

Digi-Sign Certification Services Limited

Subscriber Operation Manual

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1 Internet Explorer Operation

1.1Internet Explorer Pre-requisite

The ID-Cert installation supports Internet Explorer version 5.5 and above with 128-bit cipher strength. For IE version less than 5.5, the following general guidelines can verify and upgrade Internet Explorer's cipher strength.

 From the menu bar of Internet Explorer, select <Help> and then <About Internet Explorer>.



2. If the cipher strength is less than 128-bit, please select the "**Update Information**" hyperlink to obtain the latest IE version updates.



1.2 Importing ID-Cert

1. From the menu bar of Internet Explorer, select <**Tools**> and then <**Internet Options**>.



2. In the Internet Options window, select the **<Content>** tab and click the **[Certificates]** button.

Internet Options
General Security Privacy Content Conjections Programs Advanced
Content Advisor Ratings help you conrol the Internet content that can be viewed on this computer.
Settings
Use certificates for encrypted connections and identification.
Clear <u>S</u> L state <u>C</u> ertificates Pu <u>b</u> lishers
AutoComplete
AutoComplete stores previous entries Settings on webpages and suggests matches for you.
Feeds and Web Slices
Feeds and Web Slices provide updated <u>Settings</u> content from websites that can be read in Internet Explorer and other programs.
OK Cancel Apply

3. Select the <**Personal**> tab and click the [**Import**] button. The Certificate Manager Import Wizard will pop up.

Certificate Manager			? ×
Personal Ither People In	Itermediate Certification Aut	norities Trusted Root Certi	fication At
	Issued by	<u>Expiration Filendly Na</u>	
Import Export	<u>R</u> emove		<u>A</u> dvanced
		E	⊻iew
			<u>C</u> lose

4. Click [**Next**>] to continue.

Certificate Import Wizard	X
	Welcome to the Certificate Import Wizard
	This wizard helps you copy certificates, certificate trust lists, and certificate revocation lists from your disk to a certificate store.
4	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.
	To continue, click Next.

- 5. Insert your signature **ID-Cert storage medium**.
- 6. Click the [Browse] button and you can look up your ID-Cert files.

Certificate Import Wizard	3
File to Import	
Specify the file you want to import.	
	_
Eile name:	
Browse	
Note: More than one certificate can be stored in a single file in the following formats:	
Personal Information Exchange- PKCS #12 (.PFX,.P12)	
Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)	
Microsoft Serialized Certificate Store (.SST)	
Learn more about certificate file formats	
< <u>B</u> ack <u>N</u> ext > Cancel	

 Select your drive from the "Look In" drop box and select "All files (*.*)" from the "Files of Type" drop box. The ID-Cert file is named as xxxxxxx.p12 where xxxxxxxx is your Subscriber Number. Highlight it and click the [Open] button.

🥭 Open		X
G Com	puter 🕨 TRADELINK (F:)	✓ 4y Search TRADELINK (F:)
Organize 🔻 New	folder	III 🔻 🗍 🔞
🔆 Favorites	▲ Name	▼ Date modified Type
🧮 Desktop	11512156 ctt	10-Sep-14 4:54 PM Security C
📃 Recent Places	11512156.p12	10-Sep-14 4:54 PM Personal I
鷆 Downloads	RootCA.crt	10-Sep-14 4:54 PM Security C
	🔄 SubCA.crt	10-Sep-14 4:54 PM Security C
词 Libraries		
Documents		
🚽 Music		
Pictures		
🛃 Videos		
🛤 Computer		4
F	le <u>n</u> ame:	✓ [All Files (*.*)]
		Open Cancel

8. Click [Next>] Button and Internet Explorer will ask you to enter the password / PIN Code.

\circ				0
$ \circ $	Kev Holder's Name	: CHAN TAI MAN		\circ
$ \circ $	Kay Deserverd	· 7045E2C12922A71A		\circ
$ \circ $	Key Password	: /045E5C15852A/1A		$ \circ $
$ \circ $	Cert. Serial Number	: 0997152918	Signature Key	\circ
$ \circ $	Subscriber Number	: 11512156	Signature Key	\circ
$ \circ $				\circ
$ \circ $		Private and Confidential 私	人寄件	\circ
$ \circ $				\circ
$ \circ $				\circ
$ \circ $				\circ
$ \circ $				\circ
$ \circ $				\circ
$ \circ $				\circ
$ \circ $				\circ
$ \circ $				$ \circ $

* If the password envelope is <u>not intact</u> when you receive it, please <u>do not</u> use the password and report immediately to the Services Hotline.

** Make sure that the Serial Number in the password envelope is identical to that of the ID-Cert storage medium.

After entering your password, check the box of "**Enable strong private key protection**" and "**Mark the private key as exportable**" according to your preference. Click [**Next**>] to continue.

ertificate Manager Import Wizard	2
Password Protection for Private Keys	
To maintain security, the private key is secret and must	t be protected with a password.
Please enter a password to access this file.	
Password:	

Enable strong private law protection	
Enable strong private key protection	
Mark the private key as exportable	
	\square
< <u>B</u> ac	k <u>N</u> ext> Cancel

9. Select the way to store your ID-Cert. You can check the box "Automatically select the certificate store based on the type of certificate" or "Place all certificates into the following store" to specify a directory or storage device to store the certificates. Click [Next>] to continue.

	system dieds where	centineates are su	nea.	
Select the certificate	store for the new ce	rtificates.		
Automatically	select the certificate	store based on th	e type of cei	tificate
C <u>P</u> lace all certi	ficates into the follow	ing store		
Certificate sto	re:			Province
I				plowse

10. You have finished importing your ID-Cert and you can click [Finish] now.

Certificate Manager Import Wiz	ard		×
Tour I	Completing the Certifica Import Wizard	ate Manager	
	You have successfully completed the Import wizard.	Certificate Manager	
	You have selected the following for th Certificate Store Selected by wizard Content File Name	e import operation: Automatically Selecte PFX A:\10002159.p12	
	< <u>B</u> ack Fi	nish Cancel	

11. The "Private Key Container" screen will pop up and you need to set the security level of your ID-Cert. Click [Set Security Level...] and click the [High] radio button. Click [Next>] to continue.





12. You are required to enter a password to protect your ID-Cert. Select "**Create a new password for this item**" and enter a name and a password for your ID-Cert profile.

Private Key Container	×			
	Choose or create a password to protect this item.			
<u>80</u>	C Use this password to access this item. Password for:			
© <u>Created</u> new password for this item.				
	CHAN TALMAN (example: Tom)			
\sim	Password:			
	Confirm:			
	\frown			
	< Back <u>F</u> inish Cancel			

****** Alternatively, if you have specified a profile before, you can select the option "**Use this password to access this item**" and select the previous profile from the drop box.

