

## How to send a secure e-mail using Mac OS X Mail

Before you send a secure e-mail, please ensure that:

- A. you are using Mac OS X v10.3 or above;
- B. you have installed the Hongkong Post e-Cert/Root CA certificates;
- C. you have installed your certificate (for digital signing purpose); and
- D. you have installed the certificates of the recipients (for encryption purpose)

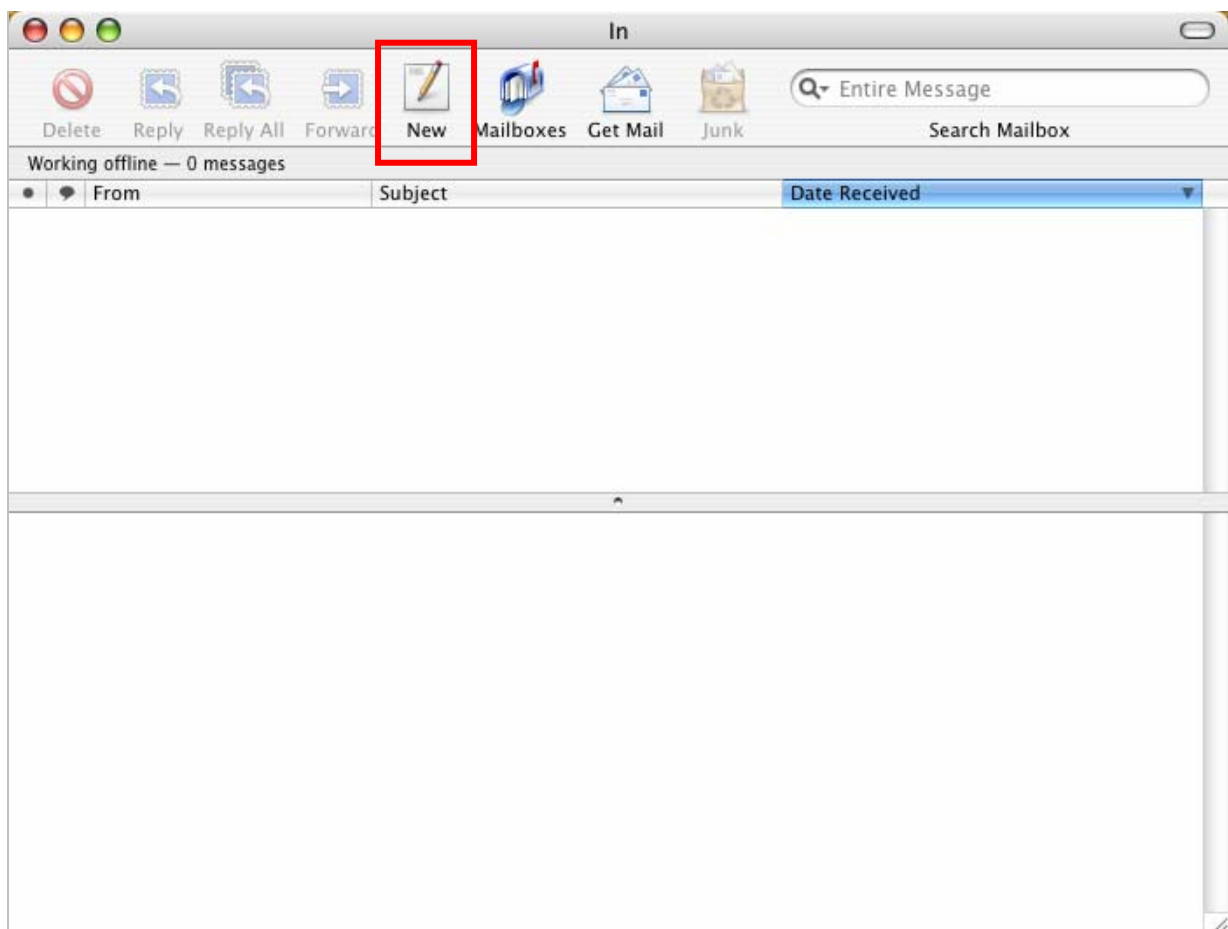
*To learn how to install CA certificates, please refer to the following instructions:*



