

# Sending an encrypted email on your Windows PC

Choose your email software from the options below.



**Microsoft Outlook**



**Windows Mail**



**Mozilla Thunderbird**

**Windows**



# Using Microsoft Outlook



Microsoft  
Outlook

1 of 2

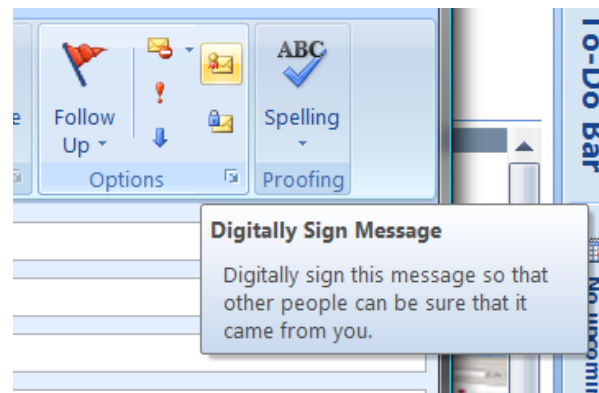
## Step one

Obtain and install your certificate if you don't have one already. If you need help with this process, click [here](#).

## Step two

Open Microsoft Outlook and create a new mail message addressed to your county election officer. Under Options in the Office Ribbon, click the button (red arrow) to digitally sign your message.

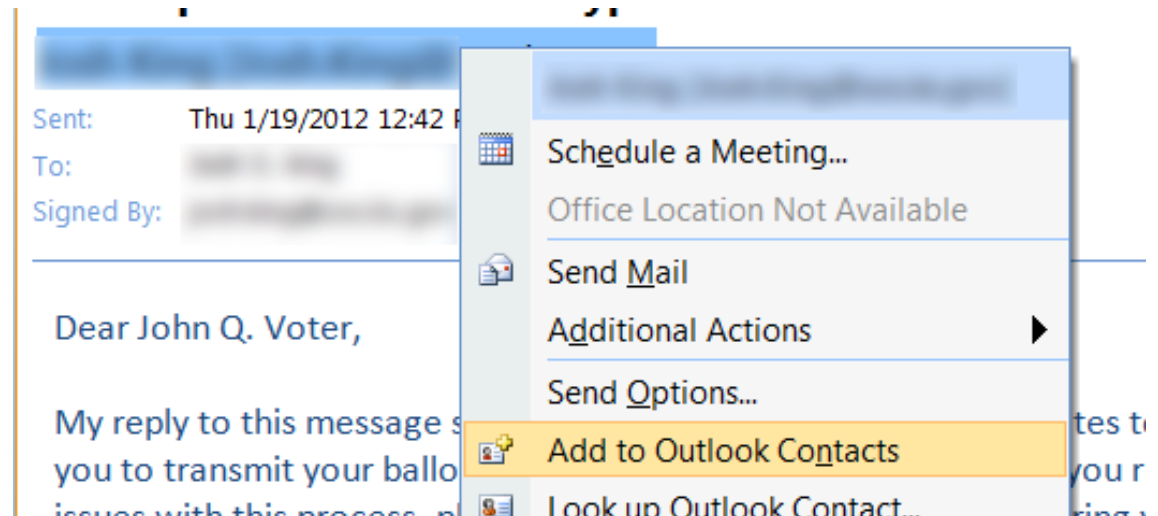
Indicate in your message that you would like to submit your ballot via encrypted email.



## Step three

The county will reply to your email with a signed email. Add the county employee to your address book by right clicking on the sender's name and selecting **Add to Outlook Contacts**.