Private Key Container		×
	Choose or create a password to protect this item.	
	● Usy this password to access this item.	
Cak Li	Password for: CHAN TAI_MAN	
	C Create a new password for this item. Password for: (example: Tom) Password: Confirm:	
	< Back <u>Finish</u> Cancel]

Click [Finish] button and the next screen will prompt you to enter your new password again.

13. Enter the password again, and click [**OK**] to continue.

Private Key Co	ntainer 🔀
	Importing a new private exchange key!
	Password for ChanSiuMin
	Security level set to High Set Security Level
	OK Cancel <u>D</u> etails

14. You will see on the screen "**The import was successful**" and you can click **[OK]** to continue.

Certificate Manager Import Wizard		
٩	The import was successful.	
	OK	

15. Repeat the above steps if you need to import your Encipherment ID-Cert. (Encipherment ID-Cert will allow you to sign and encrypt your e-mail messages.)

1.3 Install ID-Cert Root CA and Signing CA Certificate

The ID-Cert Root CA and Signing CA Certificates are used to validate certificates issued by Digi-Sign. You can either choose to install the ID-Cert Root CA and Signing CA Certificates from <u>your ID-Cert storage medium</u> or from <u>www.dg-sign.com web site</u>.

1.3.1 Installation via ID-Cert Storage Medium

1. Start up Windows and click [Start] button. Select [Program] and then [Windows Explorer].



2. Insert your signature **ID-Cert storage medium** into the computer. Select your USB drive e.g. TRADELINK (F:) and you will see the content of your ID-Cert storage medium.



The ID-Cert Root CA Certificate file is named rootca.crt. Double-click it to open.

3. Click [Install Certificate] button to install the certificate.



4. Click [**Next**>] to continue.



 You may select <Automatically select the certificate store based on the type of certificate>. Click [Next>] to continue.

Certificate Manager Import Wizard	×
Select a Certificate Store	
Certificate stores are system areas where certificates are stored.	
Select the certificate store for the new certificates.	
 Automatically select the certificate store based on the type of ce 	rtificate
O Place all certificates into the rollowing store	
Certificate store:	
	Browse
\sim	
< <u>B</u> ack <u>N</u> ext >	Cancel

6. The Completing screen will pop up and you can click [Finish].

Certificate Manager Import V	¥izardX
استد ا	Completing the Certificate Manager Import Wizard
	You have successfully completed the Certificate Manager Import wizard.
	You have selected the following for the import operation:
	Certificate Store Selected by wizard Trusted Root Certific Content Certificate
	< Back Finish Cancel

 The screen will also prompt you to choose if you want to add the ID-Cert Root CA Certificate to the Root Store. Click [Yes] to continue.



8. The installation of ID-Cert Root CA Certificate is completed successfully. Click [**OK**] to continue.

Certificat	Certificate Manager Import Wizard 🛛 🔀		
•	The import was successful.		
	OK		

9. Repeat the above steps to install the "**ID-Cert Signing CA Certificate 1**". Choose the file named **subca.crt**.

1.3.2 Installation via Digi-Sign Web Site

 Start up Internet Explorer. In the address bar, enter the Uniform Resource Locator (URL) of Digi-Sign web site: "www.dg-sign.com" and press [Enter]. Click the "Online Services" and select the "Download Zone".



2. Goto the "**Root CA and Signing CA Certificate**" and click button.

	Recognized Certificates	Super SSL Certificates	Premium Certificate
Certification Practice Statements	<i>B</i>	×.	Ø
Forms			
Application Forms and Procedures	<i>B</i>	<i>B</i>	Nil
Change of Subscriber Information	<i>B</i>	Nil	Nil
Certificate Revocation Form and Procedures	<i>B</i>	Ø	Nil
Manual			
Subscriber Operation Manual	M	Nil	Nil
Change Password Utility User Manual	M	Nil	Nil
Certificate Signing Request Generation Guide	Nil	<i>B</i>	Nil
Installation Guide	Nil	S.	Nil
Utilities and Drivers			
Change Password Utility	<i>B</i>	Nil	Nil
Windows 98 Drivers for USB Flash Drive	<i>B</i>	Nil	Nil
CA Certificate and Certificate Revocation List	\frown		
Root CA and Signing CA Certificate	()	Nil	Nil
Certificate Revocation List		Nil	Nil

3. Select the Root CA and Signing CA certificate 1.



4. Choose **<Open this file from its current location>** and then click **[OK]**.



5. Click [Install Certificate] button to install the certificate.



6. Click [**Next**>] to continue.



Page 16

 You may select <Automatically select the certificate store based on the type of certificates>. Click [Next>] to continue.

Certificate Manager Import Wizard	×
Select a Certificate Store	
Certificate stores are system areas where certificates are stored.	
	-
Select the contificate store for the new certificates.	
 Automatically select the certificate store based on the type of certificate 	
O Place all certificates into the rollowing store	
Certificate store:	
Browse	
< <u>B</u> ack <u>N</u> ext > Cancel	

8. The Completing screen will pop up and you can click [Finish] to continue.

Certificate Manager Import Wizard			×
Certificate Manager Import Wiz	Completing the Certification Import Wizard You have successfully completed the Import wizard. You have selected the following for the Certificate Store Selected by wizard Content	ate Manager Certificate Manager he import operation: Trusted Root Certific Certificate	×
	•		
	< <u>B</u> ack	nish Cancel]

9. The screen will prompt you to choose if you want to add the ID-Cert Root CA Certificate to the Root Store. Click [**Yes**] to continue.

Root Cer	tificate Store 🛛 🕅
	Do you want to ADD the following certificate to the Root Store?
<u>.</u>	Subject : ROOT CA BRN 31346952-000, DIGI-SIGN CERTIFICATION SERVICES LIMITED, HK Issuer : Self Issued Time Validity : Serial Number : 384EC397 Thumbprint (sha1) : F0FB9911 3387AEC9 AEDD83F5 E4222944 F5B8D56D Thumbprint (md5) : B68E2545 A5B5704F 220ABACC 5CB5BECA

10. The installation of ID-Cert Root CA Certificate is completed successfully. Click [**OK**] to continue.

Certificate Manager Import Wizard		
•	The import was successful.	

11. Repeat the above steps to install the "ID-Cert Signing CA Certificate 1". At step three, select the file "Click here" hyperlink of "ID-Cert Signing CA certificate 1".

