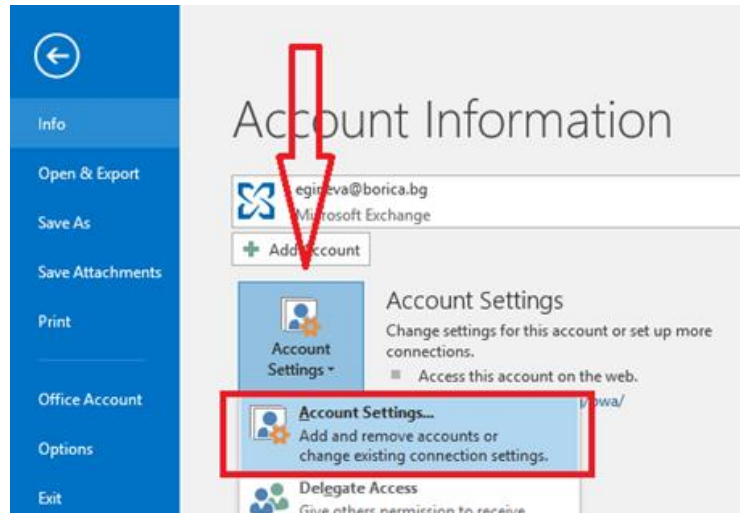


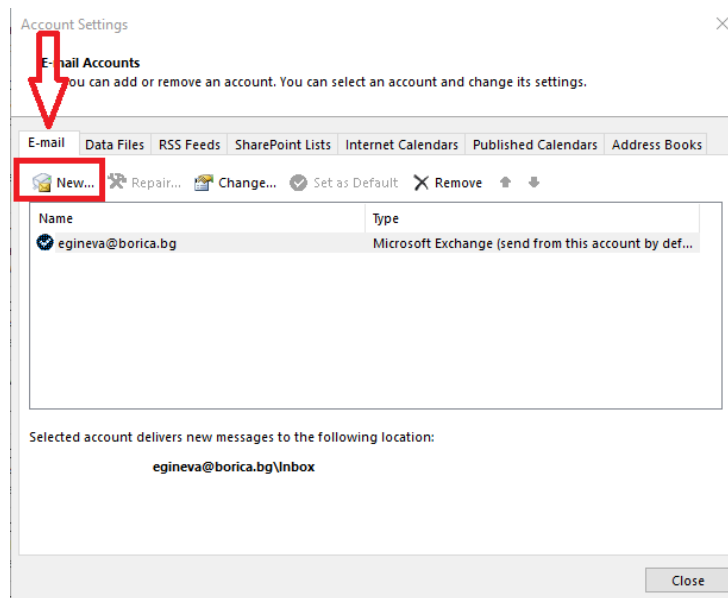
B-Trust mail configuration for Outlook 2016

I. Account configuration.

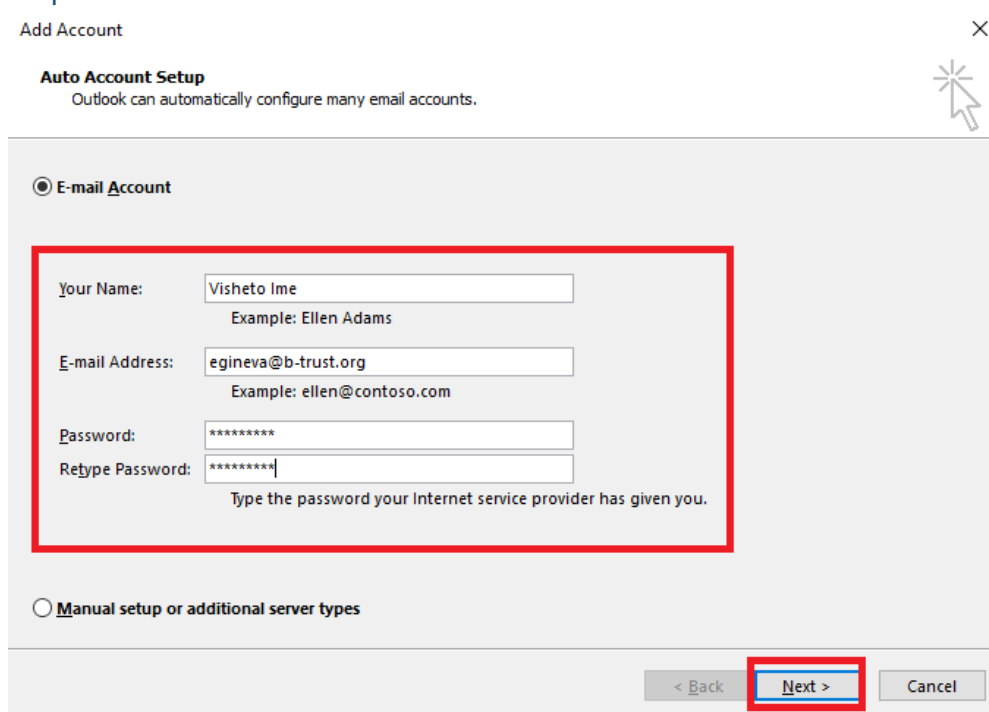
1. Start the application of Outlook 2016.
2. Open “File” menu and go to “Account Settings”:



3. In the next window select “E-Mail” and then select “New”:



4. Fill all required information in the window and select “Next”:



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

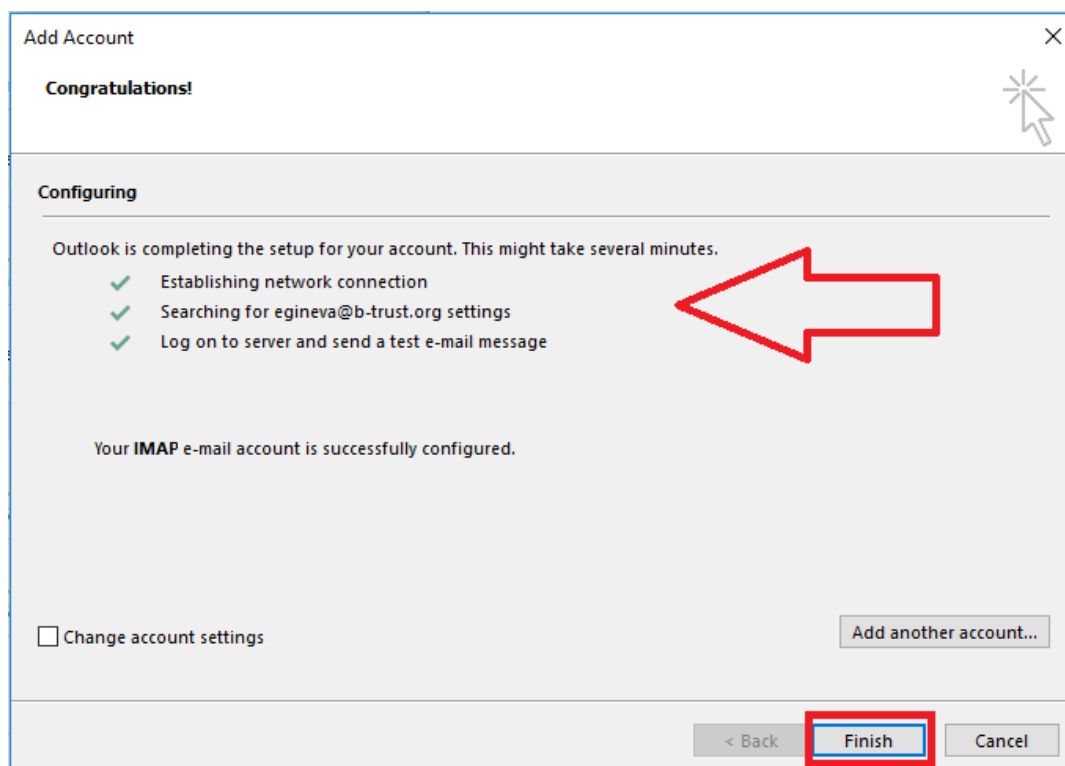
E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

After successful automatic configuration you should receive the following window and select “Finish”:



Add Account

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

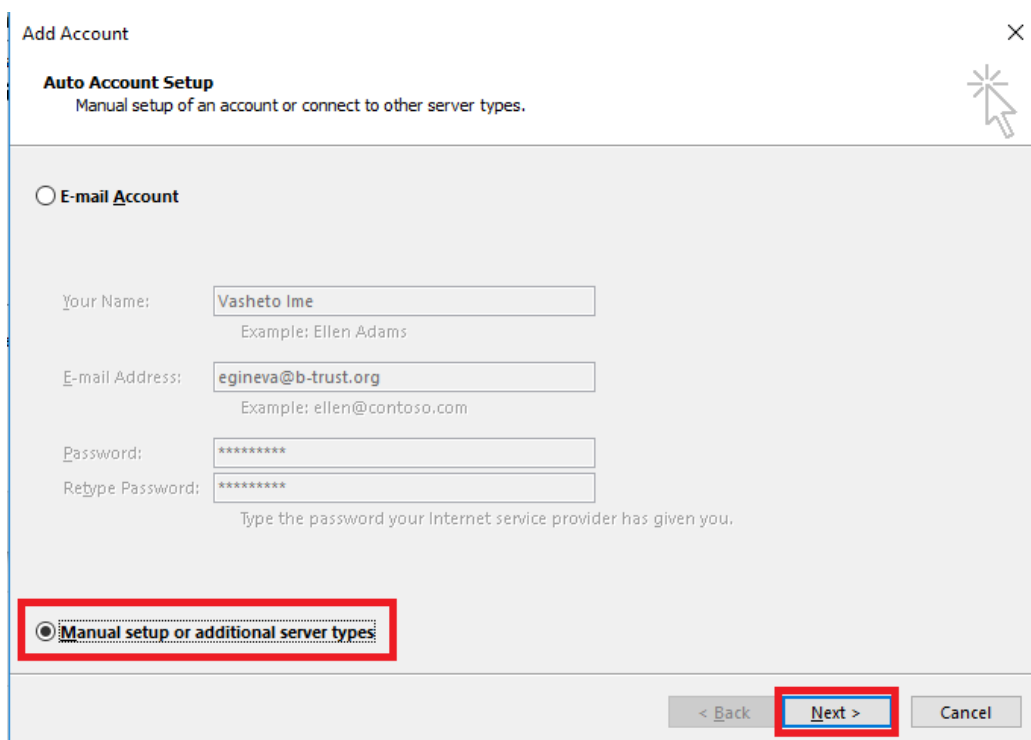
- ✓ Establishing network connection
- ✓ Searching for egineva@b-trust.org settings
- ✓ Log on to server and send a test e-mail message

Your **IMAP** e-mail account is successfully configured.

