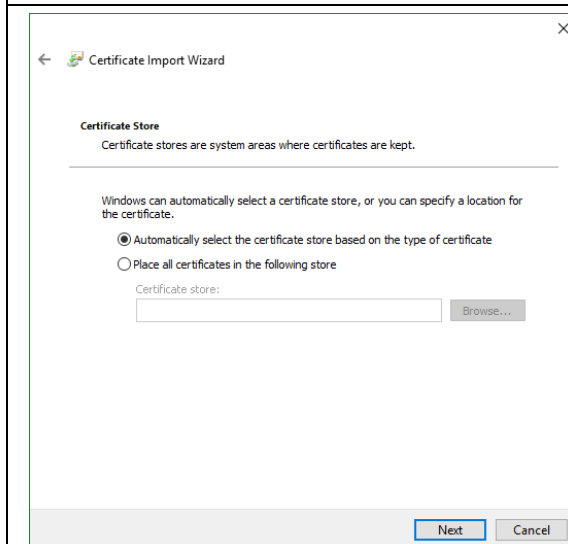
Mark this key as exportable. This will allow you to back up or transport your keys at a later time.

Include all extended properties.

Next Cancel

Enter the Password you set at the download process.

Press Next



← Certificate Import Wizard

Certificate Store
Certificate stores are system areas where certificates are kept.

Windows can automatically select a certificate store, or you can specify a location for the certificate.

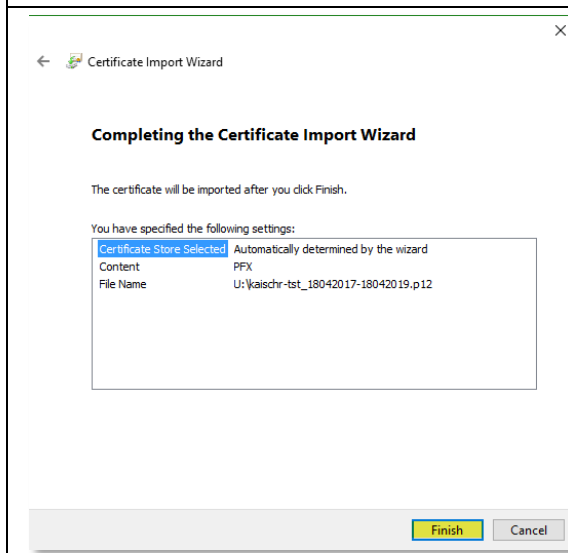
Automatically select the certificate store based on the type of certificate

Place all certificates in the following store

Certificate store:
 Browse...

Next Cancel

Press Next



← Certificate Import Wizard

Completing the Certificate Import Wizard

The certificate will be imported after you click Finish.

You have specified the following settings:

Certificate Store Selected	Automatically determined by the wizard
Content	PFX
File Name	U:\kaischr-tst_18042017-18042019.p12

Finish Cancel

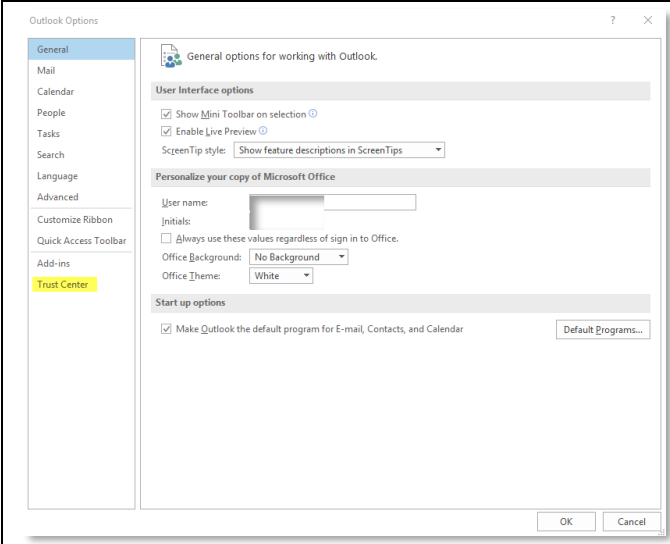
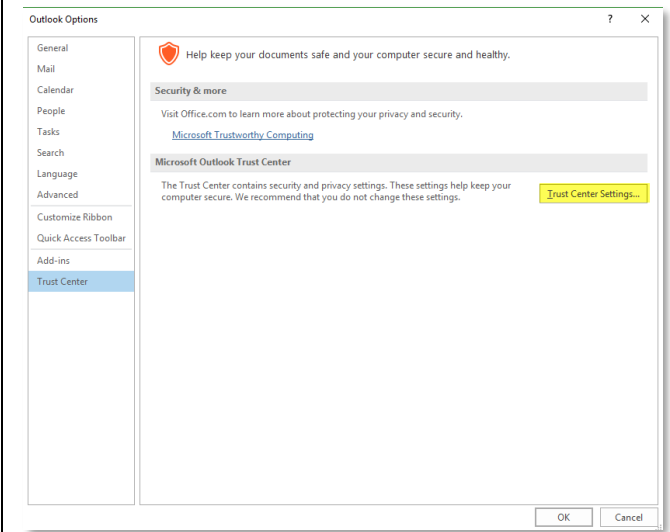
Press Finish to finish the wizard.