1.4 View Your ID-Cert Content

1. From the menu bar of Internet Explorer, select **<Tools>** and then **<Internet Options>**.



2. In the Internet Options window, select the "**Content**" tab and click the [**Certificates**] button.



3. Select the ID-Cert to be viewed and click the [View] button.

Certificate Manage				? ×
Intended purpose:	<all></all>			•
Personal Other Pe	eople Intermediate Ce	rtification Authorities	Trusted Root Cer	tification At
Issued To	Issued By	Expire	ation Friendly N	ame
CHAN SIU MI	NG ID-CERT C4	(TRIAL) 07/0	8/2003 <none></none>	
Import	Export <u>R</u> emo	ove		<u>A</u> dvanced
Certificate Intended	Purposes			\frown
<alb< td=""><td></td><td></td><td></td><td>⊻iew</td></alb<>				⊻iew

4. Your ID-Cert will be displayed in a new window. Select the "**Details**" tab to view the contents. You can click [**OK**] to close the window.

Certificate	Path
Show: <a>All>	
Field Version Serial Number Signature Algorithm Issuer Valid From Valid To Subject Public Key	Value V3 3B6F 5896 sha1RSA ID-CERT CA (TRIAL), BRN 313 Tuesday, August 07, 2001 10:5 Thursday, August 07, 2003 10: CHAN SIU MING, 10002159, D RSA (1024 Bits)
	Edit Properties Copy to Constant

1.5 Backup Your ID-Cert

For ID-Cert Class 8 & Class 9, the private key cannot be export.

- 1. Insert a blank ID-Cert storage medium into your computer.
- 2. From the menu bar of Internet Explorer, select <**Tools**> and then <**Internet Options**>.

Blank Page - Windows Internet	Explorer		- + + X 3 Google ♪
File Edit View Favorites	fools Help		
Favorites 🙀 🗂 iPho Blank Page	Delete Browsing History InPrivate Browsing Diagnose Connection Problems Reopen Last Browsing Session	Ctrl+Shift+Del Ctrl+Shift+P	但來到 Facebook @) 貿易思電子貿易等編 Φ HSBC HK Home @ RealPlayer 愛 Suggested Sites ▼
	InPrivate Filtering InPrivate Filtering Settings	Ctrl+Shift+F	
	Pop-up Blocker SmartScreen Filter Manage Add-ons	> >	
	Compatibility View Compatibility View Settings		
	Subscribe to this Feed Feed Discovery Windows Update	×	
	Developer Tools	F12	
	Internet Options		
			-

3. On the Internet Options window, select the "**Content**" tab and click the [**Certificates**] button.

Internet Options
General Secure Content Connections Programs Advanced
Ratings help you control the Internet content that can be viewed on this computer.
Enable Settings
Certificates
Use certificates to positively identity yourself, certification authorities, and publishers.
Certificates Publishers
Personal information
AutoComplete stores previous entries AutoComplete
Microsoft Profile Assistant stores your My P <u>r</u> ofile
OK Cancel Apply

4. Select the "**Personal**" tab, highlight the certificate name and click the [**Export**] button. The Certificate Manager Export Wizard will pop up.



5. Click [**Next**>] to continue.

Certificate Manager Export Wizard				
	Welcome to the Certificate Manager Export Wizard This wizard will copy certificates, certificate trust lists and certificate revocation lists from the certificate store to your disk.			
	What is a certificate?			
	A certificate is a confirmation of your identity issued by a certification authority. Certificates contain information used to protect data, or to establish secure network connections.			
	What is a certificate store?			
	A certificate store is a system area where certificates, certificate trust lists and certificate revocation lists are stored.			
	Click Next to continue or Cancel to exit.			
	< Back Cancel			

6. Click [**Next**>] to continue.



7. Click [**Next**>] to continue.



8. You are required to enter the previous password used to store the private key. Click [Next>] to continue. (Please refer to "1.2 Importing ID-Cert" on page 8)

icate	e Manager Export Wizard
issw To	ord Protection for the Private Key maintain security, the private key is secret and must be protected with a password.
En	ter a password to encrypt the private key you are exporting.
	Password:
	Confirm password:
	1
	< <u>B</u> ack <u>N</u> ext > Cance

9. Enter the location of your drive and the file name you are going to use for export:
e.g. D:\MYIDCERT ← your floppy drive is D: and the file name is MYIDCERT Click [Next>] to continue.

Certificate Manager Export Wizard	×
Export File Name Enter the name of the file that you want to export.	
MYIDCERT	Browse
< <u>B</u> ack Nex	t> Cancel

10. The finishing screen will pop up and then you can click the [Finish] button.

Certificate Manager Export V	₩izard	×
	Completing the Certificate Manager Export Wizard	
	You have successfully completed the Certificate Manager Export wizard.	
	You have selected the following for the export operation:	
	File Name MYIDCERT Export Keys res Include all certificates in the certification path No File Format Persona	
	< Back	

11. Enter the password, and click [**OK**] to continue.

Private Key Co	ntainer	×
	Exporting your private exch	ange key!
	Password for ChanSiuMin	******** Eemember password
	Security level set to High	Cancel <u>D</u> etails

12. You will see the screen "The export was completed successfully" and you can click [OK].

Certificate Manager Export Wizard	\times
The export was completed successfully.	

- 13. After exporting your ID-Cert, keep the ID-Cert storage medium in safe custody.
- 14. Use a separate ID-Cert storage medium and repeat the above steps to backup other ID-Certs.

1.6 Restore Your ID-Cert

- 1. Insert your ID-Cert backup storage medium.
- 2. Follow the procedures in "**1.2 Importing ID-Cert**". The file name required now should be the one you specified in the backup section and you need to enter the new password that you have assigned in the section "**1.5 Backup your ID-Cert**".

1.7 Search for E-mail Recipient

1.7.1 Searching via Digi-Sign web site

 Start up Internet Explorer. In the address bar, enter the Uniform Resource Locator (URL) of Digi-Sign web site: "www.dg-sign.com" and press [Enter]. Click the "Online Services" and select the "Download Zone".



