



# Email Encryption Training

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# Outline

- What is and why to use “Email Encryption”?
- How to send secure Emails?
  - S/MIME Email Certificate
    - Generate a Certificate
    - Install a Certificate
    - Save and Import the Certificate
    - Sending encrypted email ([Demonstration](#))
    - Receiving Encrypted Email ([Demonstration](#))
- Questions



## What is Email Encryption?

- Encoding the email message in such a way that only the legitimate person can read it.

## Why to use Email Encryption?

- Securely send Confidential information via Email
- Protect private data from malicious users
- Protect from organization monitoring your emails



# Sending Secure Emails

- Using “**Email Certificates**”

A person who has an email certificate can *send* Digitally signed emails and *receive* Encrypted emails.

If two or more people have their own email certificates then they can send and receive both digitally signed and encrypted emails, among each other.



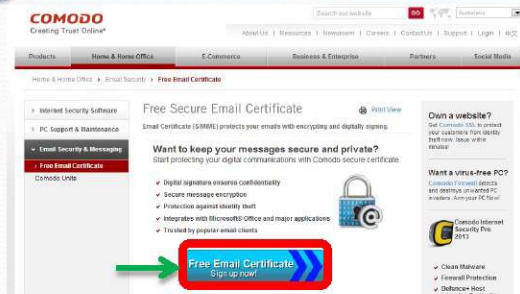
# Generate a Certificate

Go to the following URL to generate a personal email certificate:

<http://www.comodo.com/home/email-security/free-email-certificate.php>

## Steps

1 Click on "Free Email Certificate. Sign Up Now" button



2 Fill the form with the details and your email and click "Next"

A screenshot of the 'Application for Secure Email Certificate' form on the Comodo website. The form is titled 'COMODO Creating Trust Online' and 'Application for Secure Email Certificate'. It is divided into several sections: 'Your Details' (First Name, Last Name, Email Address, Country), 'Private Key Options' (Key Size), 'Revocation Password' (Revocation Password, Renewal Password, Comodo Newsletter), and 'Subscriber Agreement'. The 'Subscriber Agreement' section contains a scrollable area with the terms and conditions. At the bottom of the form, there is a checkbox labeled 'I ACCEPT the terms of this Subscriber Agreement' and a red 'Next' button. A green arrow points to the 'Next' button.

Please use Mozilla Firefox Browser for this study



# Generate a Certificate

A "Application is successful" message will confirm successful generation of the certificate!



3 Open the email received from Comodo in **Mozilla Firefox browser** (not in Outlook). You might have to login through <http://connect.qut.edu.au>

**COMODO**

Your Comodo **FREE** Personal Email Certificate is now ready for collection!



Tel Sales +1 888 260 6361  
Fax Sales +1 201 963 9003

Dear Valued MITA,

**Congratulations** - your Comodo FREE Personal Secure Email Certificate is now ready for collection! You are almost able to send secure email! Simply click on the button below to collect your certificate.

**Click & Install Comodo Email Certificate**

Note: If the above button does not work, please navigate to [http://secure.instant.comodo.com/SecureEmailCertificate\\_Collect](http://secure.instant.comodo.com/SecureEmailCertificate_Collect). Enter your email address and the Collection Password which is: [my@COMODO.com](mailto:my@COMODO.com)

Your Comodo FREE Personal Secure Email Certificate will then be automatically placed into the Certificate store on your computer.

Click "Yes" if you see a "Potential Security Violation" window asking "Do you want this Program to add Certificates now?"

Please visit <http://www.comodo.com/secureemail/certificates.html> for guidance on configuring your email client to use your certificate to secure email.

Note: We strongly recommend that you export your certificate to a safe place in case you need to reinstall later. For details, please see <http://www.instant.comodo.com/certificate-support/revocation-faq.html>.

You can revoke your certificate by clicking on the button below.

**Revoke Comodo Email Certificate**

If you need to revoke your Comodo FREE Personal Secure Email Certificate then please navigate to [http://secure.instant.comodo.com/SecureEmailCertificate\\_Revoke](http://secure.instant.comodo.com/SecureEmailCertificate_Revoke). You will need to enter your email address and revocation code. Thank you for your interest in Comodo.

