Sending an encrypted email on your Windows PC

Choose your email software from the options below.

Microsoft Outlook  Windows Mail  Mozilla Thunderbird
Using Microsoft Outlook

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.
Using Microsoft Outlook

**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.**
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@qmail.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...
Using Windows Mail

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.
Using Mozilla Thunderbird

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.
Using Mozilla Thunderbird

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.