2. Goto the "**ID-CERT Certificate**" and click button.

	Recognized Certificates	Super SSL Certificates	Premium Certificate
Certification Practice Statements	Ø	<i>B</i>	B
Forms			
Application Forms and Procedures	<i>B</i>	<i>B</i>	Nil
Change of Subscriber Information	<i>B</i>	Nil	Nil
Certificate Revocation Form and Procedures	<i>B</i>	B	Nil
Manual			
Subscriber Operation Manual	M	Nil	Nil
Change Password Utility User Manual	Ø	Nil	Nil
Certificate Signing Request Generation Guide	Nil	B	Nil
Installation Guide	Nil	B	Nil
Certificate	\frown		
ID-CERT Certificate		Nil	Nil
Utilities and Drivers			
Change Password Utility	B	Nil	Nil
Windows 98 Drivers for USB Flash Drive	B	Nil	Nil

3. Input the following information to search your certificate.



4. ID-CERT certificate search result will be displayed.

Download Zone Recognized Cer	電子核證服務有限公司 Digi.sign Centification Services Limited				
)-CERT Certificate Sea	arch Result	to view detai	lc		
ease select the following	ng ceruncate	: to view detai	13		
English Name	Class	Subscriber No.	Serial No.	Status	Valid To

5. Click your certificate to download the cert.

Download Zone Recognized Cer	tificates	電子核證服務有限公司 Digi sign Centification Services Limited
ID-CERT Certificate Sea	arch Result	
English Name in Certificate Subscriber Number Certificate Class Serial Number Status Valid from date (yyyy-mm-dd) Valid to date (yyyy-mm-dd) Your certificate	: CHAN TAI MAN : 10000012 : 1 : 2000000010 : Valid : 2014-05-30 : 2014-05-30 : Click here to download	ad
To find the ID-CERT key path the utility. You accept the <u>Terr</u> Checking Key Path Utility	in your Tradelink's iTVS, ple <u>ns of Use</u> upon downloading]	ease click the button below to download g and using the utility.

1.7.2 Searching via ID-Cert Directory with Outlook Express

- 1. Start up Outlook Express.
- 2. Select <**Tools**> and then <**Accounts**>.

🚔 Outlook Express				H	i 🛛 🖉 🔜 💶 🖂
<u>E</u> ile <u>E</u> dit ⊻iew	<u>Ious M</u> essage <u>H</u> elp				<u></u>
	Send and Receive	X			
New Mail Ser	Synchronize All	N			
😫 Outlook Fit	Synchronize Folder				
Foldoro					
Cutlook Express	Address Book	Ctrl+Shift+B			Go to msn 🖴
🛓 🧐 Local Folde		ook.			
— 🙀 Inbox 🚺	Message <u>B</u> ules	•		Find a Messa	age Identities v
Outbox	Accounts				Tip of the day X
Deleted I	New Account Signup	•			If you see a + or a -
Drafts	Uptions		lail message in you	r Inbox	next to a message,
		Set up a Mail ccount			replies to that
					message.
					Click the + or - to
	Newsgro	oups			replies.
		Set up a Newsgroups as	count	11	
		Set up a Newsqroups de	<u>countern</u>		
Contacts 🔻	× Contacts	5			
There are no contacts to	display. Click				
on Contacts to create a	new contact.	Den the Address Bo	ook		
		PQ .			
		Find People			
	🗖 When	Outlook Express starts, g	directly to my Inbo	x.	<pre>Previous Next ></pre>
Configures your accounts.					
Start Start Explori	ng - \\DS	alt d al			1233 AL 4:50 PM
			1) ok Enpini		

3. Click the [Directory Services] tab. Click [Add] button and select "Directory Services".

ternet Accounts			? ×
All Mail News	Directory Service	\rightarrow	<u>A</u> dd ▶
Account	Туре	Connection	<u>R</u> emove
Seifigfoot Internet D InfoSpace Busin InfoSpace Intern Switchboard Inter VeriSign Internet WhoWhere Inter	directory service directory service directory service directory service directory service directory service	Local Area Network Local Area Network Local Area Network Local Area Network Local Area Network Local Area Network	Properties Set as Default Import
RaYahoo! People S	directory service	Local Area Network	<u>Export</u>
			Close

4. An "Internet Connection Wizard" window will pop up. Enter the Digi-Sign Internet directory "Idap.dg-sign.com" in the space provided and click the [Next] button.

Internet Connection Wizard	×
Internet Directory Server Name	2
Type the name of the Internet directory (LDAP) server your Internet service provider or system administrator has given you. Internet directory (LDAP) server: If your Internet service provider or system administrator has informed you that they require you to log on to your LDAP server and has provided you with an LDAP account name and password, select the check box below. My LDAP server requires me to log on	
< Back Next > Cancel	

No need to check the box of "**My LDAP server requires me to log on**" since Digi-Sign Internet Directory does not require so.

 The next window is "Check E-mail Addresses", the default selection is "No" and you can click [Next >] to continue.

ernet Cor	nnection Wizard
Check E	-mail Addresses
Your or mo	e-mail program checks the e-mail addresses of your message recipients using one re directory service address lists.
Using slow (g a directory service to check the e-mail addresses of your message recipients may down the performance of your e-mail program.
Doyo	ou want to check addresses using this directory service?
ΟY	es
• N	a
	\frown
	< <u>B</u> abk <u>N</u> ext> Cancel

6. The finishing screen will pop up and you can click [Finish].



You are diverted to the Directory Service screen again. Double click the selection of "ldap.dg-sign.com" or highlight the selection and click the [Properties] button to give the entry a user-friendly name, e.g. "Digi-Sign" or simply leave it as "ldap.dg-sign.com".

🚇 Idap.dg-sign.com Properties 🔋 🗙						
General Advanced						
Directory Service Account Type the name by which you would like to refer to this server. For example, "Work Directory" or "Microsoft Directory Server".						
Idap.dg-sign.com						
Server Information						
Server <u>n</u> ame: Idap.dg-sign.com						
This server requires me to log on						
Account name:						
Password:						
Log on using Secure Password Authentication						
\square Check names against this server when sending mail						
OK Cancel Apply						

8. Select the "Advanced" tab and enter "c=HK" as Search Base. Click [OK] button and you are back to the Internet Accounts windows. Close this window now and you can start to search your e-mail recipient in the ID-Cert Directory.

