

# GlobalSign Solutions

Using a GlobalSign PersonalSign Certificate to Apply Digital Signatures in Microsoft® Office Documents



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## INTRODUCTION

Using a GlobalSign PersonalSign Digital ID you can add digital signatures to Microsoft® Office documents (i.e., Word, Excel, PowerPoint, and Outlook emails) to provide authenticity, integrity, and origin of the document.

- **Authenticity** – the digital signature helps to assure that the signer (such as the document author or the email sender) is who he or she claims to be.
- **Integrity** – the digital signature helps to assure that the content of the document or email has not been changed or tampered with since it was digitally signed.
- **Non-repudiation** – the digital signature helps to prove to all parties the origin of the signed content. “Repudiation” refers to the act of a signer’s denying any association with the signed content.

Please note: If you want to sign a VBA macro, you will need to obtain a Microsoft® Authenticode Code Signing Certificate. This is true regardless of the program in which the macro was created. For more information on Code Signing Certificates, please visit <http://www.globalsign.com/code-signing/>.

## TYPES OF SIGNATURES

There are two types of signatures you can add to Microsoft® Documents: a non-visible signature and a visible signature. The type of signature that can be added is dependent upon the type of document you want to sign.

Microsoft Office Product	Visible Signature	Non-visible Signature
Word	✓	✓
Excel	✓	✓
PowerPoint	N/A	✓
Outlook	N/A	✓

## NON-VISIBLE SIGNATURE

A non-visible signature cannot be seen within the contents of the document itself; however, recipients of the document can determine that the document has been digitally signed by looking for the red ribbon in the document status bar at the bottom of the screen or viewing the signature pane. This method is commonly used when you need to provide authenticity, integrity, and origin assurances, but do not necessarily need a visible signature line.

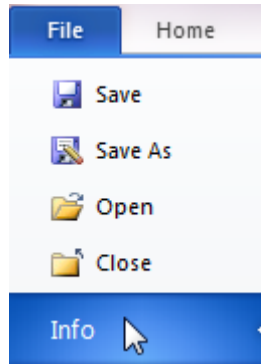
Non-visible signatures can be added to Microsoft® Word, Excel, and PowerPoint documents, as well as Microsoft® Outlook emails.

## EXAMPLE NON-VISIBLE SIGNATURE

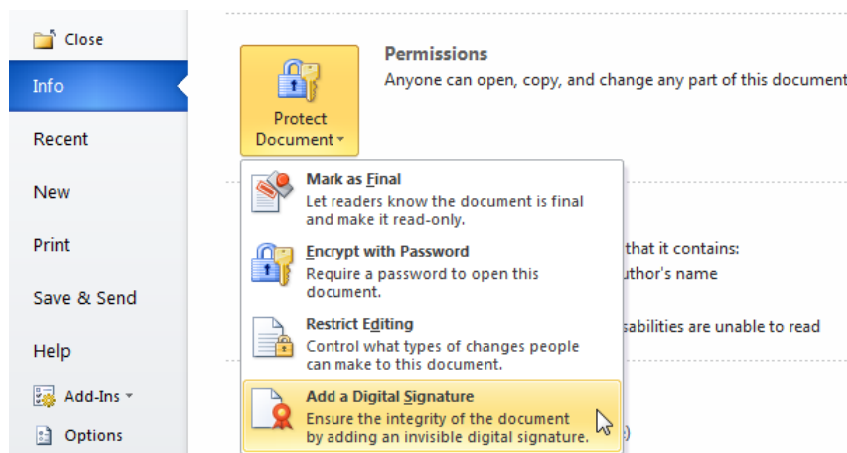


## ADDING A NON-VISIBLE SIGNATURE TO A WORD, EXCEL, OR POWERPOINT DOCUMENT

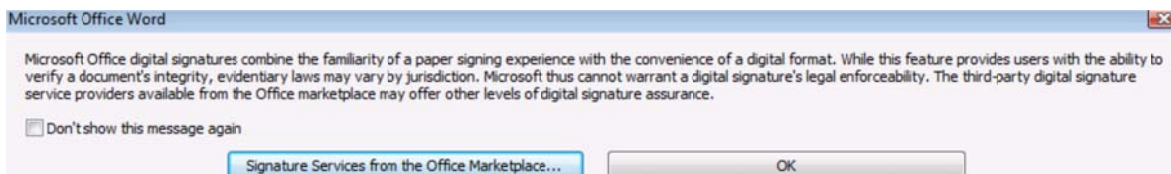
1. Once you have a document open you wish to digitally sign, click the **File tab** and select **Info** from the left menu.