Comodo Certificate Services Team  
[securemail@comodocorp.com](mailto:securemail@comodocorp.com)

How to encrypt mail

Step 1

Create a new Mail



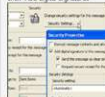
Step 2

Choose the Options button



Step 3

Choose "Security" Settings... and click "Add digital signatures"



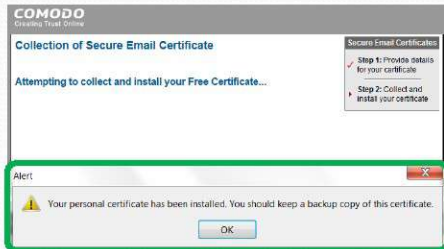
Step 4

You can digitally sign "all" your e-mails by enabling it in the main "Options" setting in Outlook



# Installing the Certificate

- Follow the instructions in the email, which mainly requires you to Click on the ***Install Email Certificate*** button.
- Click “**Yes**” if you are asked permission to install this certificate.
- An alert prompt will notify you about installation of the certificate in your browser.



**COMODO**

**Your Comodo FREE  
Personal Email  
Certificate  
is now ready for  
collection!**



Dear Vaibhav Mittal,

**Congratulations** - your Comodo FREE Personal Secure Email Certificate is now ready for collection! You are almost able to send secure email! Simply click on the button below to collect your certificate.

**Click & Install Comodo Email Certificate**

**Note:** - If the above button does not work, please navigate to [https://secure.instantssl.com/products/ISecureEmailCertificate\\_Collect2](https://secure.instantssl.com/products/ISecureEmailCertificate_Collect2). Enter your email address and the Collection Password which is: wjqk6OaMnnEoVsH

Your Comodo FREE Personal Secure Email Certificate will then be automatically placed into the Certificate store on your computer.

Click "Yes" if you see a "Potential Scripting Violation" window asking "Do you want this Program to add Certificates now?"

Please visit

[http://www.comodogroup.com/support/products/email\\_certs/index.html](http://www.comodogroup.com/support/products/email_certs/index.html) for guidance on configuring your email client to use your certificate to secure email.

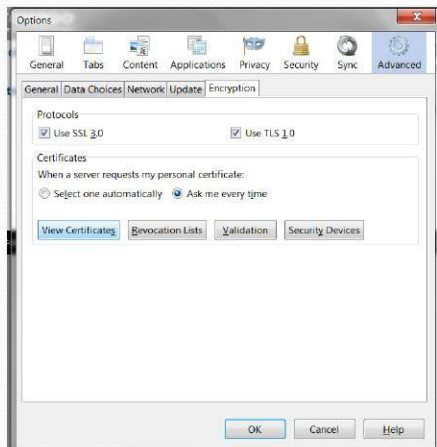
**Note:** - We strongly recommend that you export your certificate to a safe place in case you need to reload it later. For details, please see [http://www.instantssl.com/ssl-certificate-support/server\\_faq/ssl\\_email\\_certificate\\_faq.html](http://www.instantssl.com/ssl-certificate-support/server_faq/ssl_email_certificate_faq.html)

# Save the Certificate

5 In your Firefox browser, in the Menu bar go to Tools > Options



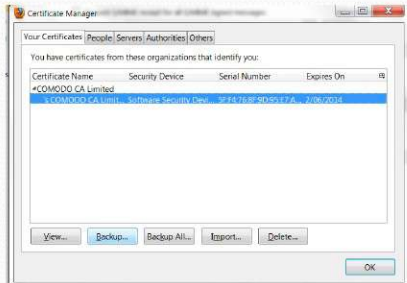
6 Under Options, go to Advanced > Encryption tab and click **View Certificates**



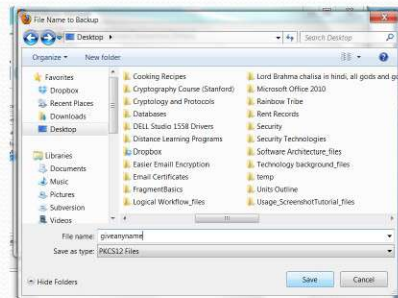


# Save the Certificate

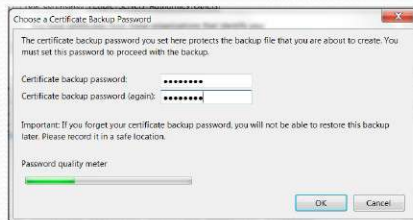
- 7 Go to View Certificates and select the Comodos certificate and click Backup as shown below:



- 8 Save the certificate (by any name), remember its name and location.



