

## **B-Trust mail configuration for Outlook 2016**

- I. Outlook configuration
- 1. Start the application of Outlook 2016
- 2. Open "File" menu and go to "Account Settings":



3. In the next window select "E-Mail" and then select "New..."





4. Fill all required information in the next window and select "Manual setup or additional server types" and select "Next":

E-mail <u>A</u> ccount			
Your Name:	Vasheto ime		
	Example: Ellen Adams		
E-mail Address:	egineva@b-trust.org		
	Example: ellen@contoso.com		
Password:	khkhkkk		
Retype Password:	*****		
	Type the password your Internet service provider has given	you.	

5. On the following window select "POP or IMAP" option and then "Next":

Add Account	×
Choose Service	***
Outlook.com or Exchange ActiveSync compatible service	~
Connect to a service such as Outlook.com to access email, calendars, contacts, and task	s
Connect to a POP or IMAP email account	
< <u>B</u> ack	ext > Cancel



6. Fill the required information and choose "More settings":

User Information		Test Account Settings
Your Name:	Vasheto ime	We recommend that you test your account to ensure that
<u>E</u> mail Address:	egineva@b-trust.org	the entries are correct.
Server Information		Task Assound Cattings
<u>A</u> ccount Type:	IMAP 🗸	Test Account Settings
Incoming mail server:	mail.b-trust.org	Automatically test account settings when Next is clicked
Outgoing mail server (SMT	P): mail.b-trust.org	CICKER
Logon Information		
<u>U</u> ser Name:	egineva@b-trust.org	
Password:	******	Mail to keep offline: All
_	_	

7. Open "Outgoing server" tab and select "My outgoing server (SMTP) requires authentication":

Internet E	-mail Settings		×
General	Outgoing Server	Advanced	
⊻ My <u>o</u> ⊚ ⊔	utgoing server (SM se same settings as	TP) requires authentication s my incoming mail server	
010	og on using		
U	lser <u>N</u> ame:		
P	assword:		
	√ <u>R</u> em	nember password	
	Re <u>q</u> uire Secure P	assword Authentication (SPA)	
OL	og on to <u>i</u> ncoming	mail server before sending mail	
		ОК	ancel



- 8. Open the "Advanced" tab and fill as follows:
  - Incoming server (IMAP) 993
    - Outgoing server (SMTP) 587

Internet E-mail Settings ×			
General Outgoing Server Advanced			
Server Port Numbers			
Incoming server (IMAP): 993 Use Defaults			
Use the following type of encrypted connection: SSL			
Outgoing server (SMTP): 587			
Use the following type of encrypted connection:			
Server Timeouts			
Short Long 1 minute			
Folders			
Root folder path:			
Sent Items			
Do not save copies of sent items			
Deleted Items			
Mark items for deletion but do not move them automatically			
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.			
Purge items when switching folders while online			
OK Cancel			

- If you want to set up the account with POP3 protocol, please do the following settings (it is not mandatory to do these settings if you already completed the ones above):
  - Incoming server (POP3) 995
- Outgoing server (SMTP) 587
- Select "Leave a copy of messages on the server "and confirm with " OK ":

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БАНКС	ови у	слуги

Internet E-mail Settings ×
General Outgoing Server Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults Incoming server requires an encrypted connection (SSL) Outgoing server (SMTP): 587 Use the following type of encrypted connection: TLS Server Timeouts
Short Long 1 minute Delivery Leave a copy of messages on the server Remove from server after 14 days Remove from server when deleted from 'Deleted Items'
OK Cancel

9. Select "Next" on the "Add Account" tab:

User Information		Test Account Settings
Your Name:	Vasheto Ime	We recommend that you test your account to ensure that
Email Address:	egineva@b-trust.org	the entries are conect.
Server Information		
Account Type:	POP3 🗸	lest Account Settings
Incoming mail server:	mail.b-trust.org	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	mail.b-trust.org	Deliver new messages to:
Logon Information		New Outlook Data File
User Name:	egineva@b-trust.org	O Existing Outlook Data File
Password:	*****	Browse
Re	emember password	
Reguire logon using Secur (SPA)	e Password Authentication	More Settings