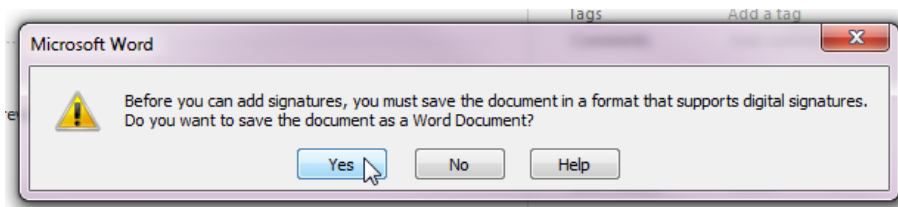
2. In the **Permissions section** click **Protect Document/Workbook/Presentation** and select **Add a Digital Signature**.



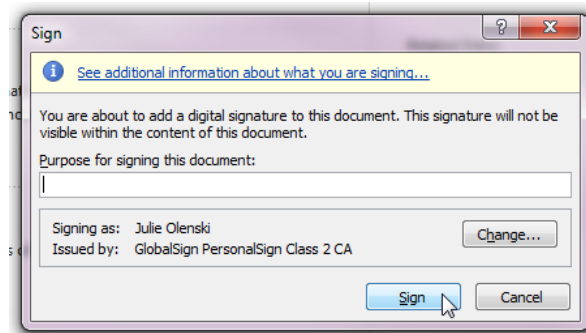
3. A Microsoft Office dialog box will appear with information on digital signatures. **Click OK.**



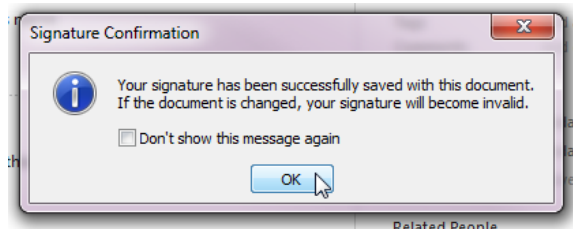
4. If you haven't already saved your document, another Microsoft Office dialog box will appear stating you must first save the document before you can add the digital signature. Acceptable formats include, .docx, .xlsx, .pptx, .doc, .xls, and .ppt.



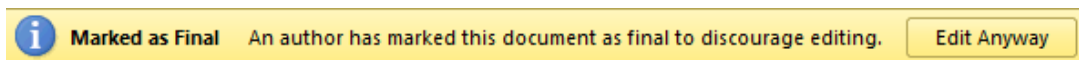
- Next, the **Sign** dialog box will appear. You have the option of adding a reason for signing the document or leaving this field blank. You also have the option to choose a digital signature if you have multiple digital IDs.



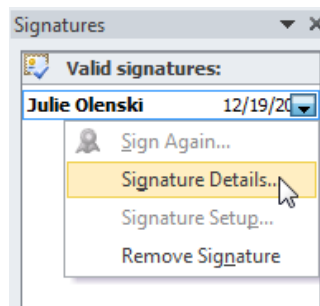
- The **Signature Confirmation** dialog box will appear next informing you that the signature was saved within the document and if the document should change, the signature will become invalid.



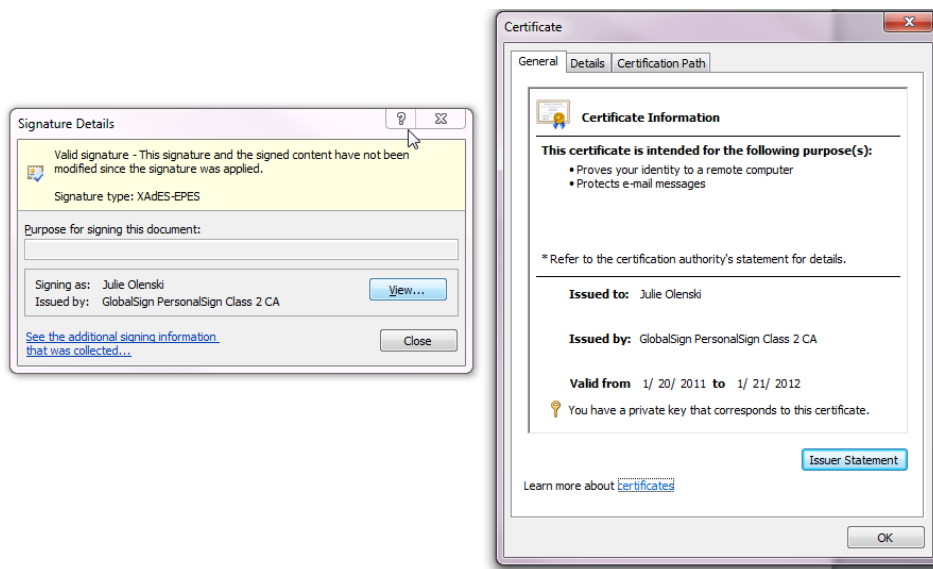
- A notification will appear at the top of the document stating that the document has been marked as final and should not be edited and a red certificate icon will appear in the bottom pane of the document.