Change account settings Add another account...

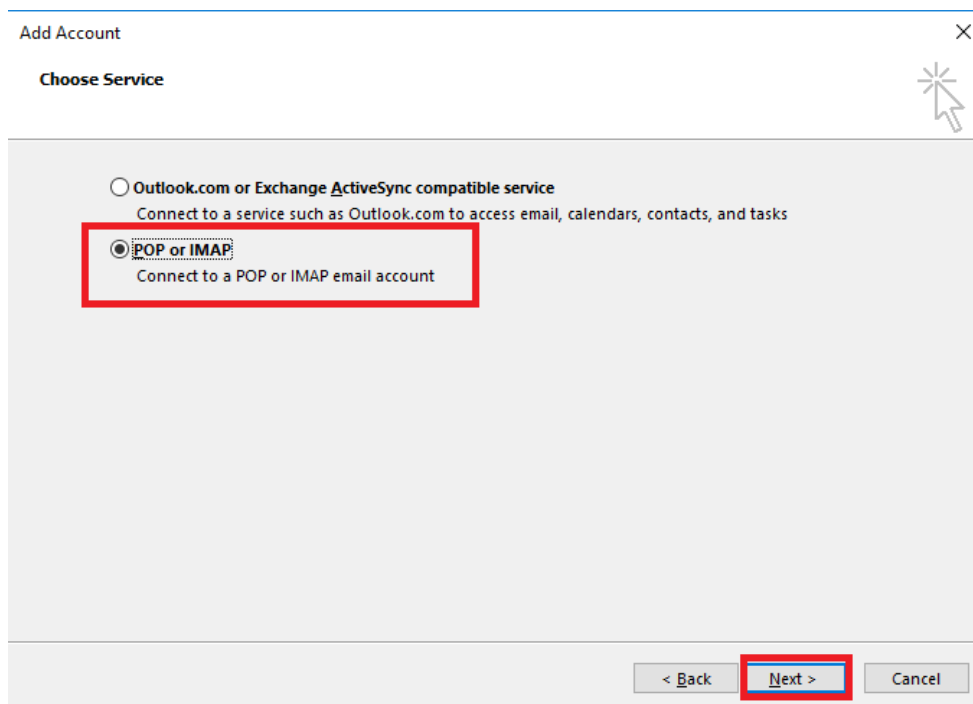
< Back **Finish** Cancel

5. If the configuration is not successful, you should set up the Outlook manually with selecting “Manual setup or additional server types” and “Next”:



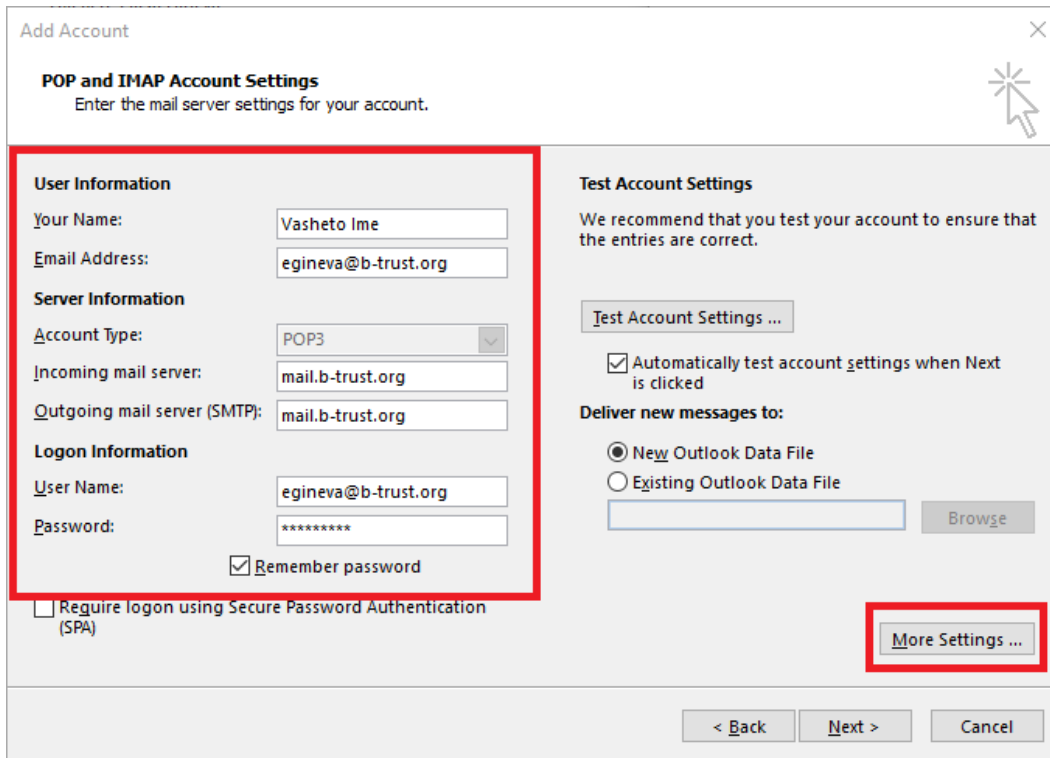
The screenshot shows the 'Add Account' dialog box in Outlook. The title bar says 'Add Account' with a close button. Below the title bar, it says 'Auto Account Setup' and 'Manual setup of an account or connect to other server types.' There is a help icon (a star with a mouse cursor) in the top right corner. The main area has a section titled 'E-mail Account' with a radio button. Below this, there are four input fields: 'Your Name:' with the value 'Vasheto Ime' and an example 'Example: Ellen Adams'; 'E-mail Address:' with the value 'egineva@b-trust.org' and an example 'Example: ellen@contoso.com'; 'Password:' with a masked value '*****'; and 'Retype Password:' with a masked value '*****'. Below the password fields is the text 'Type the password your Internet service provider has given you.' At the bottom left, the option 'Manual setup or additional server types' is selected with a radio button and is highlighted with a red box. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

