

EMAIL ENCRYPTION

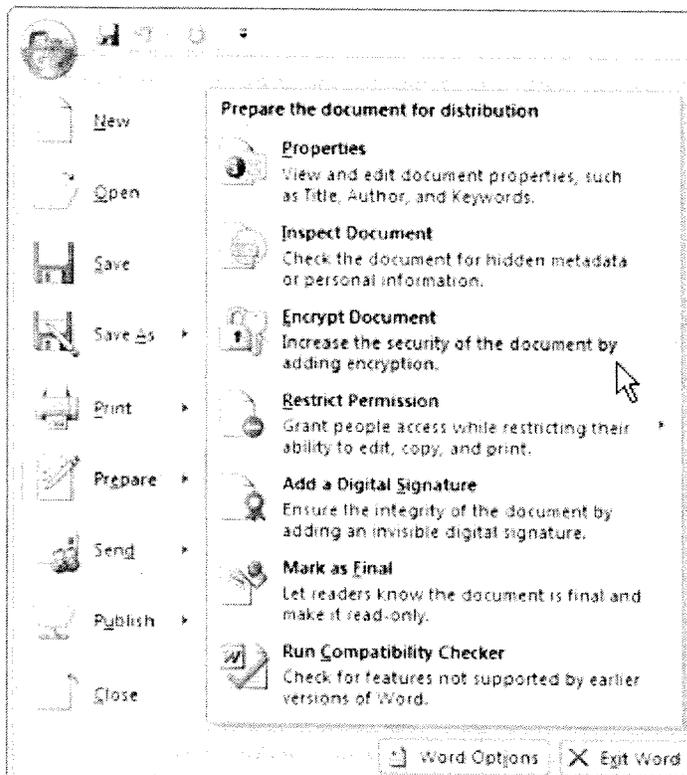
Publish your certificate to the global address list so everyone in Navy Medicine has access to your digital signature.

- In Microsoft Outlook, click the tools menu
- Click Trust Center
- Click E-mail security
- Once in email security click on settings
- Under "Security Settings Name" type active client all one word (no spaces)
- Go to Certificates and Algorithms next to signing certificates your name should already be in the block, click on choose.
- Click on DOD-CA (not Email)
- Click ok, hash algorithm should say SHA1,
- Then go down to encryption certificate it should already have your name and CAC information
- Click on choose, choose Email
- Click ok, encryption algorithm should say 3DES
- Click ok at bottom
- Click publish to GAL

Set a password in a Word document

To encrypt your file and set a password to open it:

1. Click the **Microsoft Office Button** , point to **Prepare**, and then click **Encrypt Document**.



2. In the **Encrypt Document** dialog box, in the **Password** box, type password, and then click **OK**. Please use ship class and hull number. This will allow consistency throughout the fleet. Example password: DDG91.

You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.

3. In the **Confirm Password** dialog box, in the **Reenter password** box, type the password again, and then click **OK**.
4. To save the password, save the file.