UKOLIKO KORISTITE OUTLOOK EXPRESS

Sledite sljedeća uputstva: 1. Otvorite Outlook express

2. Iz gornjeg vertikalnog menija izaberite opciju **Tools**, a onda iz padajućeg menija opciju **OPTIONS** (kao što je prikazano na slici)

| 🗐 Outlook Express | | | | | | | | | | | |
|---|---------------------------|------------------------------------|--|----------------------------|-------------|--------------|------------|----------------------------------|---|-----------------------|--|
| File Edit View | Tools Messag | e Help | | | | | | | | A * | |
| - | Send and Red | eive | • | | | | | | | | |
| Crosto Mail Sc | , Synchronize All | | | | | | | | | | |
| Create Mail Se | Synchronize F | older | | | | | | | | | |
| Soutlook Exp | Mark for Offli | ne | - PE | | | | | | | | |
| Folders | Address Book | Ctrl+9 | hift+B | | | | | | | Go to msn 🔨 🔿 | |
| Cutlook Express | KExpress Add Sender to Ad | | | | | | | | | | |
| E 🚫 Local Folders | Message Rule | is | , Vanja Grgurovic | | | | | Find a Massage Th | antiting | | |
| Outhox - | Windows Mes | senger | • | | | | | | This arressage | ciferens v | |
| Ca Sent Items | My Online Status | | - 10 C | | | | | | Tip of the day | × | |
| 🕢 🕡 Deleted Ite | Accounts | | | | | | | | In the Contacts area, a green icon | | |
| 🖓 Drafts | Options | | | | | | | available for instant messaging. | | | |
| | | | There are no unread Mail messages in your <u>Inbox</u> | | | | | - | Double-click on a name with icon to start an instant messag person. | a green je to that | |
| | | D Create a <u>new Mail message</u> | | | | | | | | | |
| | | | <u>Read Mail</u> | | | | | | | | |
| | | Newsgroups | | | | | | P | | | |
| Contacts Aleksandra Kecojevic Brankamartinovic Bdijana Britiko Bracanovic BNatas Bojic BRuzica Hiskovic BRuzica Hiskovic BRuzica Hiskovic BRuzica Miskovic | x x | | <u>Set up a Newsgro</u> | ups account | | | | | | | |
| | | Contacts | - | | | | | | | | |
| | | | 🕅 Open the Addr | ess Book | | | | | | | |
| | | Find People | | | | | | | | | |
| | | When Outlook E | xpress starts, go di | rectly to my <u>I</u> nbox | . <u></u> | | | | < Previous | Next 🕨 🗸 | |
| Allows you to configure of | otions. | | | | | | | | | | |
| start 🛛 😕 | <mark>0</mark> 6 * | 🐐 MSN Messe | 🦿 Slobodan G | Pexim RA A | Outlook Tod | Inbox - Micr | ZA Outlook | 🗐 Outlook Exp | en 2 🤛 🔏 🗘 📴 🏷 | 🛵 🧐 1:55 PM | |

3. Otvorit će se sledeći meni,

| 🗐 Options | | | | ? 🛛 | | |
|---|---|--|-----------------------|------------------------------------|--|--|
| General R | ead Receipts | Send | Compose | Signatures | | |
| Spelling | | Lonnectio | laintenance | | | |
| Virus Protection | | | | | | |
| | the Internet Explorer : Internet <u>z</u> one (Less s I <u>R</u> estricted sites zone | security zone to ecure, but more (More secure) | use: e functional) | | | |
| ✓ ¥a | irn me when other app | olications try to s | send mail as m | e. | | |
| Do Do | not allow attachment: entially be a virus. | s to be saved or | r opened that | could | | |
| Download Images | | | | | | |
| Block images and other external content in HTML e-mail. | | | | | | |
| Secure Mail | | | | | | |
| Digital docum electro | IDs (also called certifi ents that allow you to nic transactions. | cates) are speci prove your ider | ial LT htity in | ell <u>m</u> e more Digital [Ds | | |
| To digi messaj | tally sign messages oi ges, you must have a | r receive encryp digital ID. | ited | et Digital ID | | |
| 🔲 <u>E</u> nd | crypt contents and att | achments for all | outgoing mes | sages | | |
| 🗹 Dig | itally sign all outgoing | messages | _ | | | |
| | | | | Ad <u>v</u> anced | | |
| | C | ОК | Cancel | | | |

na kome ćete izabrati jezičak koji se zove **SECURITY** (kao na slici)

Čekirajte opcije kako je prikazano na slici a potom pritisnite tipku Advanced.

Potom će se otvoriti sledeći prozor:

| Advanc | ed Security Settings 🛛 💽 🗙 | | | | |
|---------------------------|--|--|--|--|--|
| Encrypte | ed messages | | | | |
| <u> </u> | $\underline{W} arn$ on encrypting messages with less than this strength: | | | | |
| | 168 bits 👻 | | | | |
| | Always encrypt to myself when sending encrypted mail | | | | |
| Digitally Signed messages | | | | | |
| 0 | ☑ Include my digital ID when sending signed messages | | | | |
| - | Encode message before signing (opaque signing) | | | | |
| | Add senders' certificates to my address book. | | | | |
| Revocation Checking | | | | | |
| | Check for revoked Digital IDs: | | | | |
| | O <u>O</u> nly when online | | | | |
| | ⊙ Never | | | | |
| | OK Cancel | | | | |

4. Izabrati ćete OK

Što će Vas vratiti na predhodni meni, na kome ćete odabrati opciju APPLY

Sada možete potpisivati svoj mail sa digitalnim potpisom.

Kako potpisivati mail digitalnim potpisom:

Kada otvorite opciju **NEW MAIL** pojavit će vam se nova ikonica u meniju koja je označena sa **Sign.** (kao na slici)



Kada šaljete document, unesite adresu i sve ostalo kao i do sada a na kraju čekirajte **SIGN IT**, te odaberite SEND. Digitalno potpisan document je poslat.