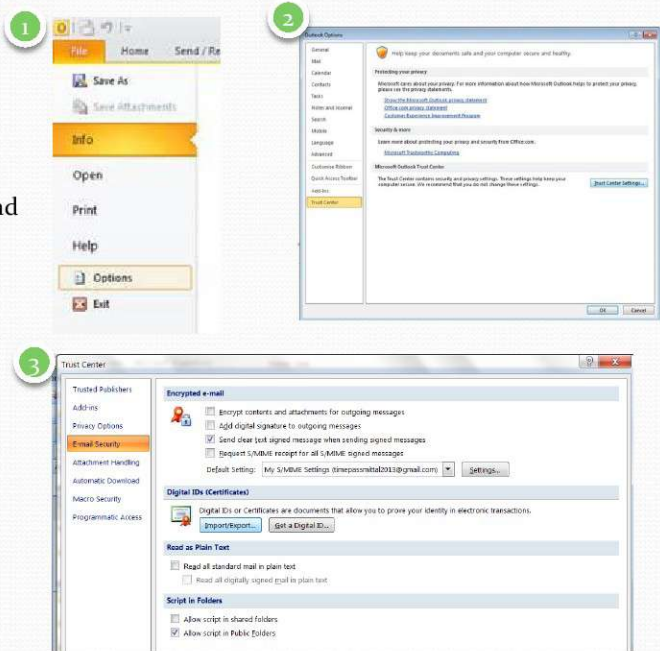
- 9 Give a password for this certificate and click OK.  
(You won't need to share this with anyone anytime)



# Importing Certificate in Outlook

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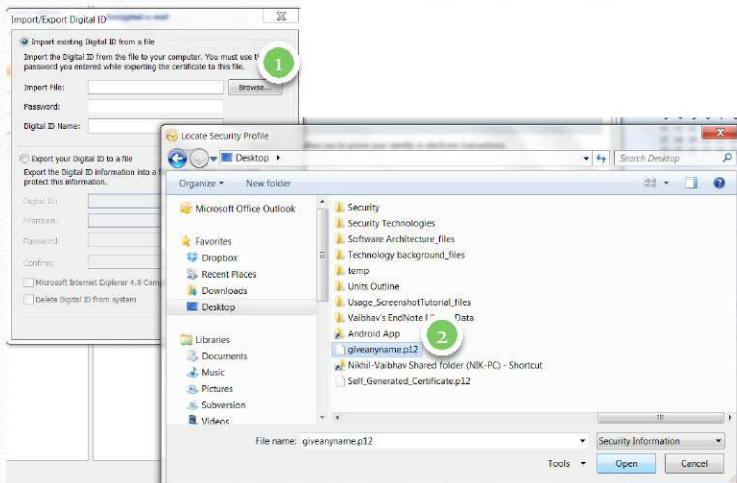
1. From the **File** menu, click the **Options** button
2. Select the **Trust Center** section and click the **Trust Center Settings** button.
3. Click **E-mail Security** section and click the **Import/Export** button.



# Importing Certificate in Outlook

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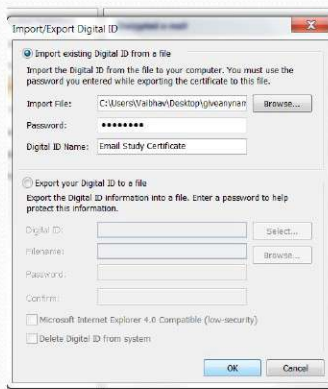
1. Click the **Browse** button
2. Select the certificate saved previously and click **Open**



# Importing Certificate in Outlook

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1. Enter the Password given while saving the certificate in Step 9.
2. Give any name for Digital ID say "Email Study Certificate" and click Ok.
3. Click Ok again on the security prompt to finish setting up the digital certificate



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- Sending Digitally Signed and Encrypted Email

**Please Watch the Demo!**



Questions

ANY QUESTIONS?