🚇 Idap, Jg-sign.com (1) Properties 🔹 🕐 🗙
General Advanced
Serve Port Number
Directory service (LDAP): 389 Use Default
This server requires a secure connection (SSL)
Search
Search <u>t</u> imeout:
Short - J Long 1 minute
Maximum number of matches to return:
Search <u>b</u> ase: c=HK
☐ <u>U</u> se simple search filter
Cancel Apply

9. Return to the main menu of Outlook Express. Select <**Edit**> <**Find**> <**People**> from the menu bar.

🔓 Outle	ook Express				8	🛛 🖸 🖉 🔜 🗖 🗙
<u> </u>	<u>E</u> dit <u>V</u> iew <u>I</u> ools <u>M</u> e	ssage <u>H</u> elp				
New			•			
E OI	Eind	•	Message	Ctrl+Shift+F		
Folders			Message in this Eolder Find <u>N</u> ext	Shift+F3 F3		Go to msp 🖻
		Ctrl+D Ider	<u>People</u> <u>T</u> ext in this Message	Ctrl+E	Find a Mess	age Identities v
_<						Tip of the day ×
	Mark as U <u>n</u> read Mark Conversetion as Fl Mark All R <u>e</u> ad	ead Ctil+T Ctil+Shitt+A <u>Se</u>	There is <u>1 unread Mai</u> st up a Mail account	<u>I message</u> in	your Inbox	If you see a + or a - next to a message, that means there are replies to that message.
		Newsgroup: Se	s at up a Newsgroups acco	<u>unt</u>		Click the + or - to show or hide the replies.
Contact:	; ▼	< Contacts				
There a on Conl	re no contacts to display. Clic tacts to create a new contact	k · D2	Open the Address Bool	<u><</u>		
			Find People		S	
		When Out	look Express starts, go d	lirectly to my <u>I</u>	nbox.	Previous Next Vext
Finds peo	ople in your address book or o	in the Internet.	(
🛃 Star	t 📃 🙆 Exploring - \\DS	User manual1.d	🏼 🎒 Digi-Sign Certific	🕄 Outlook Exp	📋 🥲 🙆 🚺	126 🗃 💽 5:07 PM

10. A "Find People" window will pop up. Enter the searching criteria in the space and make sure you have selected the correct "Internet Directory Server Name" in your "Look in" directory. Click the button [Find now] to search for your e-mail recipient. You may select the "Advanced" tab and use the advanced search function if you want to search in various modes, e.g. to search by part of the name / e-mail address.

Barring People - (3 entries found)	? ×
Look in: Idap.dg-sign.com	Web Site
People Advanced	Eind Now
Name Contains Chan	Stor
Name contains chan Add	Cjear All
Remove	
	Close
Name E-Mail Address E	Properties
	Delete
	Add to Address Book
×	

11. Once you have located your e-mail recipient, double-click the e-mail recipient name and click the [Add to address book] button.

CHENG Bing Ming Properti	es	? ×
Summary Name Home	Business Personal Other NetMeeting	Digital IDs
Summary of inform	nation about this contact	dd to Address Book
Name:	CHAN SIU MING	
E-Mail Address:	chansiuming@hotpop3.com	
Home Phone:		
Pager:		
Mobile:		
Personal Web Page:		
Business Phone:		
Business Fax:		
Job Title:		
Department:		
Office:		
Company Name:		
Business Web Page:		
		JK. Cancel

12. You may also view his / her digital certificates by selecting the "**Digital IDs**" tab. Highlight the digital certificate and click [**Properties**] button.



13. Close all windows if you have finished.

1.8 Verify Name On The Certificate with Outlook Express

1. From the menu bar of Outlook Express, select **<Tools>** and then **<Accounts>**.



2. On the Internet Accounts window, select the <**Mail**> tab and click the [**Properties**] button.

🔩 Outlook Express			_ 8 ×
<u>File Edit View Tools</u>	Message Help		
New Mail Send/Recv	→ Addresses Find		
😂 Outlook Express			
Folders	× Outlook		Go to 🎰 🔺
Uutlook Express	nternet Accounts	? ×	
Inbox	All Mail News Directory Service	<u>A</u> dd ▶	e Identities -
- 🖄 Sent Items	Account Type Connection	Remove	ip of the day ×
- 🕜 Deleted Items - 🐼 Drafts	Pop Indepop 3 ccm mail (default) Any Available	Properties	hen reading wsgroup messages, torn paper icon dicates that only the ressage header has een downloaded. A hole paper icon dicates that the ressage body has so been downloaded. OTE: Only messages th a whole paper
Contacts 🔻		Close	on can be read while ou are offline.
😢 chan —	contacts		_
	Den the Address Book	P	4 Previous Nexts
	Ji when Outlook Express starts, go directly to my	/ Indox.	Connecting
			Connecting

3. On the Properties window, select the "Security" tab.



4. On the "Security" tab, click the [Digital ID] button to view your name on the certificate.



1.9 40-bit Encryption Security Warning Message

Please note that while sending e-mail messages with Outlook Express, it is normal for the following security-warning message to be displayed. You can select "**Yes**" to ignore the message and still send out the e-mail message accordingly.



Alternatively you can disable the security warning message feature by selecting 40-bit encryption level.

1.9.1 Disable 40-bit Encryption Security Warning Message

1. On the Outlook Express window, select <**Tools**> and then <**Options**>.



2. On the Options window, select the "Security" tab and click the [Advanced] button.



 On the Advanced Security Settings window, click on the "168 bits" down arrow and select "40 bit". Click on the "3DES" down arrow and select "RC2 (40-bit)". Click [OK] button and then [Apply] button.



1.10 Use ID-Cert to Sign and Encrypt E-mails with Outlook Express

You should follow the previous steps to locate your mail recipient (*Please refer to "1.7* Search for E-mail Recipient via ID-Cert Directory with Outlook Express") before sending a signed and encrypted e-mail.

- 1. Start up Outlook Express.
- 2. Select <File> <New> <Mail> or click the [New Mail] button on the menu bar.



3. Select your e-mail recipient by clicking the [To:] button and select from the list.



4. Click the [Sign] and [Encrypt] button to secure your e-mail.



5. Enter the subject and body of your e-mail and click the [Send] button to send.



For ID-Cert Class 8 and Class 9, click the [Options].

<u>F</u> ile	<u>E</u> dit	Kiew	Insert	F <u>o</u> rmat	<u>T</u> ools	T <u>a</u> ble	Window	<u>H</u> elp	
🖃 <u>S</u> er	nd 🎚	- 🗈	8/ 8	🕹 📍 🎚	*	<u>) 🖄 🔁</u>	O <u>p</u> tions	HTML	- 😼 🔤

Select the [Security Settings] to select the certificate

ſ	Message Options	14-18		RELLERS!	x
l	Message settings		Security -]
	Importance:	Normal	P	Change security settings for this message.	
	Sensitivity:	Normal 🔹	W)	Security Settings	
	Voting and Tracking optic	ons			

Click the [Change Settings] in Security Properties.