Windows



# Using Microsoft Outlook



Microsoft  
Outlook

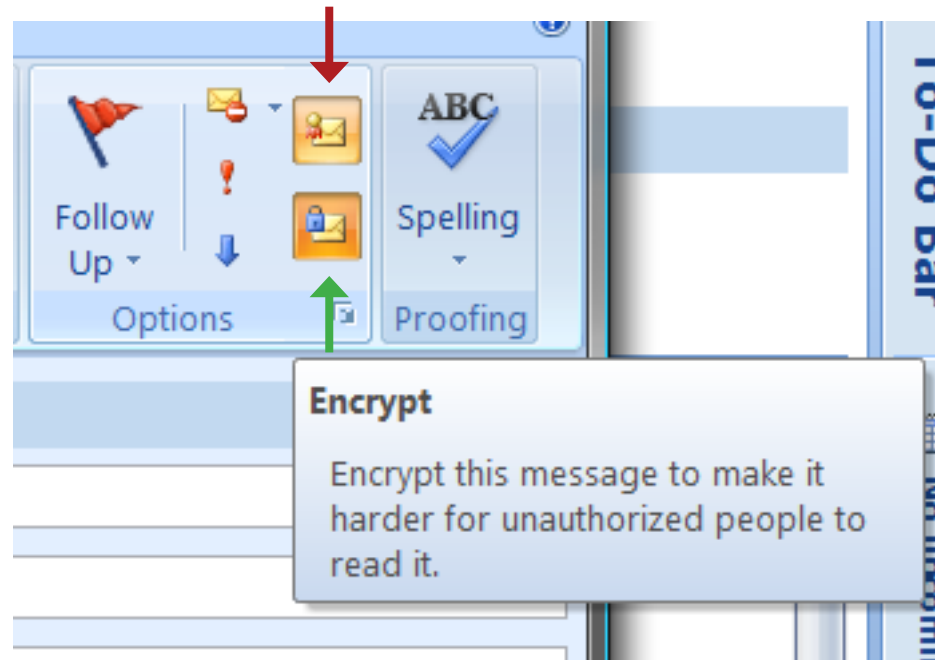
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## Step four

When you are ready to submit your voted ballot, create a new message addressed to the county election office. Under Options in the Office Ribbon, click both the Digitally Sign Message button (red arrow) and the Encrypt button (green arrow).

Attach your ballot documents and send your message. It will be digitally signed and encrypted.

**This concludes your ballot submission process.**



Windows



# Using Windows Mail



**Windows  
Mail**

1 of 2

## Step one

Obtain and install your certificate if you don't have one already. If you need help with this process, [click here](#).

## Step two

Open Windows Mail and send an email to the address provided by your county. Windows Mail should default to signing all new messages, as evidenced by the badge icon to the right of the To field.

Indicate in your message that you would like to submit your ballot via encrypted email.

The county will reply to your email with a signed email, which Windows Mail will use to save the county's certificate.

**To:** Ballot Security <testinquocava@gmail.com>;  
**Subject:** RE: Request to submit encrypted ballot  
**Security:** Digitally signed and verified ←

Dear John Q. Voter,

My reply to this message should exchange the necessary certificates to :

**Windows**



# Using Windows Mail



**Windows  
Mail**

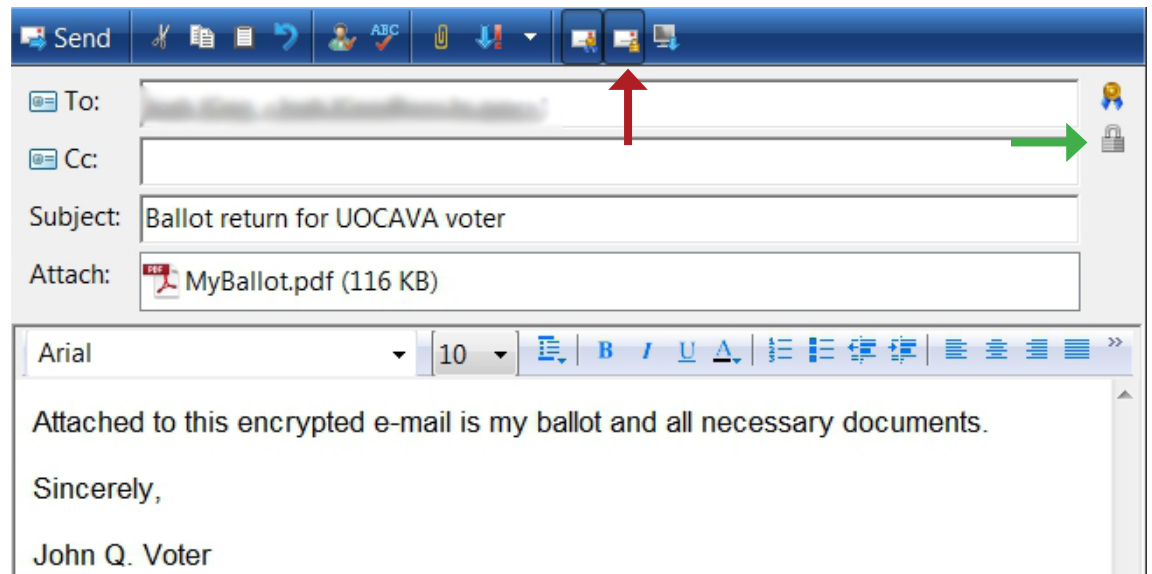
2 of 2

## Step three

When you are ready to submit your voted ballot, create a new message addressed to the county election office. Click the **Encrypt Message** button (red arrow) to turn on encryption. This will cause the lock icon (green arrow) to appear below the signed email badge.