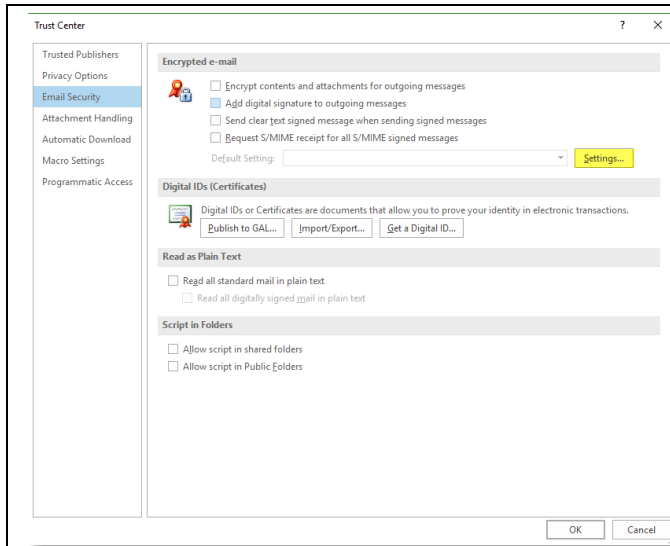
5. How to send Secure E-mails

Before sending/receiving secure messages, you must registered for the Ivoclar Vivadent Secure Mail solution. (See also chapter 3)

5.1 Configure Outlook to use the installed certificate

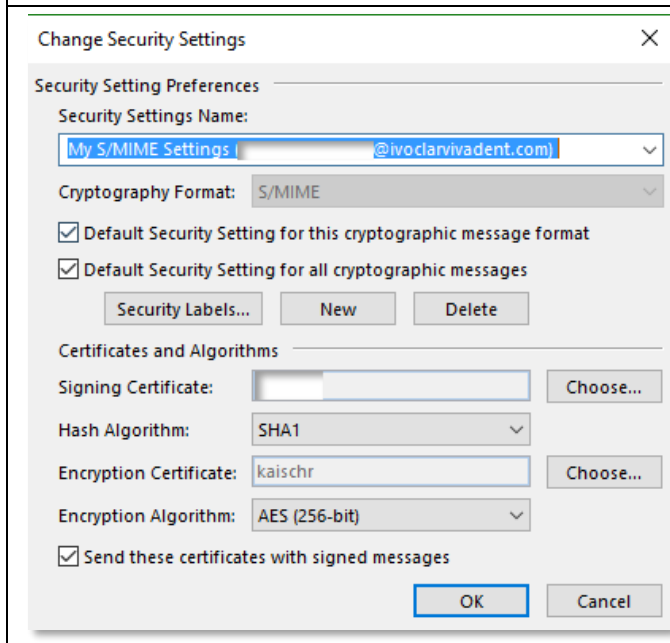
In Outlook 2016 go to file and select Options:

	<p>In options, select the Trust Center.</p>
	<p>Select Trust Center Settings.</p>



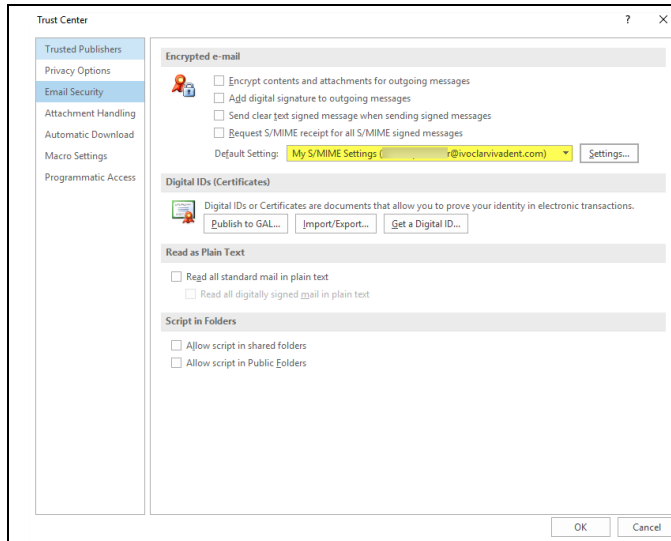
In the **Trust Center** select **E-Mail Security** in the left plane.

Press **Settings...**

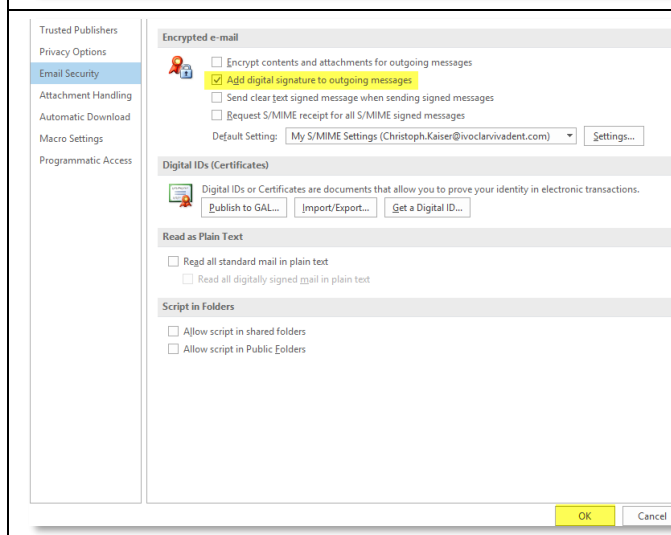


Now the certificate will be displayed.

Press **OK**



In the default Settings the S/MIME Certificate with the users e-mail address is added.



To send out each e-mail digitally signed, select add digital signature to outgoing messages.

Press Ok to finish the Outlook setup.

Notes:

- You need to be online to use the Secure Mail service. If you want to send secure Emails written offline, save the Email in the Drafts folder and send it securely as soon as you have access to the network.
- Encrypted Emails can be read offline.