Clicking the red ribbon opens the Signatures pane. You can click the dropdown arrow next to a signature to view Signature options, such as Signature Details and Remove Signature.



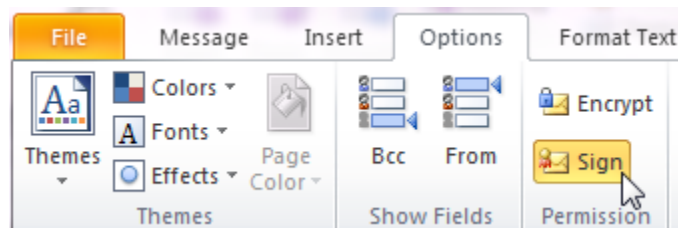
Clicking Signature Details will bring up the **Signature Details** dialog box, which verifies that the signature is valid and provides the Certificate Issuer. You can find further details about the Certificate by clicking **View**.



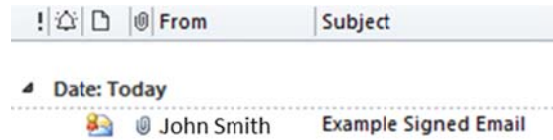
8. Any changes to the document after the digital signature is in place will invalidate and remove the signature.

#### ADDING A SIGNATURE TO A MICROSOFT OUTLOOK EMAIL

1. Once you have an email drafted that you wish to digitally sign, click the **Options** tab at the top of the window and select **Sign** in the **Permission** section.



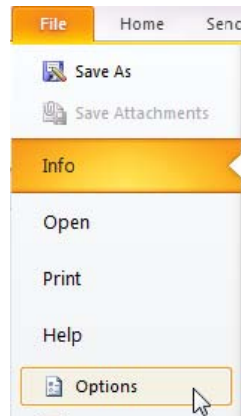
2. If the email receipt uses S/MIME security, the email will appear with a red ribbon icon in the recipient's inbox. An attachment icon will also appear. The digital signer's name will also appear under the subject line at the top of the email when the email is open.



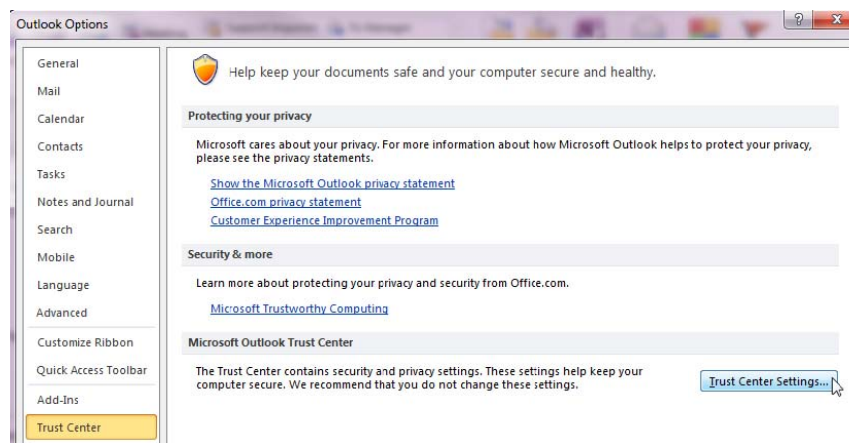
## MICROSOFT OUTLOOK DIGITAL SIGNATURE SETTINGS

You can change your Outlook settings so all outgoing messages are automatically digitally signed.

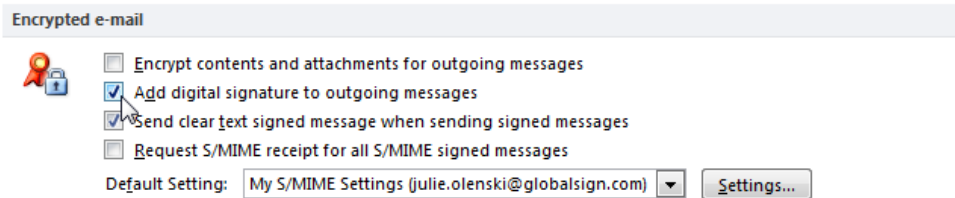
1. With Outlook open, click the **File** tab in the upper left corner and select **Options**.