Security Propertie	es		×						
Encrypt message contents and attachments									
Add <u>d</u> igital sigr	✓ Add digital signature to this message								
Send this	message as clear <u>t</u> ext signed								
Request !	S/MIME receipt for this message	•							
Security Settings									
Security setting	:								
<automatic></automatic>		• Cha	ange Settings						
Security Label									
Policy Module:	<none></none>	•	Configure						
Classification:		-							
Privacy Mark:									

Click [Choose] to select the certificates

•	Change Security Settings									
<u>`</u>	Security Setting Preferences									
	Security Settings Name:									
	<custom for="" message="" security="" setting=""></custom>									
	Cryptography Eormat: S/MIME									
	Password									
	Certificates and Algorithms									
	Signing Certificate: CHAN TAI MAN									
	Hash Algorithm: SHA1									
	Encryption Certificate: dgadmin1@dg-sign.com									
	Encryption Algorithm: 3DES									
	$\boxed{\ensuremath{\mathbb Z}}$ Send these certificates with signed messages									
	OK Cancel									

2 Thunderbird Operation

2.1 Importing ID-Cert

1. From the menu bar of Thunderbird, select <Tools> and then <Options>.



2. In the Options window, click the <Advanced> button and select the <Certificates> tab.

Options					×
12	Aa	/			503
General	Display	Composition	Privacy	Attachments	Advanced
General	etwork & Disc Spa	ce Update Certi	ficates		
Manage ce	rtificates, revoca	tion lists, certificate	confication and s	security devices.	
View	Certific <u>a</u> tes	Revocation Lists	Verification	Security Devi	ces
				ок	Cancel

3. Click the [View Certificates] button. The Certificate Manager Import wizard will pop up.

Options					×
	Aa Display	Composition	Privacy	Attachments	Advanced
General Netv	vork & Disc Spac	e Update Certi	ificates		
Manage certi	ertific <u>a</u> tes	on lists, certificate	Verification and	Security devices.	es
				ок	Cancel

4. Select the <Your Certificates> tab and click [Import] button to continue.



5. Insert your signature ID-Cert storage medium into the computer.

6. Select your drive from the "Look In" drop box and select "All files (*.*)" from the "Files of Type" drop box. The ID-Cert file is named as xxxxxxx.p12 where xxxxxxx is your Subscriber Number. Highlight it and click the [Open] button.



7. Input the password into the <Password Entry Dialogue> and click [OK]

$ \circ $				\circ
$ \circ $	Key Holder's Name	· CHAN SIU MING		$ \circ $
$ \circ $	Rey Holder 5 Rulle			$ \bigcirc$
$ \circ $	Key Password	: 7045E3C13832A71A		$ \circ $
\circ	Cert. Serial Number	: 0997152918	Signatura Kay	\circ
$ \circ $	Subscriber Number	· 10002159	Signature Key	$ \bigcirc$
$ \circ $	Subserioer runnoer	. 10002137		$ \circ $
$ \circ $		Private and Confidential 私	人密件	\circ
$ \circ $				$ \bigcirc$
$ \circ $				\circ
$ \circ $				$ \circ $
$ \circ $				$ \circ $
$ \circ $				$ \circ $
$ \circ $				$ \circ $
$ \circ $				$ \circ $
0				\circ

Password Entry Dialogue	×
Please enter the password that was used to encrypt this certificate backup.	
Password: ***********	
OK Cancel	

* If the password envelope is <u>not intact</u> when you receive it, please <u>do not</u> use the password and report immediately to the Services Hotline.

** Make sure that the Serial Number in the password envelope is identical to that of the ID-Cert storage medium.

After entering your password, the successful message will pop up. Click [OK] to finish.

Alert	×
	Successfully restored your security $\operatorname{certificate}(s)$ and $\operatorname{private} \operatorname{key}(s)$.
	OK

8. You have finished importing your ID-Cert and you can view your certificate under <Your Certificates> page.

Certificate Manager							
our Certificates Other People's Web Sites Authorities							
You have certificates from	n these organisations th	at identify you:					
Certificate Name	Security Device	Purposes	Serial Number	Expires On	E.		
■ DIGI-SIGN CERTIFI └──CHAN SIU MING	Software Security D	<unknown></unknown>	45:37:25:6D	11-June-2010			
View Backu	ip Backup All	Import	Delete				
					ОК		

9. Repeat the above steps if you need to import your Encipherment ID-Cert. (Encipherment ID-Cert will allow you to sign and encrypt your e-mail message.)

2.2 Install ID-Cert Root CA and Signing CA Certificate

The ID-Cert Root CA and Signing CA Certificates are used to validate certificates issued by Digi-Sign. You can install the ID-Cert Root CA and Signing CA Certificates from <u>your</u> <u>ID-Cert storage medium</u>.

2.2.1 Installation via ID-Cert Storage Medium

1. From the menu bar of Thunderbird, select <Tools> and then <Options>.



2. In the Options window, click the <Advanced> button and select the <Certificates> tab.



3. Click the [View Certificates] button. The Certificate Manager Import wizard will pop up.

Options					X
General	Aa Display	Composition	Privacy	Attachments	Advanced
General Netv	vork & Disc Spac	e Update Certi on lists, certificate Revocation Lists	ificates verification and Verification	security devices. Sec <u>u</u> rity Devi	ces
				ОК	Cancel

4. Select the <Your Certificates> tab and click [Import] button to continue.

prities	
icate authorities:	
icate authorities:	
Security Device	E
	_
Builtin Object Token	_
Builtin Object Token	
Builtin Object Token	
Builtin Object Token	
1 Builtin Object Token	
2 Builtin Object Token	
Builtin Object Token	-
Dalata	
Delete	
	ОК
	Security Device Builtin Object Token Builtin Object Token Builtin Object Token Builtin Object Token 1 Builtin Object Token Builtin Object Token Builtin Object Token Builtin Object Token

5. Select your drive from the "Look In" drop box. Highlight RootCA.crt file and click the [Open] button.



6. Check the box to set the trust option and click [OK] to finish.

Downloading Certificate	×
You have been asked to trust a new Certificate Authority (CA).	
Be pu want to trust "ROOT CA (TRIAL)" for the following purposes?	
✓ Irust this CA to identify web sites.	
F rust this CA to identify email users.	
Frust this CA to identify software developers.]
Before trusting this CA for any purpose, you should examine its certificate and its policy and procedures (if available).	
View Examine CA certificate	
OK	

7. Repeat the above step to install the "ID-Cert Signing CA certificate 1". Choose the file named "subca.crt".

2.3 View Your ID-Cert Content

1 From the menu bar of Thunderbird, select <Tools> and then <Options>.



2 In the Options window, select the <Certificates> tab and click [View Certificates] button.

Options					X
General	Aa Display	Composition	Privacy	Attachments	کری Advanced
General Net	work & Disc Spac	e Update Cert	ificates		
Manage certi	ficates, revocati	on lists, certificate	verification and	security devices.	
View C	ertific <u>a</u> tes	Revocation Lists	Verification	Security Devi	ces
				ОК	Cancel

3 Select the ID-Cert to be viewed and click the [View] button.

i	Eertificate Man	ager						
٦	our Certificates	Other People	s Web Sites Aut	horities				
	You have certific	ates from these	e organisations that	identify	y you:			
	Certificate Nam	ie			P	Serial Number	Expires On	E.
	🖃 DIGI-SIGN CE	RTIFICATION	SERVICES LIMITED					
	^I CHAN SIU	MING			Clien	45:37:25:6D	11-June-2010	
	⊻iew	<u>B</u> ackup	Backup All	Impo	rt	Delete		
								ОК

4 Your ID-Cert will be displayed in a new window. Select the "Details" tab to view the contents. You can click [Close] to close the window after viewing.