Attach your ballot documents and send your message. It will be digitally signed and encrypted.

**This concludes your ballot submission process.**



**Windows**



# Using Mozilla Thunderbird



Mozilla  
Thunderbird

1 of 2

## Step one

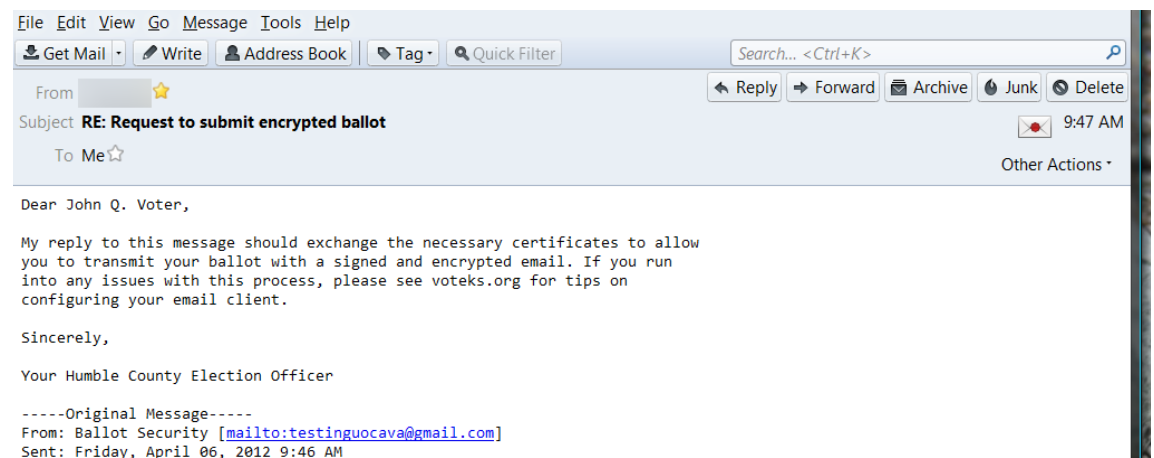
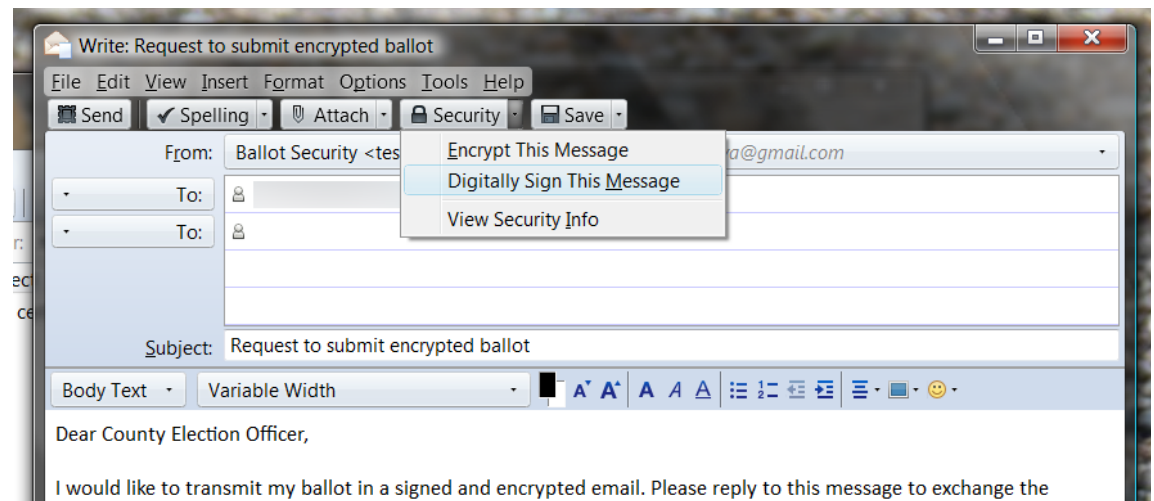
Obtain and install your certificate if you don't have one already. If you need help with this process, click here.

## Step two

Create a new email and address it to your county election officer and tell them that you would like to submit your ballot in a signed and encrypted email.

Under Security in the message menu, click **Digitally Sign This Message** and send your message.

The county will reply to your email with a signed email. This will exchange the required certificates and allow you to encrypt your ballot email.