2. When the **Outlook Options** dialog box appears, select **Trust Center** from the left menu and then select **Trust Center Settings**.



3. After the **Trust Center** dialog box appears, select **E-mail Security** from the left menu and check the box next to **Add digital signature to outgoing messages**.



4. This screen provides other options for configuring your Outlook e-mail security settings.
  - a. **Encrypt contents and attachments for outgoing messages** – checking this box will automatically encrypt all outgoing messages sent from your account. Please note, recipients will only be able to decrypt the message if they also use S/MIME security and you have exchanged keys with them.
  - b. **Send clear text signed message when sending signed messages** – checking this box will allow recipients who don't use S/MIME security to be able to read the message. This box is checked by default.
  - c. **Request S/MIME receipt for all S/MIME signed messages** – checking this box will prompt notifications, sent to your inbox, detailing who opened your message and when. This option verifies that your digitally signed message was received by the intended recipient.
  - d. If you have multiple digital certificates, you can choose which one to use by clicking the **Settings** button next to the Default Setting box.

## VISIBLE SIGNATURE

Another way to add a digital signature to a document is to add one or more digital signature lines. Adding one or more digital signature lines to a document allows you to specify the individuals who must sign the document. The signer applies his or her own digital signature on the signature line created.

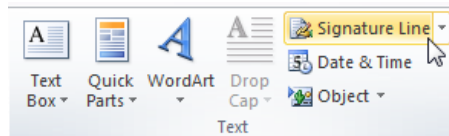
Visible signatures can be added to Microsoft® Word and Excel documents.

### EXAMPLE VISIBLE SIGNATURE

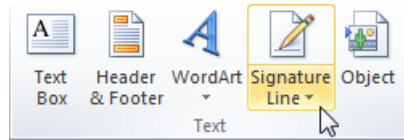


### ADDING A VISIBLE DIGITAL SIGNATURE TO A MICROSOFT WORD OR EXCEL DOCUMENT

1. Once you have a document you would like to add a signature line to, select the **Insert** tab at the top of the screen and then click **Signature Line**.
  - a. Microsoft® Word



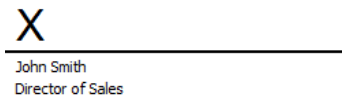
b. Microsoft® Excel



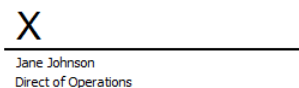
2. When the **Signature Setup** box appears, enter information about the suggested signer, such as the name, title, and email address. You can check the “Allow the signer to add comments in the Sign dialog” if you want the signer to be able to add additional information into the signature line.



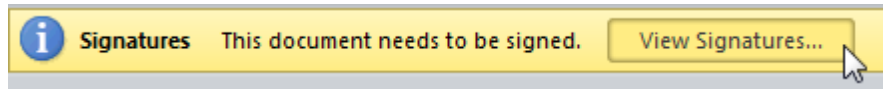
3. A digital signature line will now appear in the document.



4. Repeat steps 1 – 3 until you have the desired number of digital signature lines.



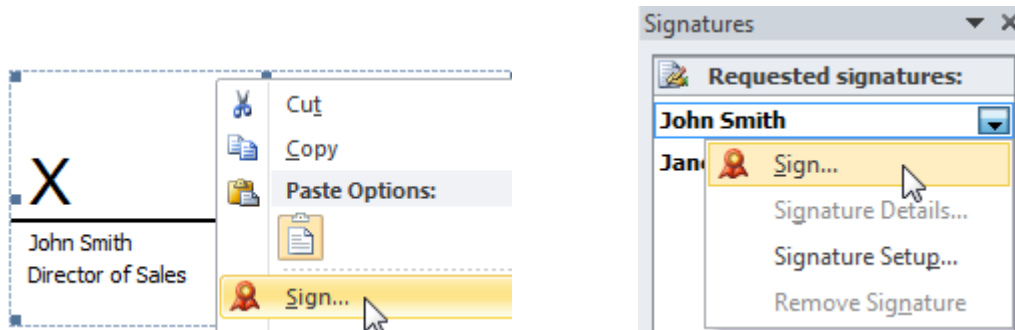
5. You can now distribute the document to the necessary recipient(s). Upon receiving and opening the document, recipients will be met with a notification that the document needs to be signed.



