YATANARPON TELEPORT COMPANY LTD.,

Yatanarpon Certification Authority

USER MANUAL FOR SECURE E-MAIL MICROSOFT OUTLOOK (2007)

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Digital Certificate for Microsoft Office Word

Create a Signing Document

1. Click the Microsoft Office button, point to Prepare and then Click Add a Digital Signature.



2. Click OK.



3. Type the Purpose for signing this document in the Sign dialog box. If you want to change signature ID click Change button and then select you want to use the Signature ID then click Ok. Then click Sign.

Sign		? X
See additional information about	t what you are signing	<u>1</u>
You are about to add a digital signatu visible within the content of this docu <u>P</u> urpose for signing this document:	re to this document. T nent.	This signature will not be
Signing as: Code Signing		C <u>h</u> ange
	<u></u>	ign Cancel

Select Certificate			? <mark>×</mark>
Select the certificat	te vou want to us	a	
Select the certifica	te you want to us	-	
Issued to	Issued by	Friendly name	Expiration Dat 🛎
📟 nilaraye	MET	None	2/4/2011
🕮 hlaingsukhin	MET	None	1/29/2011
nilaraye	MET	None	1/29/2011
🔛 test-ca	MET	None	1/29/2011 =
📟 mgkg	mgkg	None	1/1/2016
🔛 test-ca	MET	None	2/4/2011 🚽
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	OK	Cancel	<u>V</u> iew Certificate

Sign			8 X
See add	tional information about what ye	ou are signing	
You are about visible within the Purpose for sign	to add a digital signature to this le content of this document. ning this document:	document. This sign	ature will not be
I'm aprroving	his document		
Signing as: Issued by:	nilaraye MET		C <u>h</u> ange
		Sign	Cancel

To View Certificate Information

 From the Microsoft Office button, point to Prepare > View Signature.



2. From the Signature Panel, click Signature Details.



3. The Signature Details will appear click View then you can view the signature information.



Remove Digital Signature from Office Document

1. You want to remove signature, Open document.

2. Click Microsoft Office button, point to Prepare and then click View Signatures.



3. In the Signatures task pane, click the arrow and then click Remove Signature.



4. If you want to permanently remove the signature, click yes and then click OK.



Digital Certificate for Microsoft Office Excel

Create a Signing Document

1. Click the Microsoft Office Button, point to Prepare and then click Add a Digital Signature.



2. Click OK.

Microsoft Office E	xcel	X
Microsoft Office di users with the abil enforceability. The Don't show this	gital signatures combine the familiarity of a paper signing e ity to verify a document's integrity, evidentiary laws may v e third-party digital signature service providers available fro s message again	xperience with the convenience of a digital format. While this feature provides ary by jurisdiction. Microsoft thus cannot warrant a digital signature's legal om the Office marketplace may offer other levels of digital signature assurance.
	Signature Services from the Office Marketplace	<u>OK</u>

- 3. Type the Purpose for Signing document in the Sign dialog box.
- 4. Click Sign.

Sign			8 X
See add	itional information about what y	ou are signing	
You are about visible within the purpose for single sector	to add a digital signature to thi he content of this document. gning this document:	s document. This sig	gnature will not be
I'm aprroving	this document		
Signing as: Issued by:	nilaraye MET		C <u>h</u> ange
		Sign	Cancel

To View Certificate Information

 From the Microsoft Office button, point to Prepare > View Signature.



2. From the Signature Panel, click Signature Details.



3. The Signature Details will appear click View then you can view the signature information.

	Certificate Information
This	 certificate is intended for the following purpose(s): Ensures software came from software publisher Protects software from alteration after publication Protects e-mail messages Allows data to be signed with the current time 1.3.6.1,5.5.7.3.9
1	Issued to: nilaraye
	Issued by: MET
	Valid from 1/29/2010 to 1/29/2011
(CV)	

Remove Digital Signature from Office Document

- 1. You want to remove signature, Open document.
 - 3. Click Microsoft Office button, point to Prepare and then click View Signatures.



4. If you want to permanently remove the signature, click yes and then click OK.





Digital Certificate for Microsoft Office Power point

Create a Signing Document

1. Click Office button, Point to Prepare > Add a Digital Signature and then Click OK.



Microsoft Office Word	X
Microsoft Office digital signatures combine the familiarity of a paper signing experience wit users with the ability to verify a document's integrity, evidentiary laws may vary by jurisdic enforceability. The third-party digital signature service providers available from the Office	h the convenience of a digital format. While this feature provides ction. Microsoft thus cannot warrant a digital signature's legal marketplace may offer other levels of digital signature assurance.
Don't show this message again	
Signature Services from the Office Marketplace	<u>O</u> K

See additional information about what y	you are signing
You are about to add a digital signature to the visible within the content of this document.	is document. This signature will not be
Purpose for signing this document:	
I'm aprroving this document	
Signing as: nilaraye	Change
Issued by: MET	Counger.

2. Type the Purpose for signing this document in the Sign dialog box. If you want to change signature ID click Change button and then select you want to use the Signature ID then click OK. and Click Sign button.

To View Certificate Information

1. From the Microsoft Office button, point to Prepare > View Signature.



2. From the Signature Panel, click Signature Details.



3. The Signature Details will appear click View then you can view the signature information.

eneral Details Certification Path	2
Certificate Information	on
This certificate is intended for •Ensures software came from •Protects software from alt •Protects e-mail messages •Allows data to be signed w •1.3.6.1.5.5.7.3.9	or the following purpose(s): om software publisher ceration after publication with the current time
Issued to: nilaraye Issued by: MET	
Valid from 1/29/2010 to	1/29/2011 t corresponds to this certificate.
I	[Issuer <u>S</u> tatement
	OK

Remove Digital Signature from Office Document

1. You want to remove signature, Open document.

2. Click Microsoft Office button, point to Prepare and then click View Signatures.







4. If you want to permanently remove the signature, Click Yes and then click OK.