Windows



# Using Mozilla Thunderbird



Mozilla  
Thunderbird

2 of 2

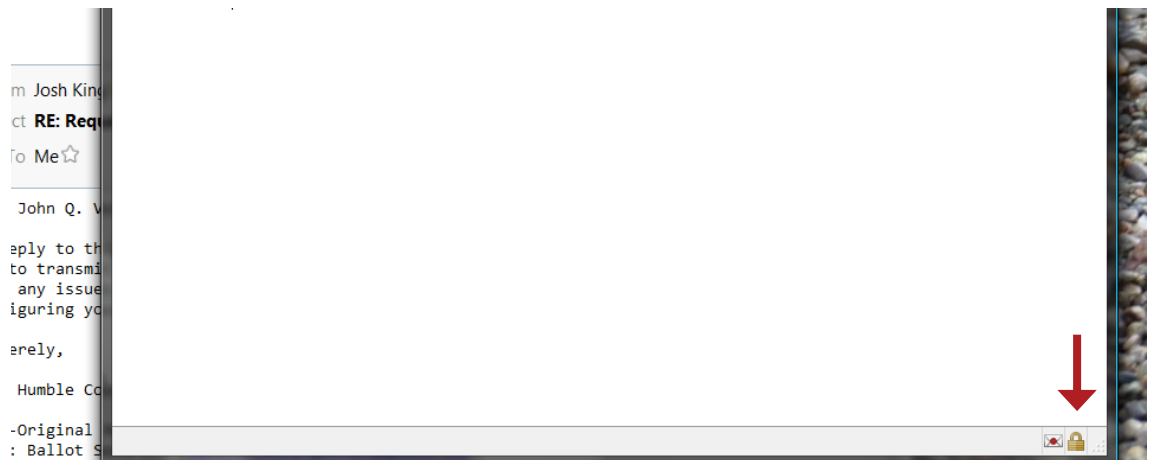
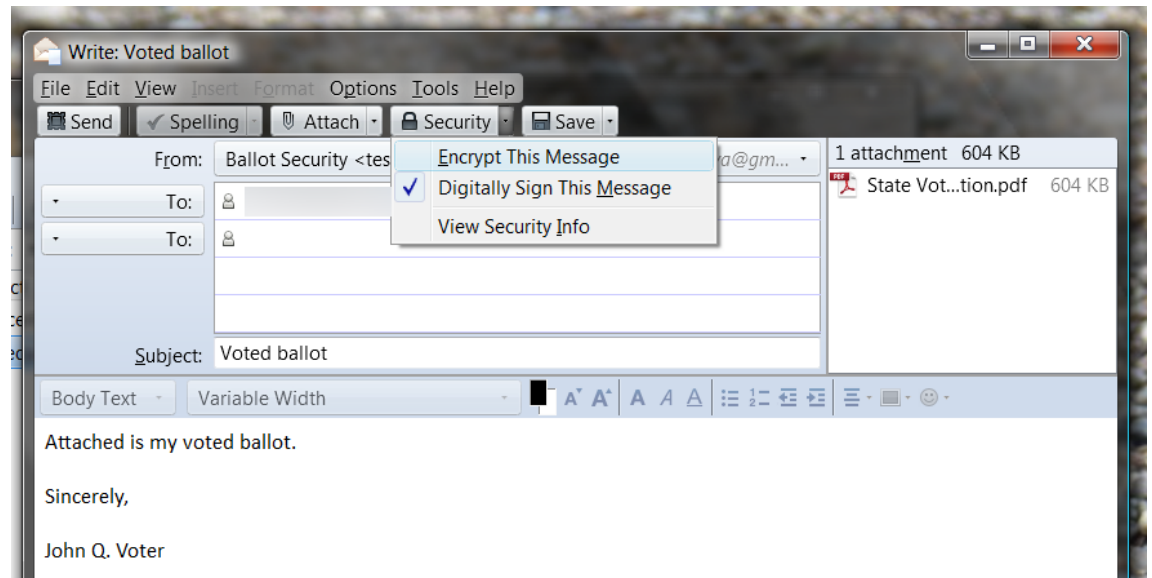
## Step three

When you are ready to submit your voted ballot, create a new message addressed to the county election office. Under Security in the message menu, **Digitally Sign This Message** and **Encrypt This Message**.

You can confirm the signed (green arrow) and encrypted (red arrow) status of your outgoing message with the icons at the bottom right of the message window.

Attach your ballot documents and send your message. It will be digitally signed and encrypted.

**This concludes your ballot submission process.**



Windows