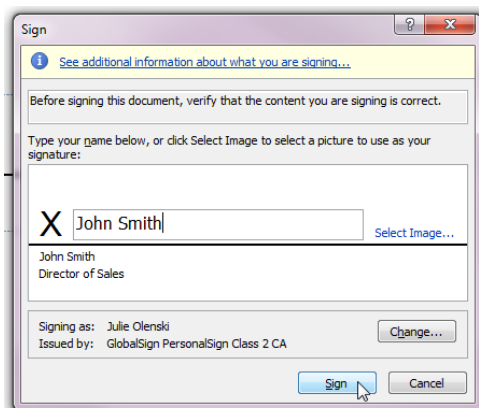
6. Clicking **View Signatures** opens the **Signatures** panel, which lists all **Requested Signatures** included in the document.



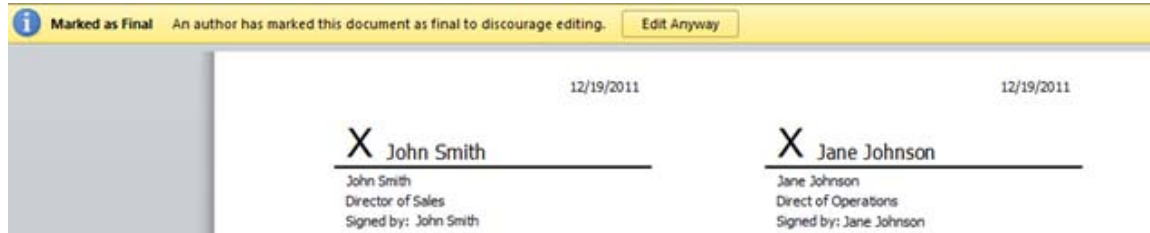
7. To digitally sign the document, users can either right click the signature line or right click their names in the **Signatures** panel.



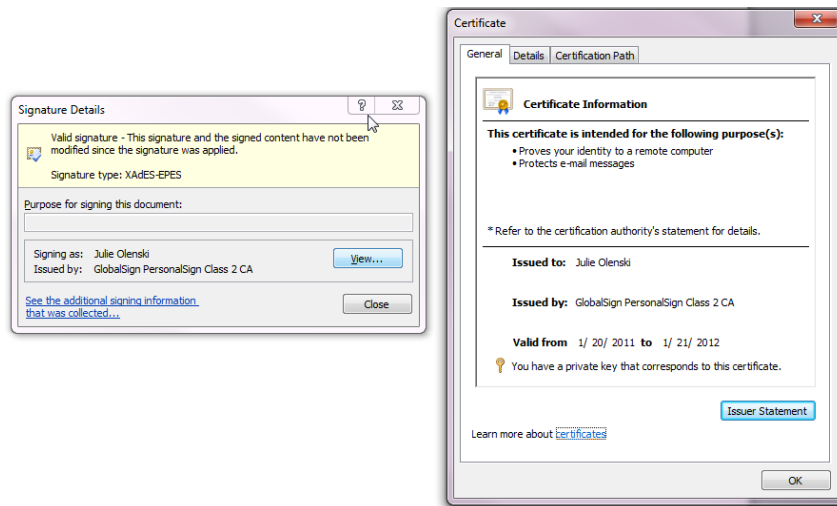
8. In the **Sign** dialog box, the signer can type his or her name or can click **Select Image** and insert an image file containing a handwritten signature or other image of choice. If the signer has multiple digital certificates, he or she can designate the correct certificate by clicking **Change**.



9. Once digitally signed, the signer's name, or the chosen image, will appear next to the 'x' on the signature line and a notification will appear at the top of the document stating that the document has been marked as final and should not be edited. A red ribbon will also appear at the bottom of the document.



9. To view Certificate details, you can double- or right-click the signature line, or click the red ribbon and right click a given signature in the **Signatures Pane** and select **Signature Details**.
10. This will open the **Signature Details** dialog box, which verifies that the signature is valid and provides the Certificate Issuer. You can find further details about the Certificate by clicking **View**.



11. Any changes to the document after the digital signatures are in place will invalidate and remove the signatures.

## GETTING HELP

GlobalSign provides technical support through our Client Service departments around the world.

[www.globalsign.com/support](http://www.globalsign.com/support)

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<b>GlobalSign FR</b> Tel: +33 1 82 88 01 24 <a href="http://www.globalsign.fr">www.globalsign.fr</a> <a href="mailto:ventes@globalsign.com">ventes@globalsign.com</a>	<b>GlobalSign DE</b> Tel: +49 30 8878 9310 <a href="http://www.globalsign.de">www.globalsign.de</a> <a href="mailto:verkauf@globalsign.com">verkauf@globalsign.com</a>	<b>GlobalSign NL</b> Tel: +31 20 8908021 <a href="http://www.globalsign.nl">www.globalsign.nl</a> <a href="mailto:verkoop@globalsign.com">verkoop@globalsign.com</a>

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