6. Select „POP or IMAP“ and „Next“:



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar says 'Add Account' with a close button. Below the title bar, it says 'Choose Service' and there is a help icon (a star with a mouse cursor) in the top right corner. The main area has two radio button options: 'Outlook.com or Exchange ActiveSync compatible service' with the subtext 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks'; and 'POP or IMAP' with the subtext 'Connect to a POP or IMAP email account'. The 'POP or IMAP' option is selected and highlighted with a red box. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

7. Fill all required information and select “More Settings”:



Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

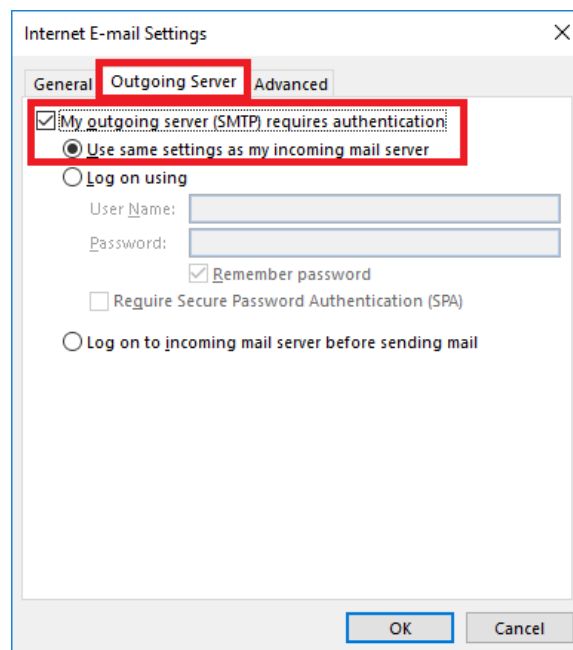
Automatically test account settings when Next is clicked

Deliver new messages to:

New Outlook Data File

Existing Outlook Data File

8. Open „Outgoing Server“ tab and mark „My outgoing server (SMTP) requires authentication“:



Internet E-mail Settings

General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

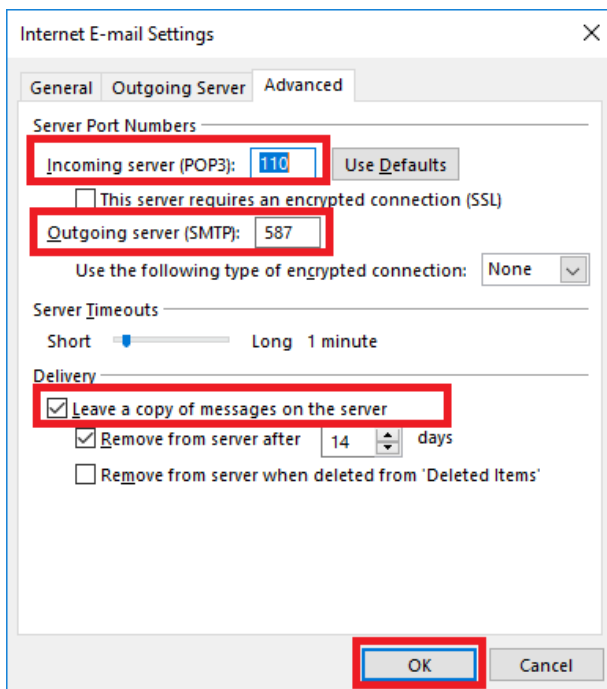
Password:

Remember password

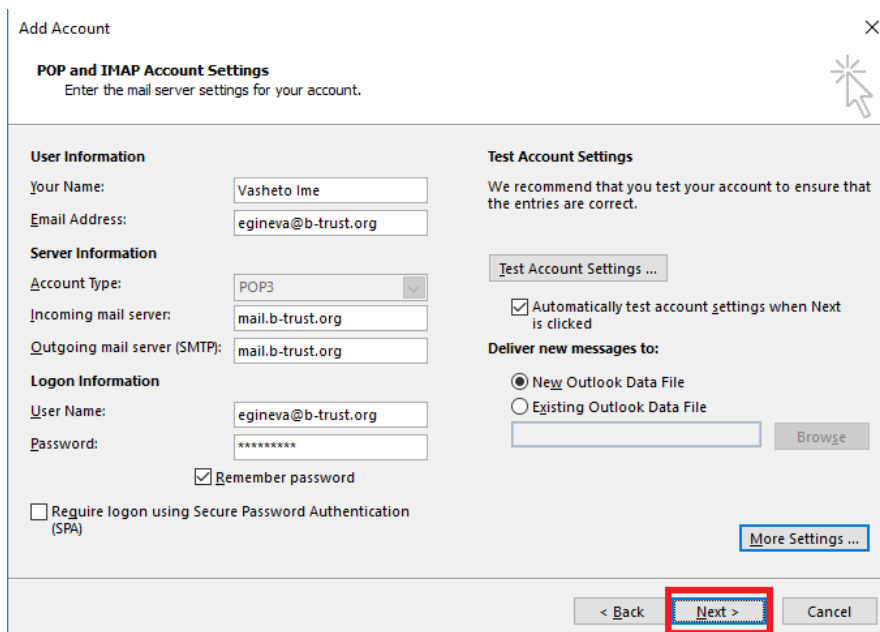
Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

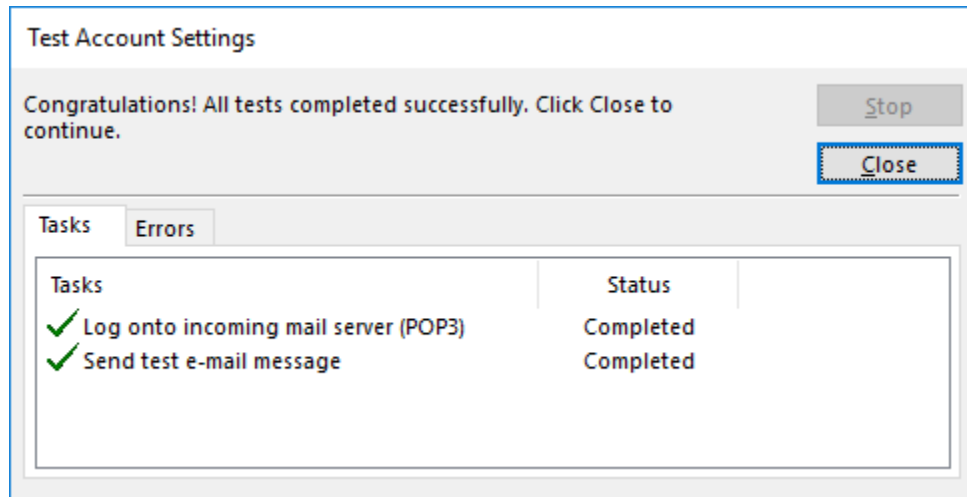
9. Go to „Advanced“ tab and fill the blanks as it follows:
 - Incoming server (POP3) – 110
 - Outgoing server (SMTP) – 587
 - Select „Leave a copy of messages on the server“ and „OK“:



10. Select „Next“ on the „Add Account“ tab:

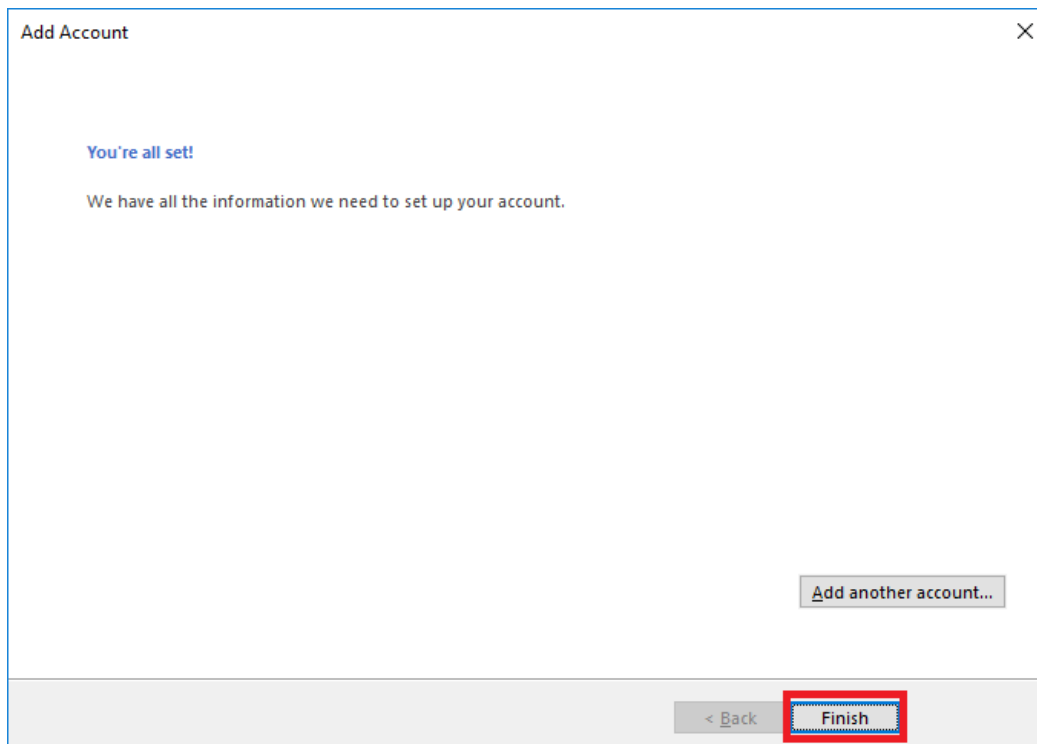


11. After successful manual configuration the following tab should appear:



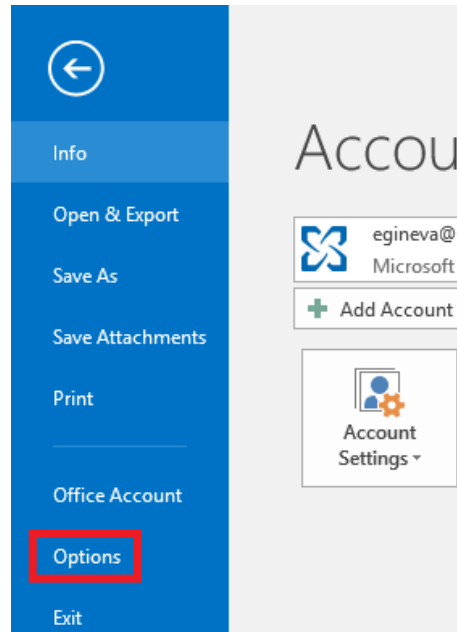
Select "Close" the window.