10. You will receive the following message for successful configuration of the e-mail:

Test Account Settings				
Congratu continue.	<u>S</u> top <u>C</u> lose			
Tasks	Errors			
Tasks Status				
✓ Log onto incoming mail server (POP3) Completed				
✓ Send test e-mail message Completed				

Select "Close" and "Finish":

Add Account	×
You're all set!	
We have all the information we need to set up your account.	
	<u>A</u> dd another account
<	Back Finish



- II. Mail signing configuration
- 1. To sign e-mails you should set up your certificate for the signature in Outlook. From the main window select "File" and then "Options":



2. Go to "Trust Center" and select "Trust Center Settings":





3. Open "Email Security" and select "Settings":

Trust Center		?	×
Trusted Publishers	Encrypted e-mail		
Privacy Options Email Security Attachment Handling Automatic Download Macro Settings	Encrypt contents and attachments for outgoing messages     Add digital signature to outgoing messages     Send clear text signed message when sending signed messages     Request S/MIME receipt for all S/MIME signed messages     Default Setting: My S/MIME Settings (egineva@borica.bg)      Settings		
Programmatic Access	Digital IDs (Certificates)		
	Digital IDs or Certificates are documents that allow you to prove your identity in electronic transactio           Publish to GAL         Import/Export         Get a Digital ID	.ns.	
	Read all standard mail in plain text  Read all digitally signed <u>m</u> ail in plain text		
	Script in Folders		
	Allow script in Public Eolders		
	ОК	Can	cel

4. Select "Choose" to add your certificate:

Change Security Settings	×			
Security Setting Preferences Security Settings Name:				
My S/MIME Settings (egineva@borica.bg)	~			
Cryptography <u>F</u> ormat: S/MIME	$\sim$			
✓ Default Security Setting for this cryptographic message format				
Default Security Setting for all cryptographic <u>messages</u>				
Sec <u>u</u> rity Labels <u>N</u> ew	<u>D</u> elete			
Certificates and Algorithms				
Signing Certificate:	<u>C</u> hoose			
Hash <u>A</u> lgorithm:	$\sim$			
Encryption Certificate:	C <u>h</u> oose			
Encryption Algorithm:	$\sim$			
✓ Send these certificates with signed messages				
	OK Cancel			



5. On the prompt window that requires you to select certificate choose "OK":



6. On "Change Security Settings" select again "OK":

Change Security Settings								
Security Setting Preferences Security Settings Name:								
My S/MIME Settings (egineva@borica.bg) ~								
Cryptography <u>F</u> ormat:	ryptography <u>F</u> ormat: S/MIME							
Default Security Setting for this cryptographic message format								
Default Security Setting for all cryptographic <u>messages</u>								
Security Labels	New	<u>D</u> elete						
Certificates and Algorithms								
Signing Certificate:	Elitsa Slavova	<u>C</u> hoose						
Hash <u>A</u> lgorithm:	SHA1	~						
Encryption Certificate:	Elitsa Slavova	Gineva, B-Trust Tok	C <u>h</u> oose					
Encryption Algorithm:	3DES	~						
✓ Send these certificates with signed messages								
		ОК	Cancel					



- 7. Select "OK" on any following window until you finish.
- 8. To send signed message open new e-mail. Select "Options" and then "Sign"

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File	Message	Insert	Options	Format Text	Review	${\mathbb Q}$ Tell me what you want to	do	
Aa Themes	Colors ▼ A Fonts ▼	Page B	cc Perr	nission 👷 Sign	Use Voti	Request a Delivery Rece	eipt	1.4
Ŧ	Themes	olor • Show	/ Fields	Permission	Buttons	s *	G.	I
_	Fro <u>m</u> +	egineva@	borica.bg					
== Send	То <u>.</u>	support;						_
Sena	<u>C</u> c							_
	S <u>u</u> bject	test						_
Test								-

9. Choose "Send". After the prompt window for PIN the e-mail should be sent:

📳 Token Dialog [B-Trust Token]	×
Sign Please enter your 'User Pin' for this token.	
••••	
	OK Cancel