Certificate Viewer:"CHAN SIU MING"	x
General Details	
' Certificate Hierarchy	
BID-CERT CA (TRIAL)	
CHAN SIU MING	
Certificate Fields	
Validity	
Not Before	
Not After	
-Subject	
Subject Public Key Inro	
-Subject Public Key	
Extensions	
Certificate Policies	
Field Value	
CN = CHAN SIU MING	
OU = 10021161	
0 = DS ID-CERT CLASS 1 (53504)	
C = HK	
,	
Close	1

2.4 Backup Your ID-Cert

- 1 Insert a blank ID-Cert storage medium into your computer.
- 2 From the menu bar of Thunderbird, select <Tools> and then <Options>.



3 In the Options window, select the <Certificates> tab and click [View Certificates] button.

Options					X
General	Aa Display	Composition	Privacy	Attachments	Advanced
General Net	work & Disc Spac	e Update Cert	ificates		
Manage cert	ificates, revocati	on lists, certificate	verification and	security devices.	
View C	Certific <u>a</u> tes	Revocation Lists	Verification	Security Devi	ces
				ОК	Cancel

4 Select the "Your Certificates" tab, highlight the certificate name and click [Backup] button.

🖥 Certificate Man	ager						_ 🗆 ×
Your Certificates	Other People's	; Web Sites Au	thorities				
You have certific	ates from these	organisations tha	t identify	y you:			
Certificate Nam	ie			P	Serial Number	Expires On	E.
DIGI-SIGN CE	RTIFICATION S	ERVICES LIMITED			-		
CHAN SIU	MING			Clien	45:37:25:6D	11-June-2010	
							_
<u>V</u> iew	Backup	Backup All	Impo	rt	Delete		
	\smile						ок

5 Input the file name for the private key and click [Save] button.



6 You are required to enter the new password used to protect the private key. Click [OK] to finish.

Choose a Certificate Backup Password
The certificate backup password you set here protects the backup file that you are about to create. You must set this password to proceed with the backup.
Certificate backup password:
Certificate backup password (agai): ******
Important: If you forget your certificate backup password, you will not be able to restore this backup later. Please record it in a safe location.
Password quality meter
OK Cancel

7 You will see the screen "Successfully backed up your security certificate(s) and private key(s)" and you can click [OK].

Alert	×
	Successfully backed up your security certificate(s) and private key(s).
	ОК

8 After exporting your ID-Cert, keep the private key in safe custody.

2.5 Restore Your ID-Cert

- 1 Inset your ID-Cert backup storage medium.
- 2 Follow the procedures in "2.1 Importing ID-Cert". The file name required now should be the one you specified in the backup section and you need to enter the new password that you have assigned in the section "2.4 Backup your ID-Cert".

2.6 Search for E-mail Recipient via ID-Cert Directory with Thunderbird

- 1 Startup Thunderbird
- 2 Click [Address Book]



3 Click the <File> from the menu bar, select <New> and then <LDAP directory>.

🔰 Address Book						×
File Edit View Tools Help						
New ► Close Ctrl+W	Address Book <u>⊂</u> ard… Ctrl+N Mailing <u>L</u> ist…				[🔎 Name or Email
Page Setup Print Preview Card Print Preview Address Book	Address Book LDAP Directory Message Ctrl+M	<u> </u>	icreen Name	Organisation	Work F	Phone 🖪
Print Address Book						
Egt Ctri+Q						
No matches found						
🛃 🎆 🎪 🛛 🧿 Inbox - Microsoft	🛐 收件匣 - Outlook 📄	manual_diff.doc	🖻 manual.doc (Read	🧐 Inbox - Thunderbird 🛛 🚺	Address Book	🛛 🔣 « 🖂 💽 🗾 11:40

- 4 A "Directory Server Properties" window will pop up. Enter the following details
 - Name = DIGI-SIGN
 - Host Name = ldap.dg-sign.com
 - Base DN = c = HK

click the [**OK**] button.

Di	rectory Server	Properties	×
	General Offline	Advanced	_
	<u>N</u> ame:	DIGI-SIGN	
	Hostname:	ldap.dg-sign.com	
	Base DN:	c=HK Eind	
	Port number:	389	
	Bind DN:		
	Use secure	connection (SSL)	
		OK Cancel	