12. On the final window select „Finish“:

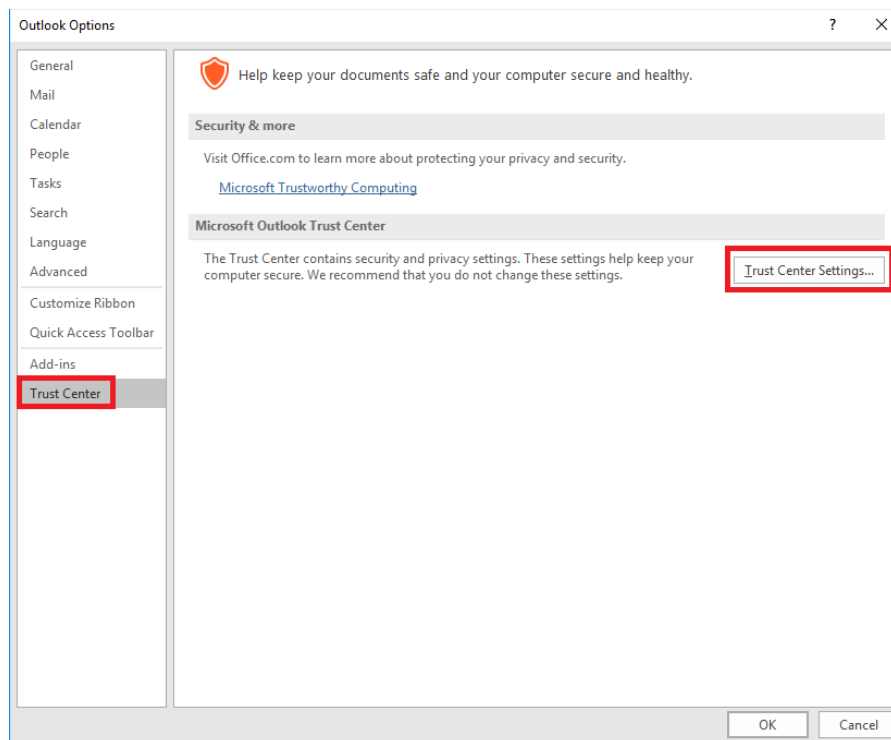


II. Mail signing configuration.

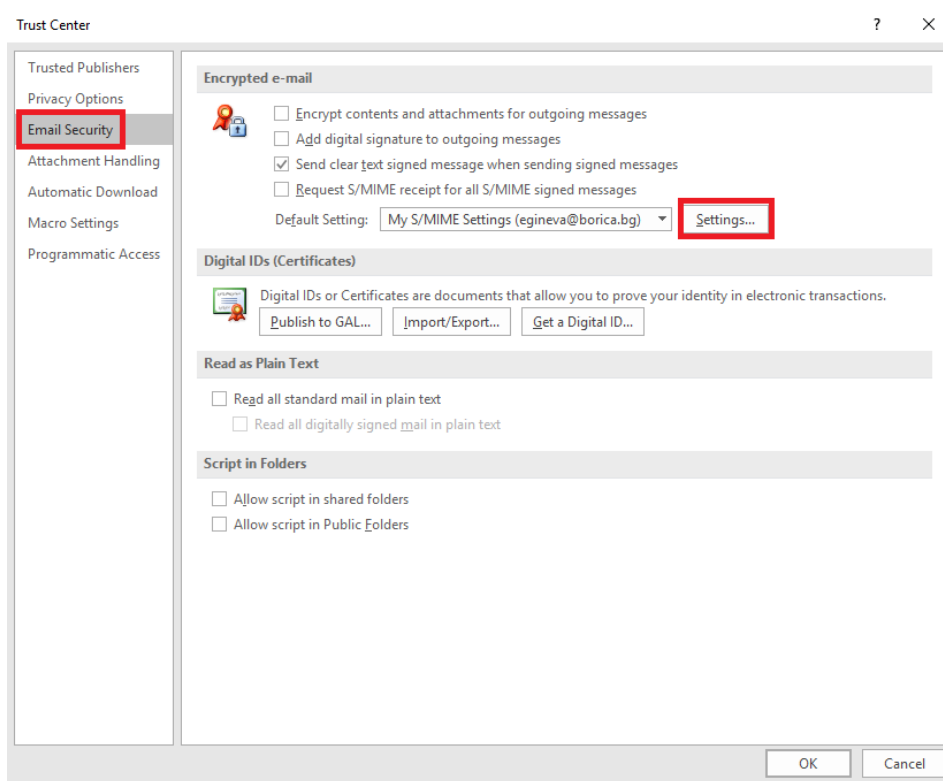
1. To sign e-mails you should set up your certificate for signing in Outlook. From the main window select “File” and then “Options”:



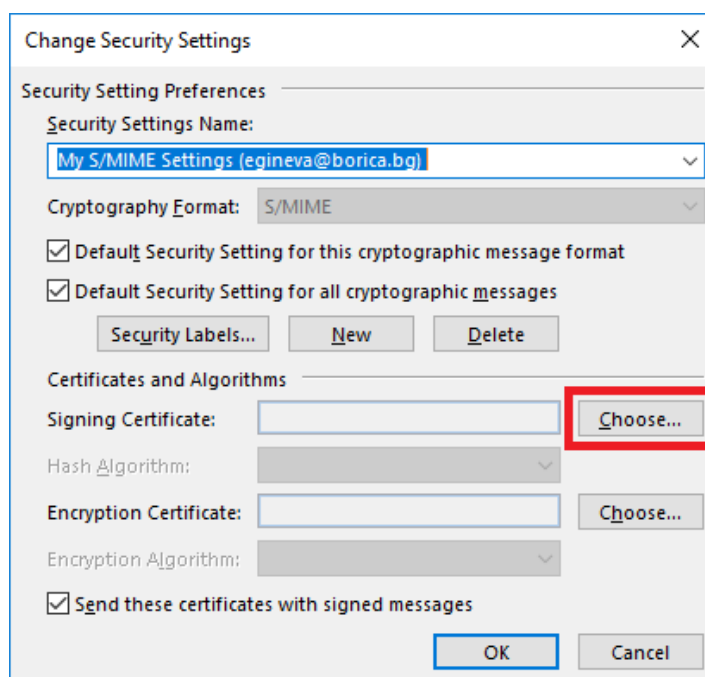
2. Go to “Trust Center” and select “Trust Center Settings”:



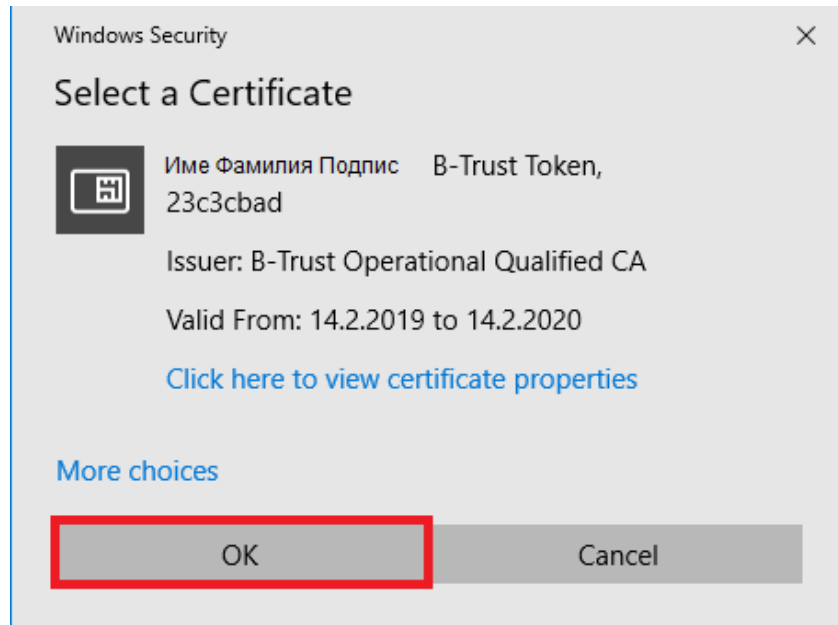
3. Open „Email Security“ and select „Settings“:



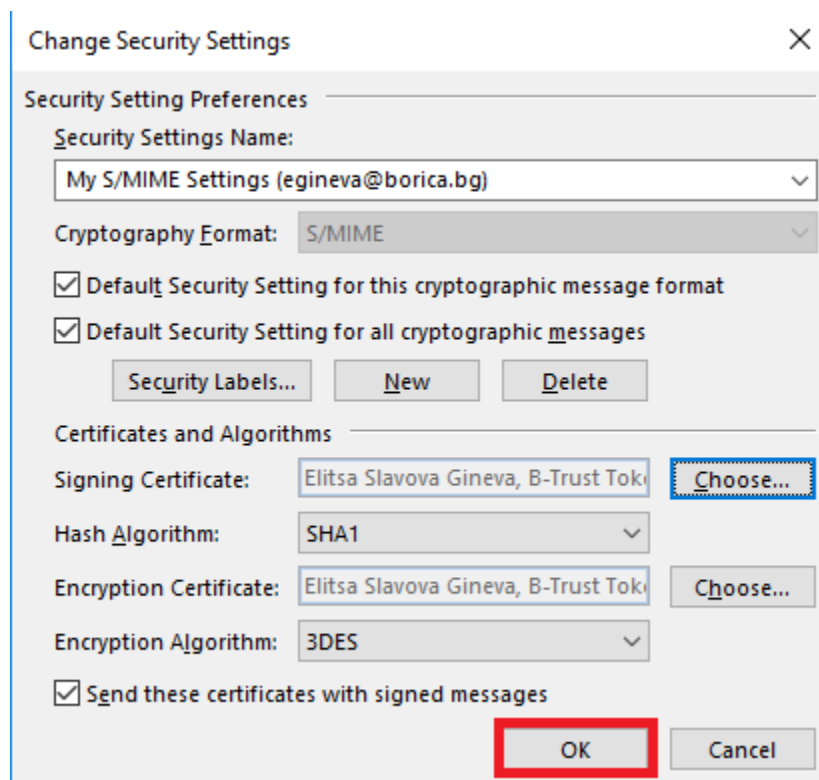
4. Select „Choose“ to add your certificate:



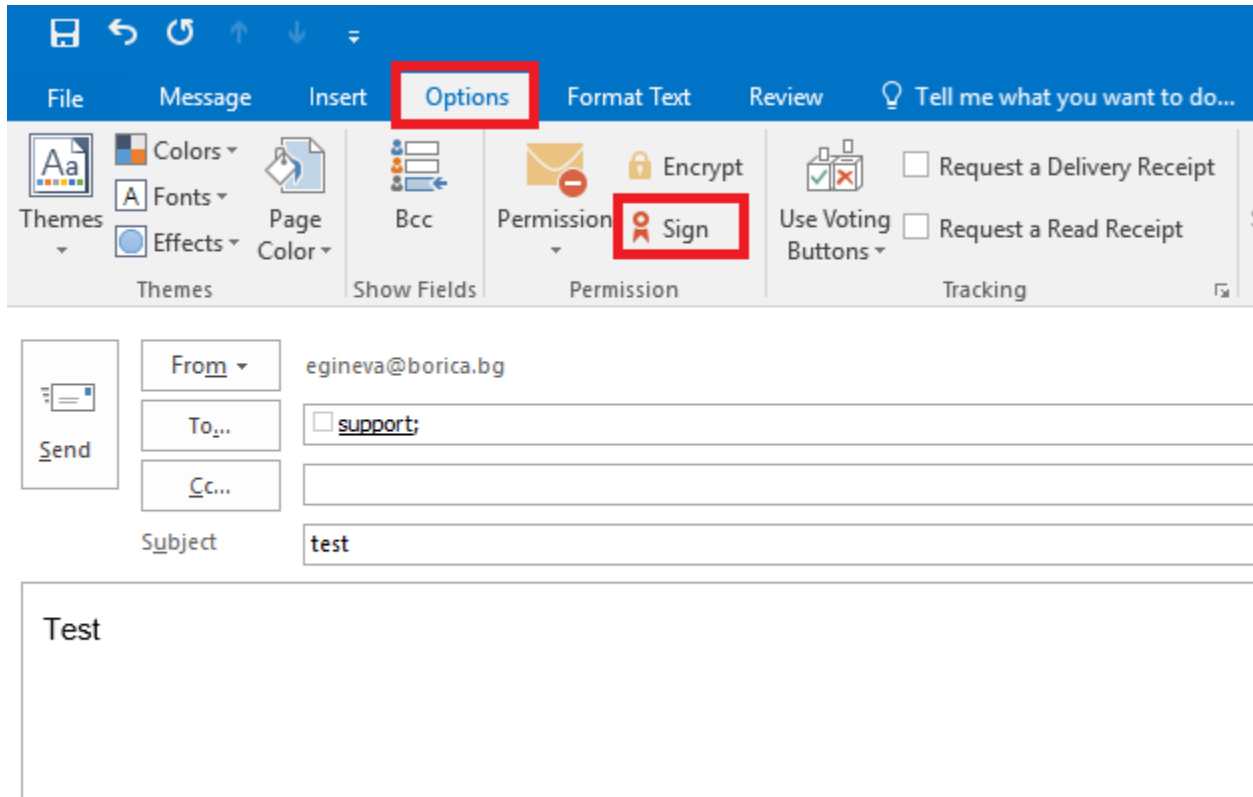
5. On the prompt window that requires you to select certificate choose “OK”:



6. On „Change Security Settings“ select „OK“:



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



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