<http://www.hongkongpost.gov.hk/product/download/root/index.html#installation>

*To learn how to install your certificate, please refer to the following user guide:*

<http://www.hongkongpost.gov.hk/product/ecert/guide/MacOSX/img/e-Cert-Import-MacOSX.pdf>

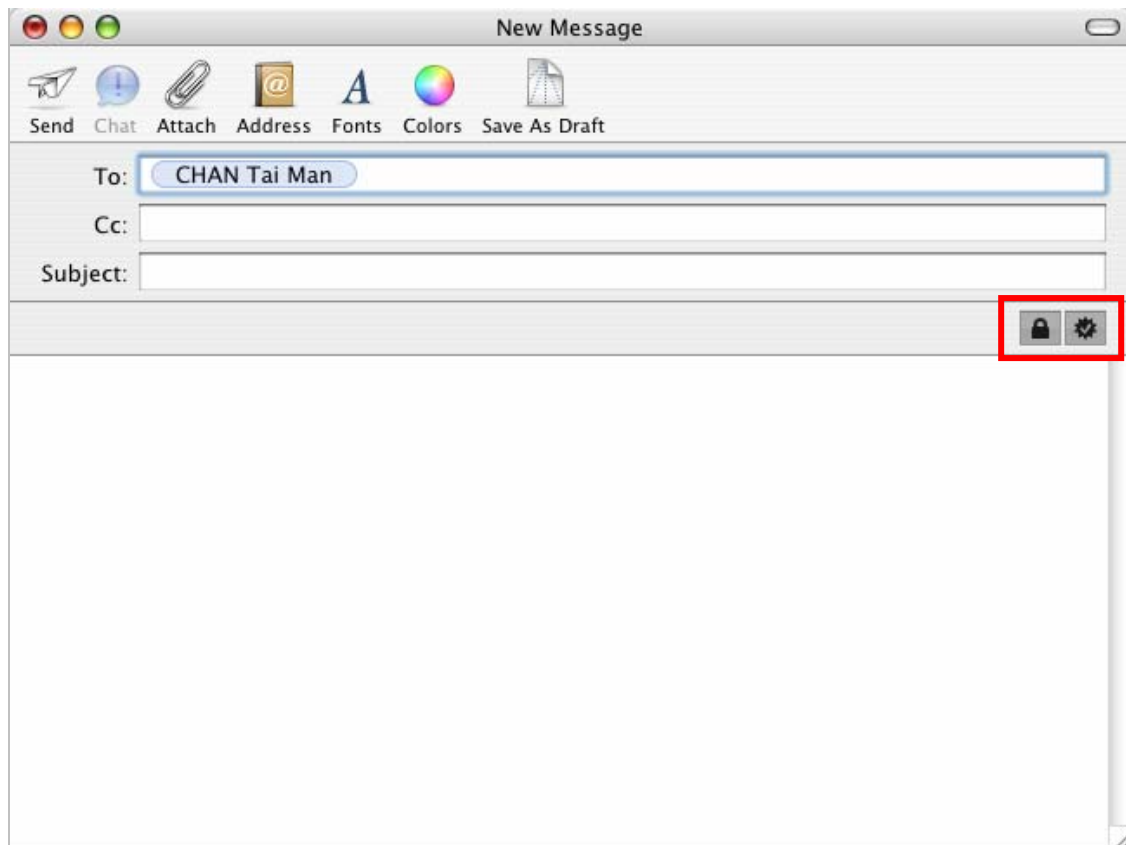
1. Start the Mail application, and then click “New” to start a new e-mail.



2. Enter recipient's e-mail address, subject and message content. You may choose to encrypt and/or sign the e-mail by clicking on the  button and the  button respectively.

Note: To send an encrypted e-mail, you are required to install the certificate of the recipient. The certificate can be obtained either from the online repository (open the downloaded certificate file and add it to the “login” keychain) or received through a previous signed message from the recipient (the certificate is automatically added to the “login” keychain).

*To learn how to search and download certificate from the online repository, please visit:*  
<http://www.hongkongpost.gov.hk/product/ecert/status/index.html>



3. Click “Send” to send the secure e-mail.

4. Enter the keychain password, and then click “Allow Once” to finish.

Note: Your default keychain (“login” keychain) password is the same password as your user account.