5 Select the <Edit> from the menu bar and <Search Addresses>.

File Edd Image: Streen Name Organisation Work Phone Ref Add Cut + X Enall Screen Name Organisation Work Phone Ref Dates Cut + X Enall Screen Name Organisation Work Phone Ref Dates Cut + X Enall Screen Name Organisation Work Phone Ref Dates Cut + X Enall Screen Name Organisation Work Phone Ref Dates Dates Enall Screen Name Organisation Work Phone Ref Dates Dates Dates Enall Screen Name Organisation Work Phone Ref Dates Dates Dates Dates Dates Ref Dates Ref No matches fourd Matchess fourk Enall Dates Ref Dates Ref Ref </th <th>🔰 Ade</th> <th>dress Book</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>_ 8 ×</th>	🔰 Ade	dress Book								_ 8 ×
Undo CtH-2 Bedo CtH-4 Organisation Work Phone Delete Delete Setext All CtH-4 Setext All CtH-4 </th <th>File</th> <th>Edit View</th> <th>Tools He</th> <th>þ</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	File	Edit View	Tools He	þ						
Redo Och V Delete Image: Comparisation Work Phone Image: Comparisation Redo Och V Email Screen Name Organisation Work Phone Image: Comparisation Delete Delete Delete Screen Name Organisation Work Phone Image: Comparisation Delete Delete Delete Delete Delete Image: Comparisation Work Phone Image: Comparisation Screen Name Organisation Work Phone Image: Comparisation Image: Comp	9 -	Undo	Cb	1+Z	×					4
Add Od, OtHX Enal Screen Name Organisation Work Phone E Sect OHY Origination Children Childr	New (Redo	Cb	1+Y	Delete				Name or En	hail
No matches fourd	Addr	Cu <u>t</u>	Cb	1+X		Email	Screen Name	Organisation	Work Phone	E \$
No matches fourd		⊆opy	Cb	1+C				,		
No matches fourd		Paste	Cb	1+∀						
No matches found		Delete	De	lete						
No matches found		Select <u>A</u> ll	Ct	1+A						
		Search Ad	dresses Cti	l+Shift+F						
No matches found			0	1.7						
No matches found										
No matches found										
No matches found										
No matches found No matches found No matches found Multiple - Outbook										
No matches found No matches f										
No matches found No matches f										
No matches found No matches f										
No matches found No matches found Mo matches found Monosoft Important and a finder Importan										
No matches found Mo matches found Might Onbox - Microsoft VY VFFFF - Outbook Immunel diff.doc Immanuel doc (ftead Immanuel doc (ftead Immanuel doc (ftead) Immanuel doc										
No matches found No matches found I Ginbox - Microsoft Im Wr(## - Outbook Im manual diff.doc Im manual doc (Read Im manual doc (Read Im manual doc (Read) Address Book I G K I										
No matches found No matches found Mights - Microsoft Im Wr(+# - Outbook Im manual diff.doc Im manual doc (Read										
No matches found Mo matches found Milital O Inbox - Microsoft V Wr(## - Outbook) manual diff.doc) manual doc (Read) impox - Thunderbird Milital O Inbox - Microsoft) Wr(### - Outbook) manual diff.doc) manual doc (Read) (manual doc (Read) (man										
No matches found Mo matches found Militai O Inbox - Microsoft V Wr(## - Outbook) manual diff.doc) manual doc (Read) (microsoft) Address Book (microsoft) 150										
No matches found No matches found Import - Microsoft Import - Mic										
No matches found No matches found I Ginbox - Microsoft I M W7(#FFF - Outbook I manual diff.doc I manual doc (Read I m										
No matches found										
No matches found										
No matches found プ目指指 1 ③ Inbox - Microsoft () 如作伴用 - Outbook () manual diff.doc () manual doc (Read) (③ Inbox - Thunderbird () Address Book () () () () () () () () () () () () ()										
No matches found プ目指指 ① Inbox - Microsoft 2 切行伴用 - Outbook 逆) manual diff.doc 逆) manual doc (Read ② Inbox - Thunderbird ① Address Book 司 《 河口梁 11:50										
No matches found TEXEL O Inbox - Microsoft (2) 收付件用 - Outbook (2) manual diff.doc (2) manual doc (Read (2) Inbox - Thunderbird () Address Book () () () () () () () () () () () () ()										
🎢 開始 🚺 Tribox - Microsoft 👔 現住冊 - Outlook 🖉 manual diff.doc 🖉 manual doc (Read 😋 Inbox - Thunderbird 📗 Address Book 📰 🛪 🗐 🐨 11:50	No ma	atches found								
	🍂 開	始 🕓 Ini	oox - Microsof	t 🗐 收	件匣 - Outloo	k 🛛 🖭 manual_diff.doc -	· 🛛 📑 manual.doc (Read	🔄 Inbox - Thunderbird	Address Book 🛛 🔣 « 🖂	11:50

6 An "Advanced Address Book Search" window will pop up. Select the directory from <Search in> and enter the searching criteria in the space. Click [Search] to start the search.

Searc <u>h</u> ir DIGI-	lress Book 5IGN	Search		<u>Search</u>
O Match all of the	e following	Match any of the following contains	CHAN SIU MING	+ -
Name	▼ Ema	Organisation	Work Phone	
Properties	<u>W</u> rite			

2.7 Use ID-Cert to Sign and Encrypt E-mails with Thunderbird

1 Startup Thunderbird

2 Select the <Tools> from the menu bar and then select <Account Settings> to select the certificate which you want to use for signing and encryption.

Account Settings		×
Count Sectings Consistings Copies & Folders Copies & Folders Composition & Addressing Disc Space Junk Settings Return Receipts Security Local Folders Disc Space Junk Settings Outgoing Server (SMTP)	Security To send and receive signed or encrypted messages, you should specify both a digital signing certificate and an encryption certificate. Use this certificate to digitally sign messages Use this certificate to digitally sign messages CHAN STU MING Select Clear Digital Grades CHAN STU MING Select Clear Digitally consider the digitally sign messages Chan stuming@hotpop3.com Select Clear Use this certificate to encrypt & decrypt messages sent to you: chansiuming@hotpop3.com Select Clear Use add the encryption setting when sending messages: Image: Image add the encryption of the encryption Image: Image add the encryption setting when sending messages: Image: Image add the encryption of the encryption Image add the encryption setting when sending messages: Image add the encryption Image add the encrypticen	
<u>A</u> dd Account		
Set as De <u>f</u> ault		
Remove Account		
	OK	

3 Click [Write] on the menu bar.



4 Select your e-mail recipient

🔄 Compose: (no subject)
File Edit View Insert Format Options Tools Help
Send Contacts Spell Attach Security Save
From: chansiuming <chansiuming@hotpop3.com> - chansiuming</chansiuming@hotpop3.com>
To: Repeterchan@abc.com
Subject:
Body Text Variable Width $\mathbf{Y} = \mathbf{A}^{v} \mathbf{A}^{h} \mathbf{B} \mathbf{I} \mathbf{U} \coloneqq 1_{-}^{v} \overleftarrow{\bullet} \overleftarrow{\bullet} = \mathbf{I}_{-}^{v} \overleftarrow{\bullet} \mathbf{v}$

5 Click the [Security] button and select <Encrypt the message> and <Digitally Sign the Message> and click the [Send] button to send.

🚔 Compose: (no subject)	_ _ / ×
File Edit View Insert Format Options Tools Help	
Send Contacts Spel Atlach Security Save	
From: chansiuming <chansiuming@hotpop: do="" encrypt="" message<="" not="" td="" this=""><td>-</td></chansiuming@hotpop:>	-
To: 📧 chanpeter@abc.com	
Digitally Sign This Message View or change security settings	
View Security Info	
Subject:	
Body Text \checkmark Variable Width \checkmark \blacksquare A^* A^* B I \sqcup \models $\frac{1}{2}$ \blacksquare \blacksquare \blacksquare \blacksquare \bullet \blacksquare \bullet	
🦺 聞銘 🗍 🧿 Inbox - Microsoft 🚺 收件匣 - Outlook 📝 manual_diff.doc 颵 manual.doc (Read) 🕲 Inbox - Thunderbird 🎼 Compose: (no su	🔣 « 🖂 🧿 🗾 12:12