1. Make sure that you have imported your certificate into the OS X Keychain.

2. After loading the certificate and opening Outlook 2016, you may be prompted to allow access to your private key, clicking “Always Allow” permits Outlook 2016 to sign your emails.

3. Within Outlook 2015, navigate to Tools – Accounts, select the email account associated with your certificate and click on Advanced.

4. Under Advanced, choose the Security tab:
5. Under the **Digital Signature** section, select the certificate from the **Certificate** drop-down menu, checking the following options:

- Sign outgoing messages
- Send digitally signed messages as clear text
- Include my certificates in signed messages
5. Under the **Encryption** section, select the certificate from the **Certificate** drop-down menu, optionally select “Encrypt outgoing messages”. ITS recommends that you manually choose encryption for individual messages rather than setting it by default.
7. Click OK to close the Edit Accounts window and then close the Account window.
8. When composing a message signing and encryption options can be modified in the Options tab, under the Security drop-down: