



如何在 Microsoft Outlook 2021 使用電子證書

微軟視窗用戶

Version. 2025-11

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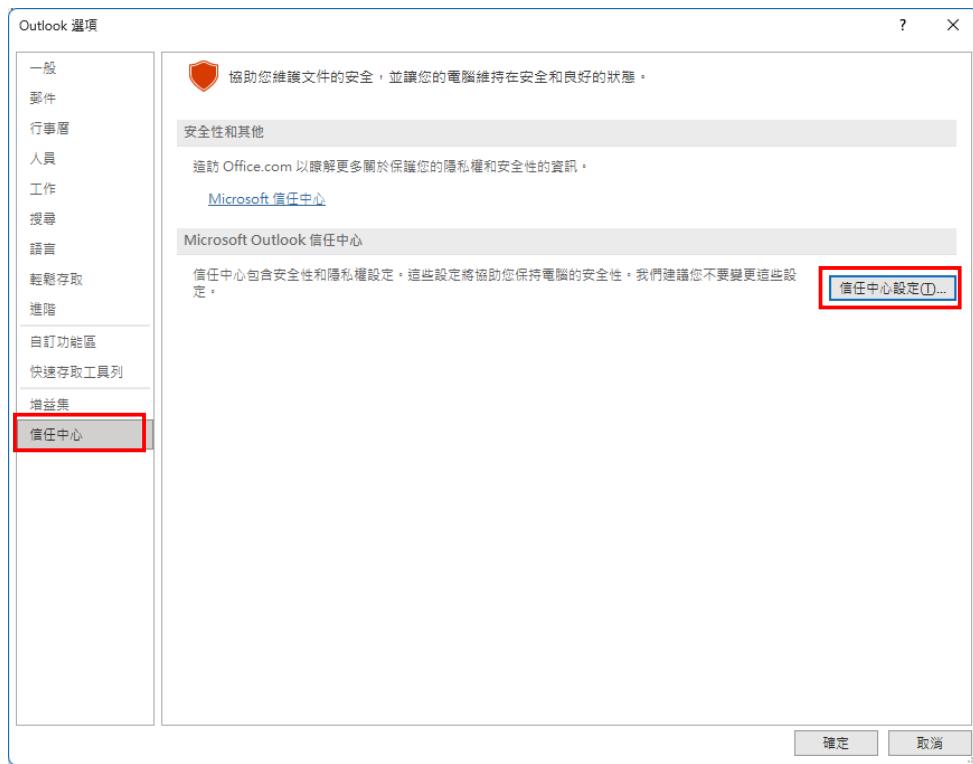
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設定 Microsoft Outlook 2021 使用 eSignTrust 證書

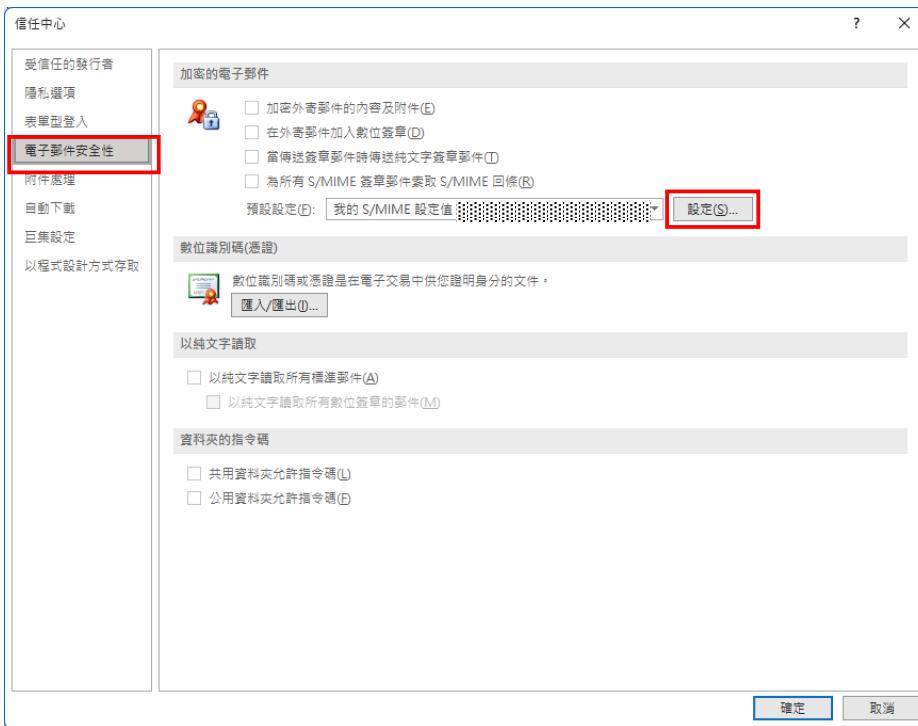
1. 將讀卡器及智能卡與電腦連接。
2. 啟用 Outlook 2021，從頁頂工具列點選「檔案」->「選項」。



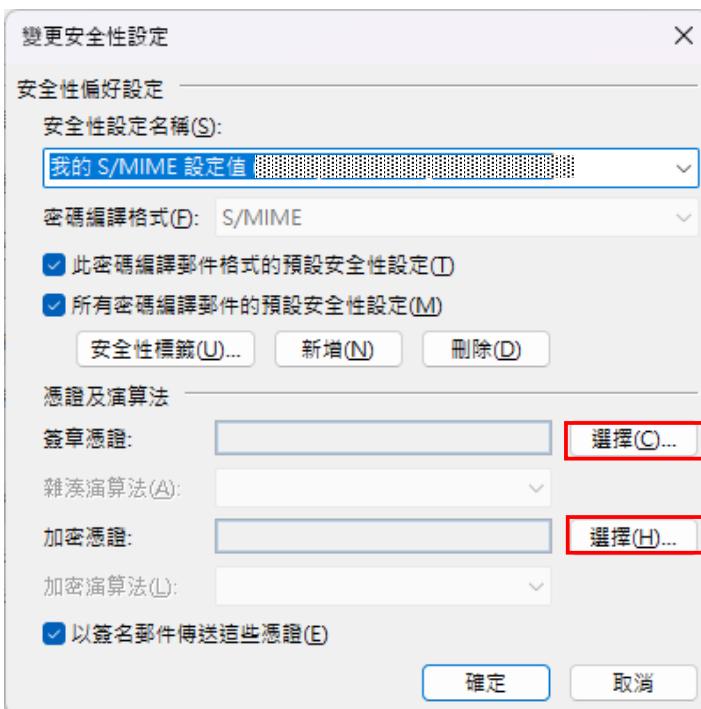
3. 出現以下視窗，點選「信任中心」->「信任中心設定」。



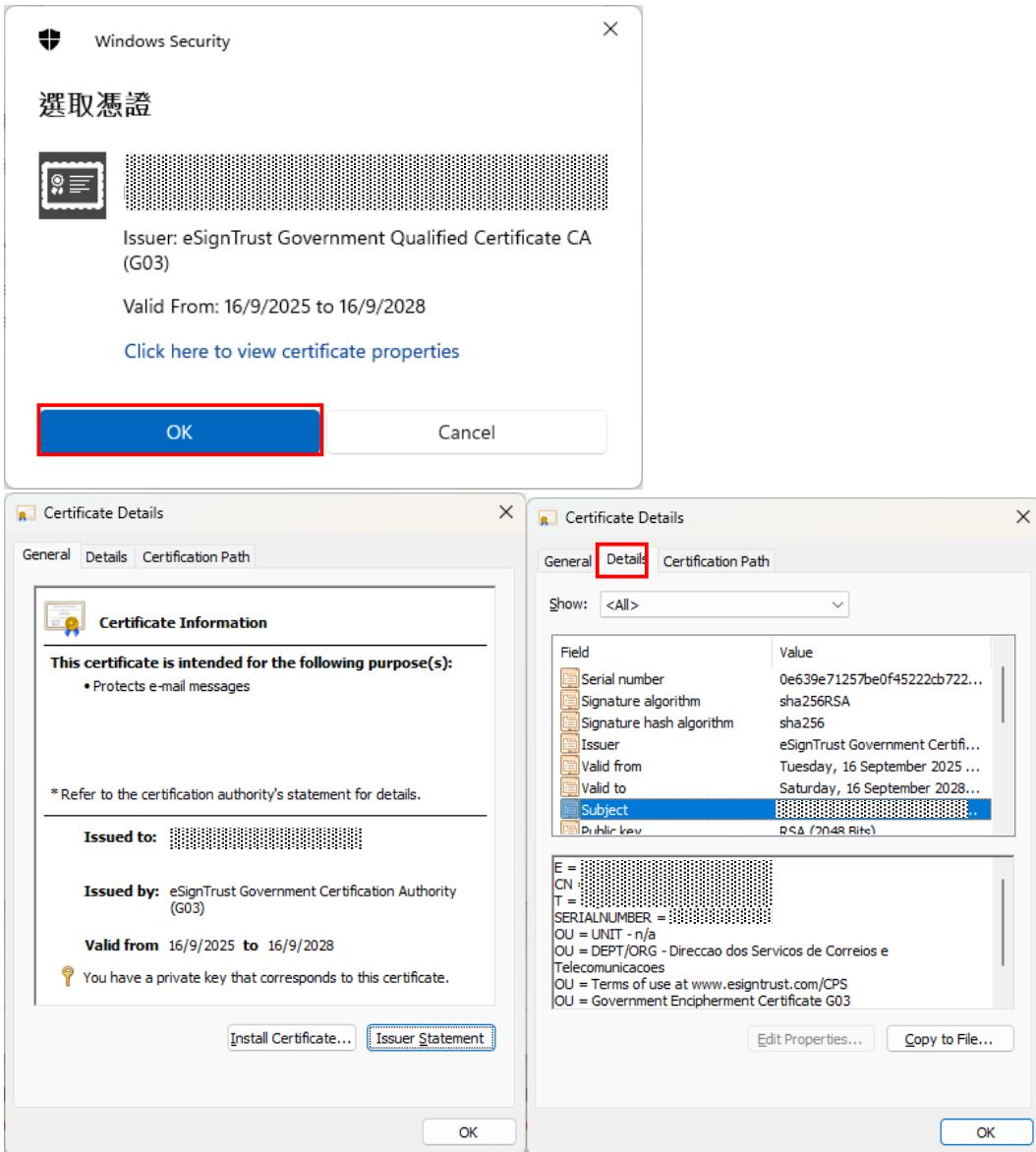
4. 出現以下視窗，點選「電子郵件安全性」->「設定」。



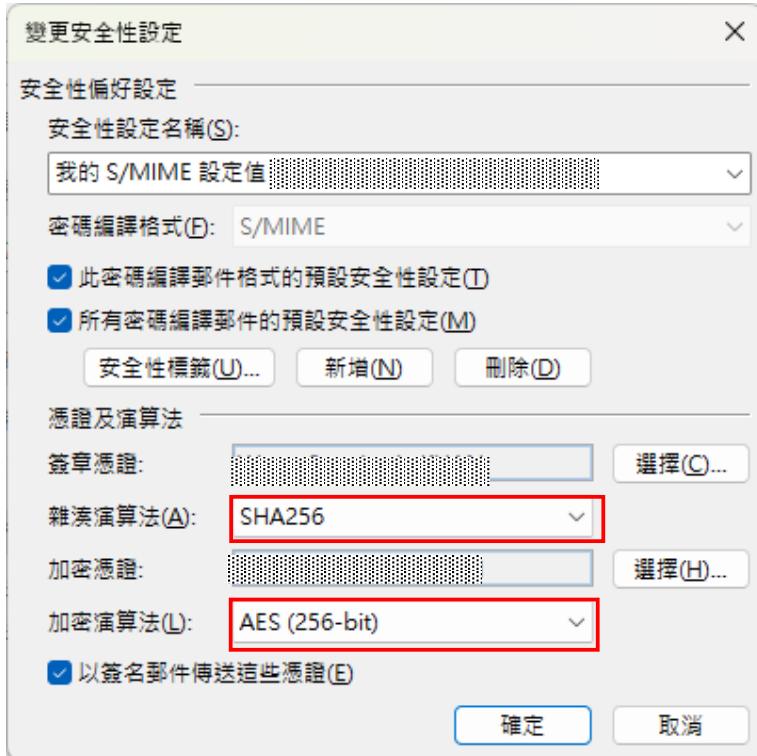
5. 出現以下視窗，Outlook 會自動選擇相關憑證（電子證書），亦可點擊「選擇」揀選電子證書。



6. 按「選擇」後 Outlook 會列出可使用的電子證書，用戶可點選證書檢視證書資料及選取所需的證書並按「確定」。

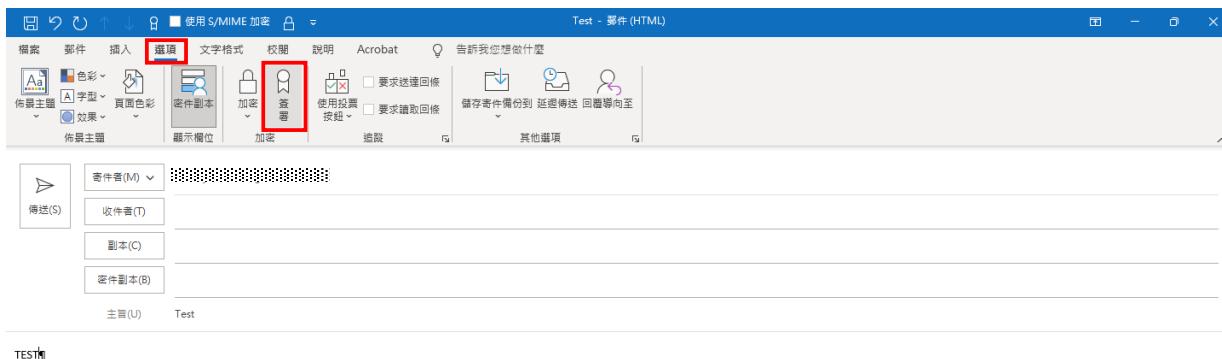


7. 確定後，視窗中會顯示所選的證書及演算法，按「 \backslash 」可更改演算法，點擊「確定」，完成設定。按「確定」關閉信任中心及選項的視窗。

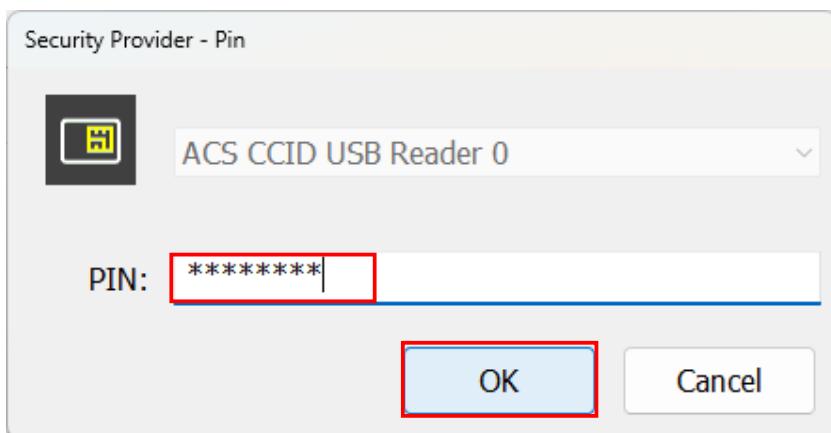


在電郵中加入電子簽章

- 新增電子郵件，用戶在編輯新郵件時，可按下工具列上『選項』或『簽章』圖示以進行郵件簽署

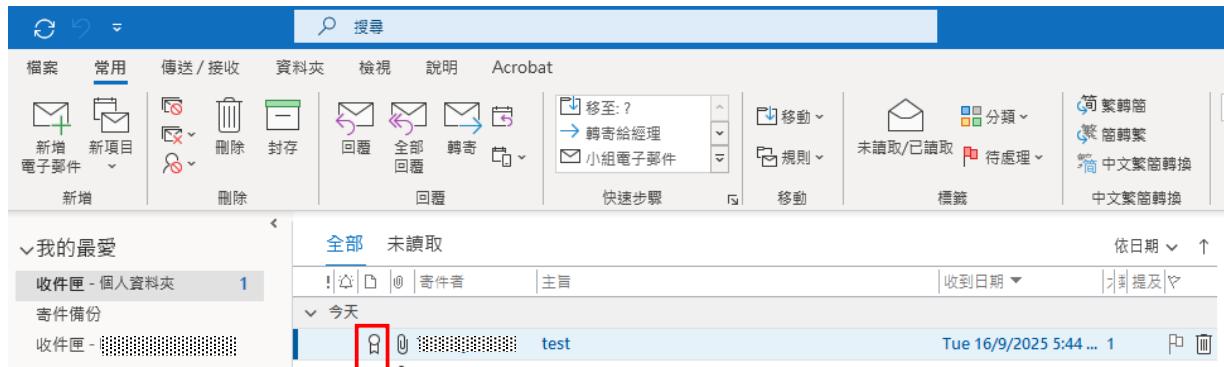


- 按「傳送」後，Outlook 要求輸入 PIN 及按下『OK』便會完成郵件簽署及傳送電郵。

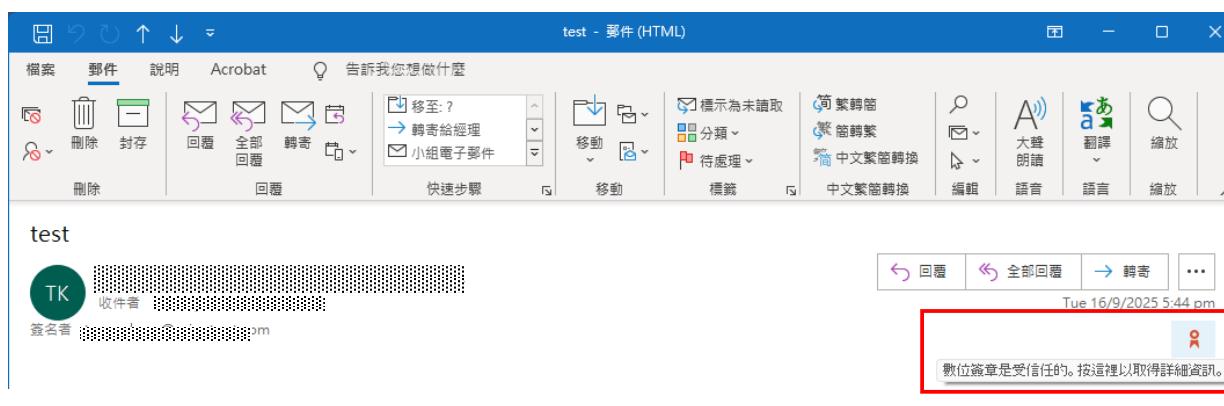


使用 Microsoft Outlook 接收已簽署郵件

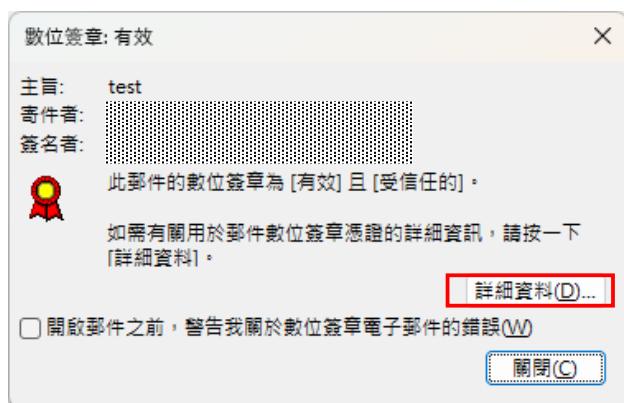
- 用戶收到經簽署的郵件時，郵件旁會出現數位簽署的圖示



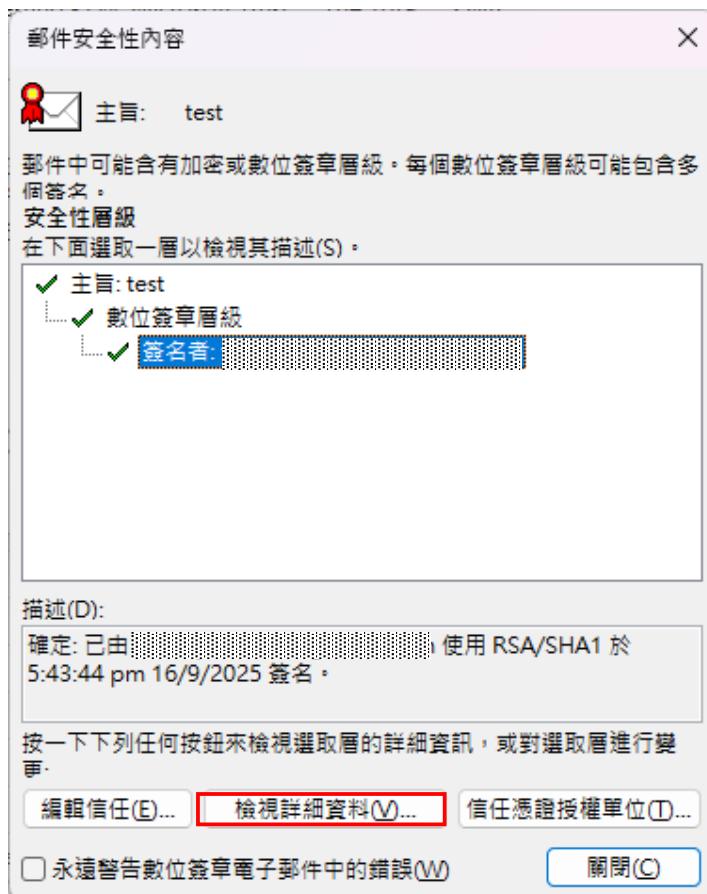
- 開啟電子郵件，右方會顯示電子簽章



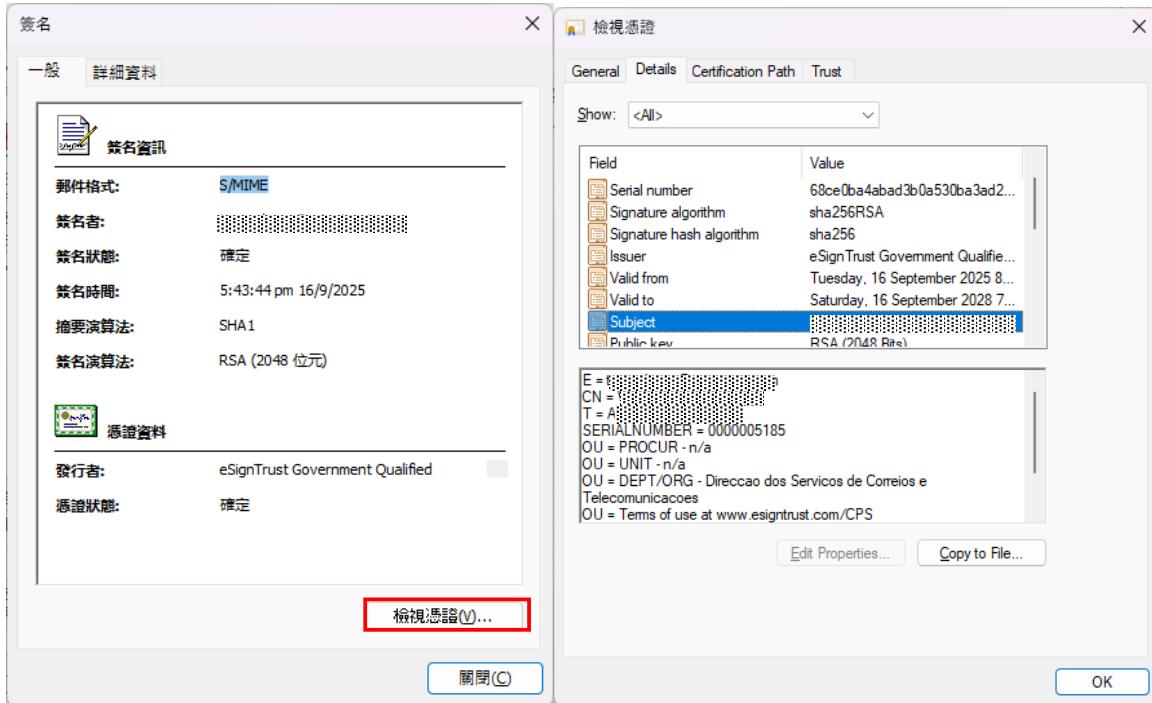
- 點擊數位簽章圖示，會顯示電子簽章的資訊



4. 點擊「詳細資料」，出現以下視窗，可點擊「檢視詳細資料」查看簽章內容。



5. 出現以下視窗，可點擊「檢視憑證」查看證書資料。



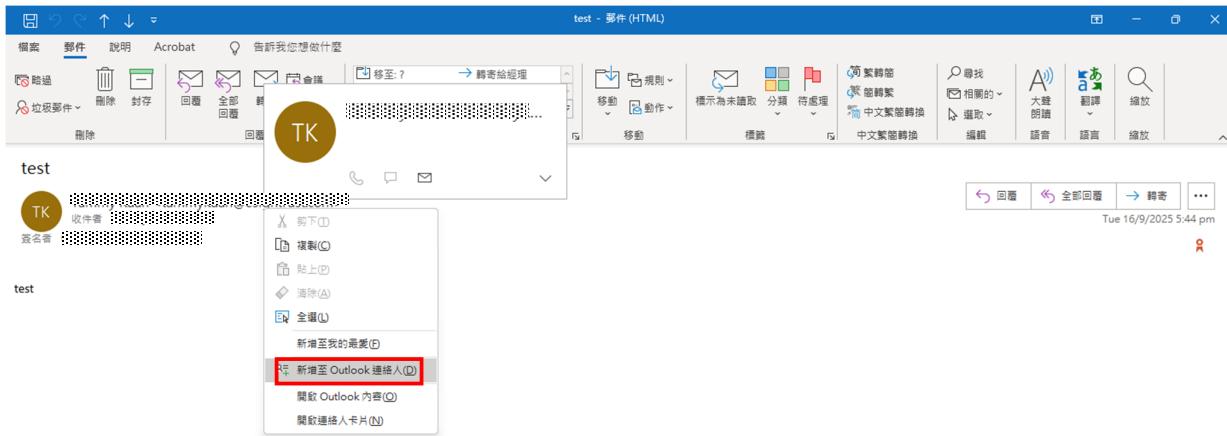
如何取得及匯入收件者的證書以發送加密電郵

在對其他人發送加密電子郵件之前，必須預先取得對方的電子證書

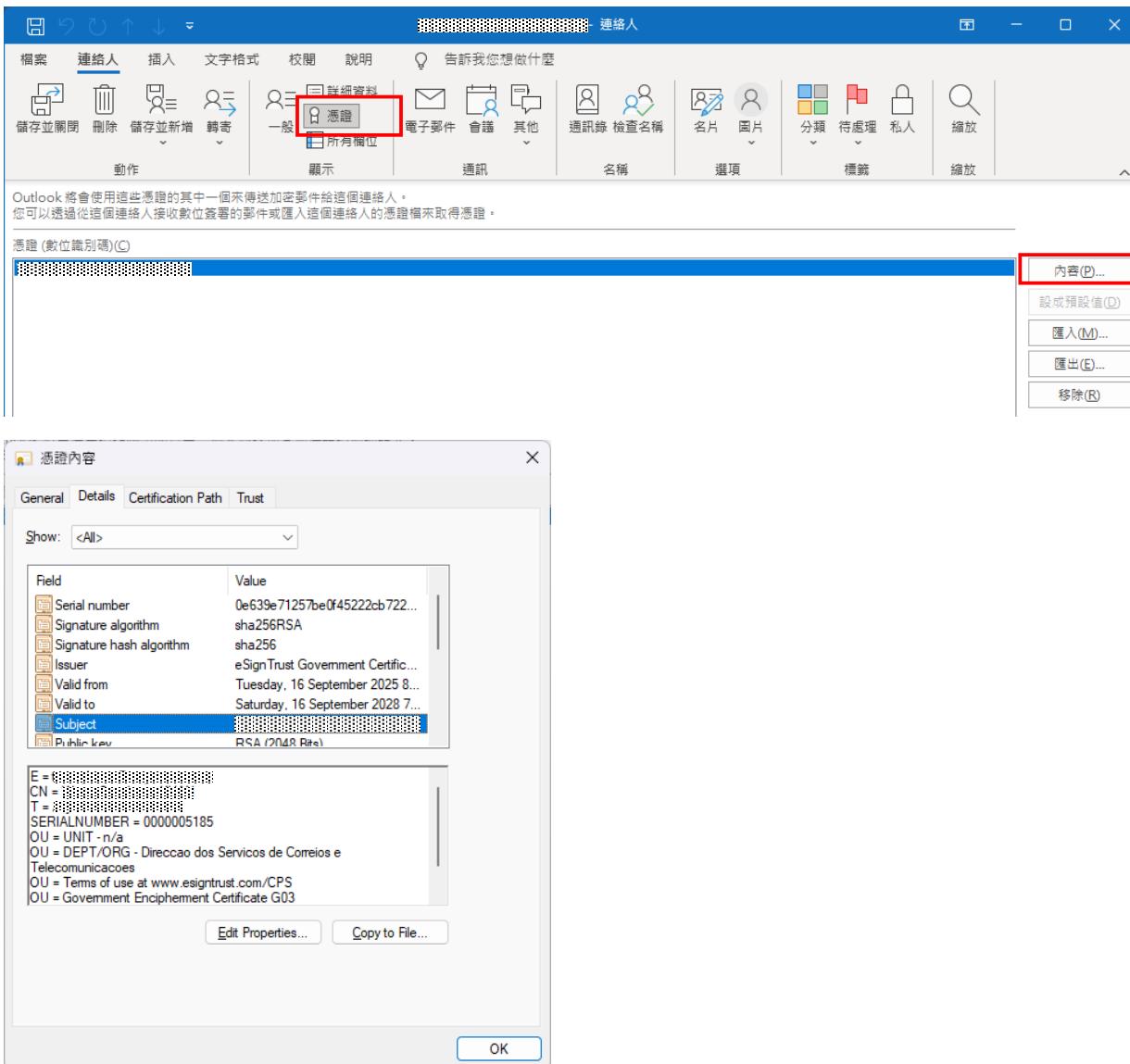
- 用戶可以透過以下其中一種方法來取得收件者的公鑰
 - 在已接收的簽署電郵中取得
 - 用戶可在接收已簽署郵件時，將該寄件者的證書儲存在用戶的通訊錄中
 - 在eSignTrust網站上搜尋
 - 用戶可透過以下的網站，以不同的條件來搜尋收件者的證書：
https://www.esigntrust.com/cn/repos_certinfo.html
- 在eSignTrust目錄服務(LDAP) 上搜尋
 - 除了eSignTrust網站外，亦可透過eSignTrust所提供的兩個目錄服務伺服器來取得收件者的證書
 - 政府及個人證書目錄伺服器-<ldap.gov.esigntrust.com>
 - 機構證書目錄伺服器-<ldap.corp.esigntrust.com>

在已接收的簽署電郵中取得及匯入證書

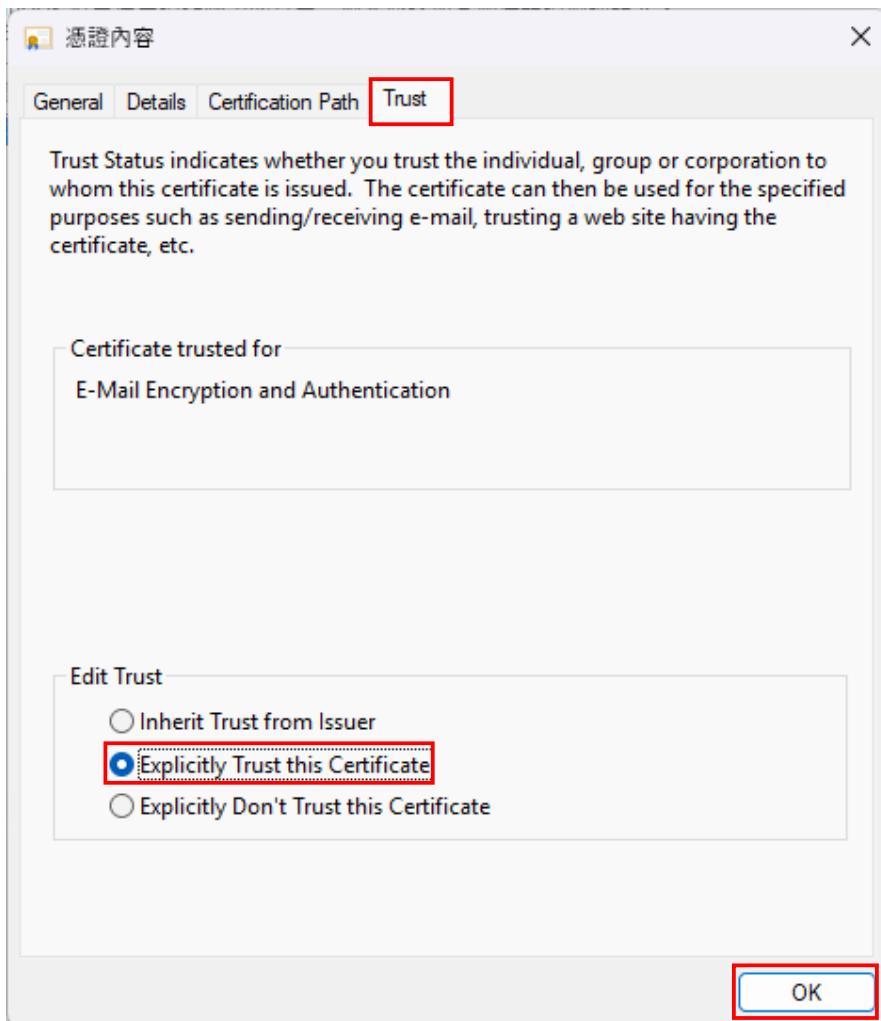
1. 開啟已被簽署的電郵，右擊「寄件者」，選擇『新增至 OUTLOOK 連絡人』



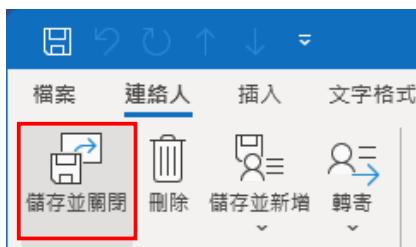
2. 在新增連絡人的「憑證」標籤可看見已匯入證書，按「內容」查看證書內容



3. 在「Trust」版面選擇「Explicitly Trust this Certificate」



4. 按「儲存並關閉」以儲存聯絡人。



在 eSignTrust 網站上搜尋及匯入證書

- 用戶可以到以下 eSignTrust 網站(<https://www.esigntrust.com>)的資料庫，以電郵或名稱來搜尋證書



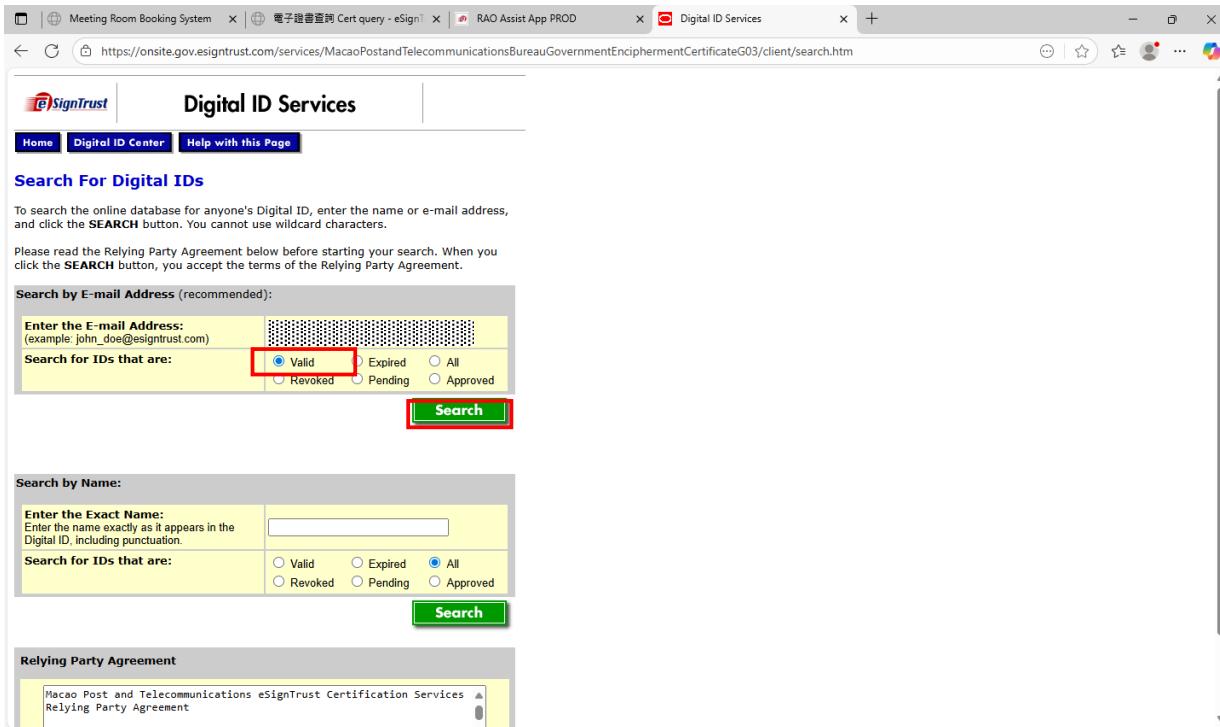
The screenshot shows the main navigation menu with links for '電子證書', '服務', '資料庫', '支援及下載', and '網上服務'. Below the menu, there are four icons: '電子證書比較' (highlighted), '網上預約', '申請表格', and '證書搜尋' (highlighted with a red box). To the right is a large image of the eSignTrust logo. At the bottom, there's a blue banner for '電子認證“雲簽”服務' and a news item about a service suspension.

- 選擇所需的加密證書類型。



The screenshot shows the '資料庫' (Database) section of the search page. It includes a breadcrumb trail: '主頁 > 資料庫 > 搜尋 eSignTrust 電子證書的狀態 >'. The main content area is titled '搜尋 eSignTrust 電子證書的狀態' and explains that users can search for certificate status via OCSP or LDAP services. A red box highlights the '搜尋電子證書的狀態及資料 (第三代G03證書)' section. Below it, a list of search options is shown, with several items highlighted by red boxes: '搜尋政府機關合格證書', '搜尋機構合格證書', '搜尋個人合格證書', '搜尋政府機關標準證書', '搜尋機構標準證書', '搜尋個人標準證書', '搜尋政府機關加密證書' (highlighted), '搜尋機構加密證書', '搜尋個人加密證書', and '搜尋個人安全電子郵件證書'.

3. 輸入電郵或姓名找查加密證書



Digital ID Services

Search For Digital IDs

To search the online database for anyone's Digital ID, enter the name or e-mail address, and click the **SEARCH** button. You cannot use wildcard characters.

Please read the Relying Party Agreement below before starting your search. When you click the **SEARCH** button, you accept the terms of the Relying Party Agreement.

Search by E-mail Address (recommended):

Enter the E-mail Address: (example: john_doe@esigntrust.com)

Search for IDs that are:

- Valid
- Expired
- All
- Revoked
- Pending
- Approved

Search

Search by Name:

Enter the Exact Name: Enter the name exactly as it appears in the Digital ID, including punctuation.

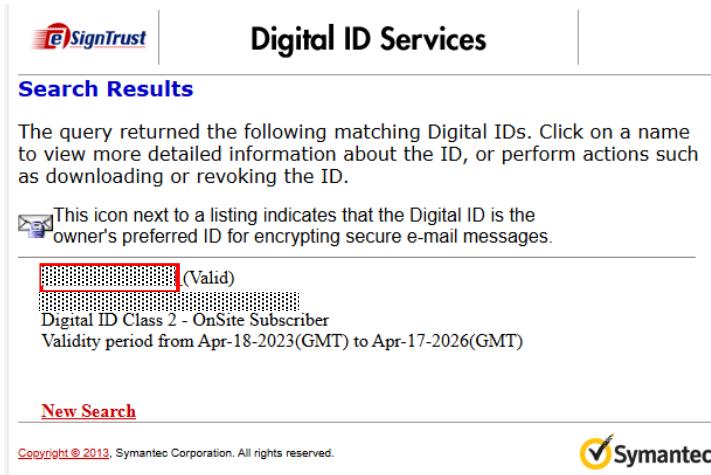
Search for IDs that are:

- Valid
- Expired
- All
- Revoked
- Pending
- Approved

Relying Party Agreement

Macao Post and Telecommunications eSignTrust Certification Services
Relying Party Agreement

4. 用戶可以按下證書名稱的連結以檢視更詳細的資料。



Digital ID Services

Search Results

The query returned the following matching Digital IDs. Click on a name to view more detailed information about the ID, or perform actions such as downloading or revoking the ID.

This icon next to a listing indicates that the Digital ID is the owner's preferred ID for encrypting secure e-mail messages.

 (Valid)	Digital ID Class 2 - OnSite Subscriber
	Validity period from Apr-18-2023(GMT) to Apr-17-2026(GMT)

New Search

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5. 按下『Download』便會連結至下載頁面

The screenshot shows the eSignTrust Digital ID Services interface. At the top, there are navigation links for Home and Digital ID Center. Below them, a section titled "Digital ID Information" displays the following details:

Name	[REDACTED]
E-mail	[REDACTED]
Status	Valid
Validity	Apr.18,2023 - Apr.17,2026
Class	Digital ID Class 2 - OnSite Subscriber
Address	not available
Subject	Country = MO Organization = Macao Post and Telecommunications Bureau Organizational Unit = Government Encipherment Certificate G03 Organizational Unit = Terms of use at www.esigntrust.com/CPS Organizational Unit = DEPT/ORG - Direccao dos Servicos de Correios e Telecomunicacoes Organizational Unit = UNIT - n/a Serial Number = 0000000023 Title = Adjunto-tecnico Common Name = [REDACTED] Email Address = [REDACTED]
Serial Number	188bf34b78293fa16a455e10a53fbd1f
Key Usage	Encryption

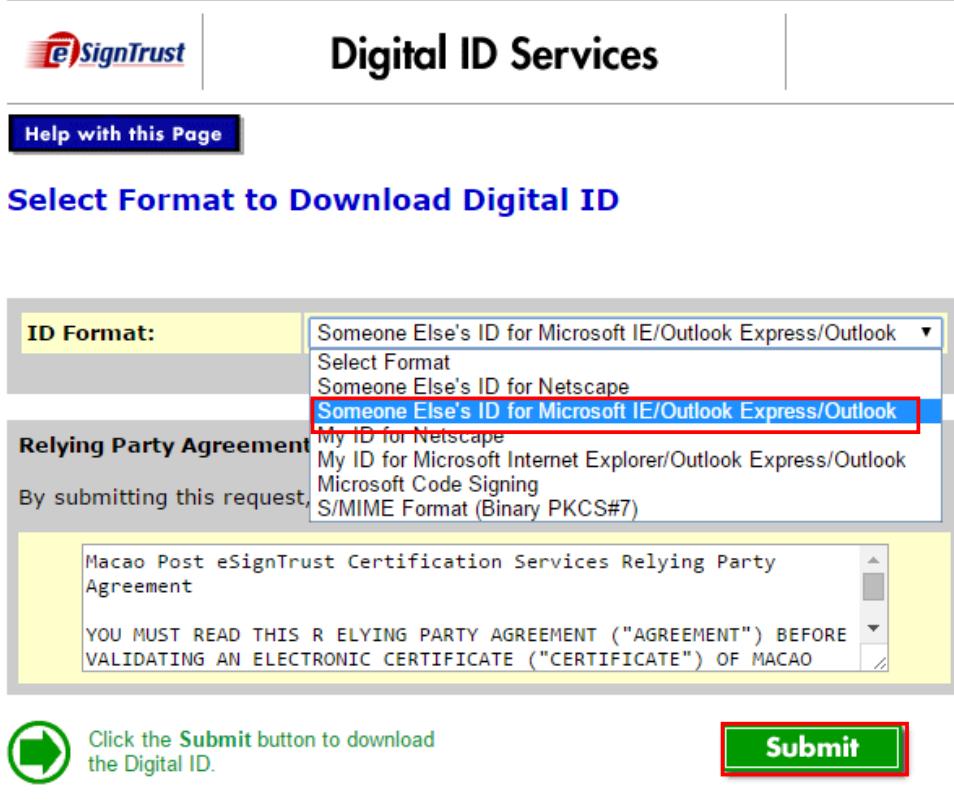
Below this, a "Relying Party Agreement" section contains the following text:

Macao Post and Telecommunications eSignTrust Certification Services
Relying Party Agreement

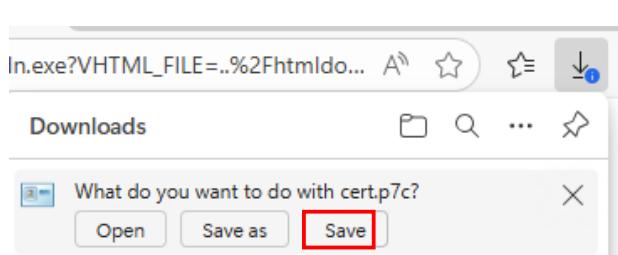
YOU MUST READ THIS RELYING PARTY AGREEMENT ("AGREEMENT") BEFORE
VALIDATING AN ELECTRONIC CERTIFICATE ("CERTIFICATE") OF MACAO POST

At the bottom, there are two buttons: "Download" (highlighted with a red box) and "Revoke".

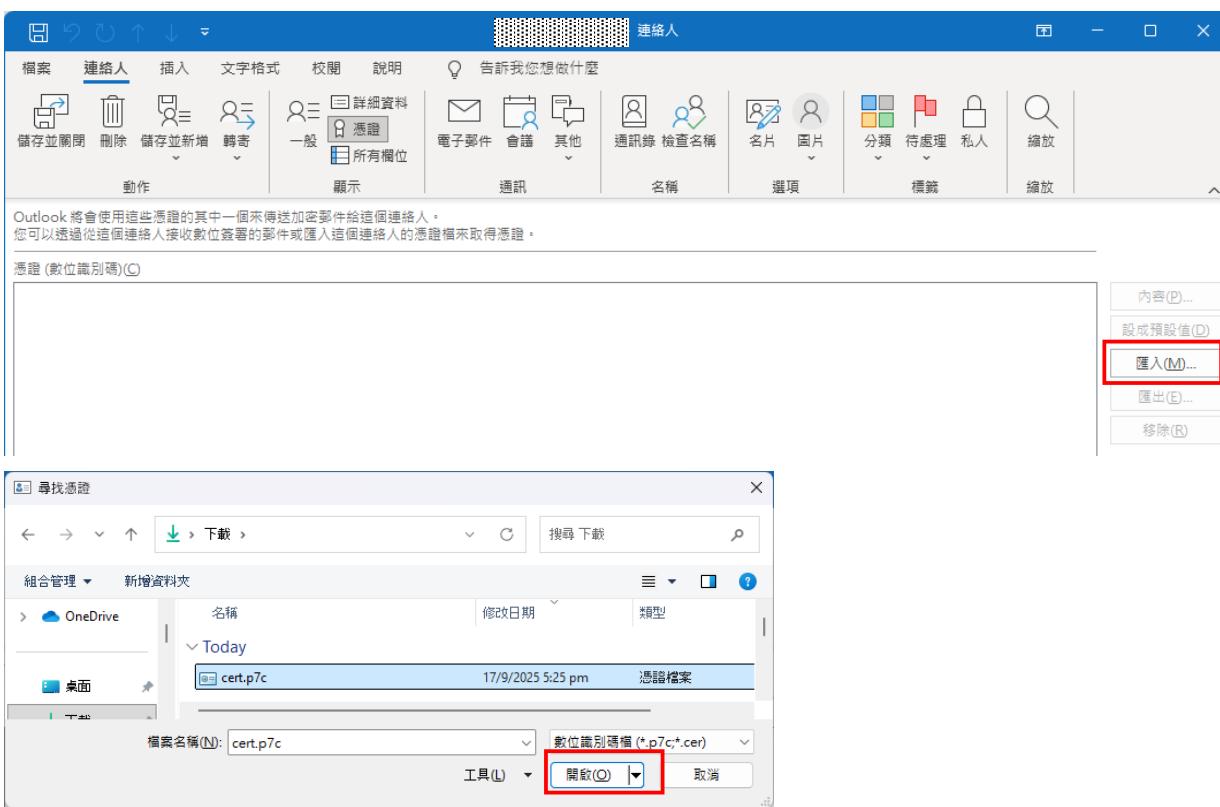
6. 用戶按下『Download』後，便可選擇下載的類型，選擇「Someone Else's ID for Microsoft IE/Outlook Express/Outlook」然後，按下「Submit」後，用戶便可將他人的證書儲存至電腦上



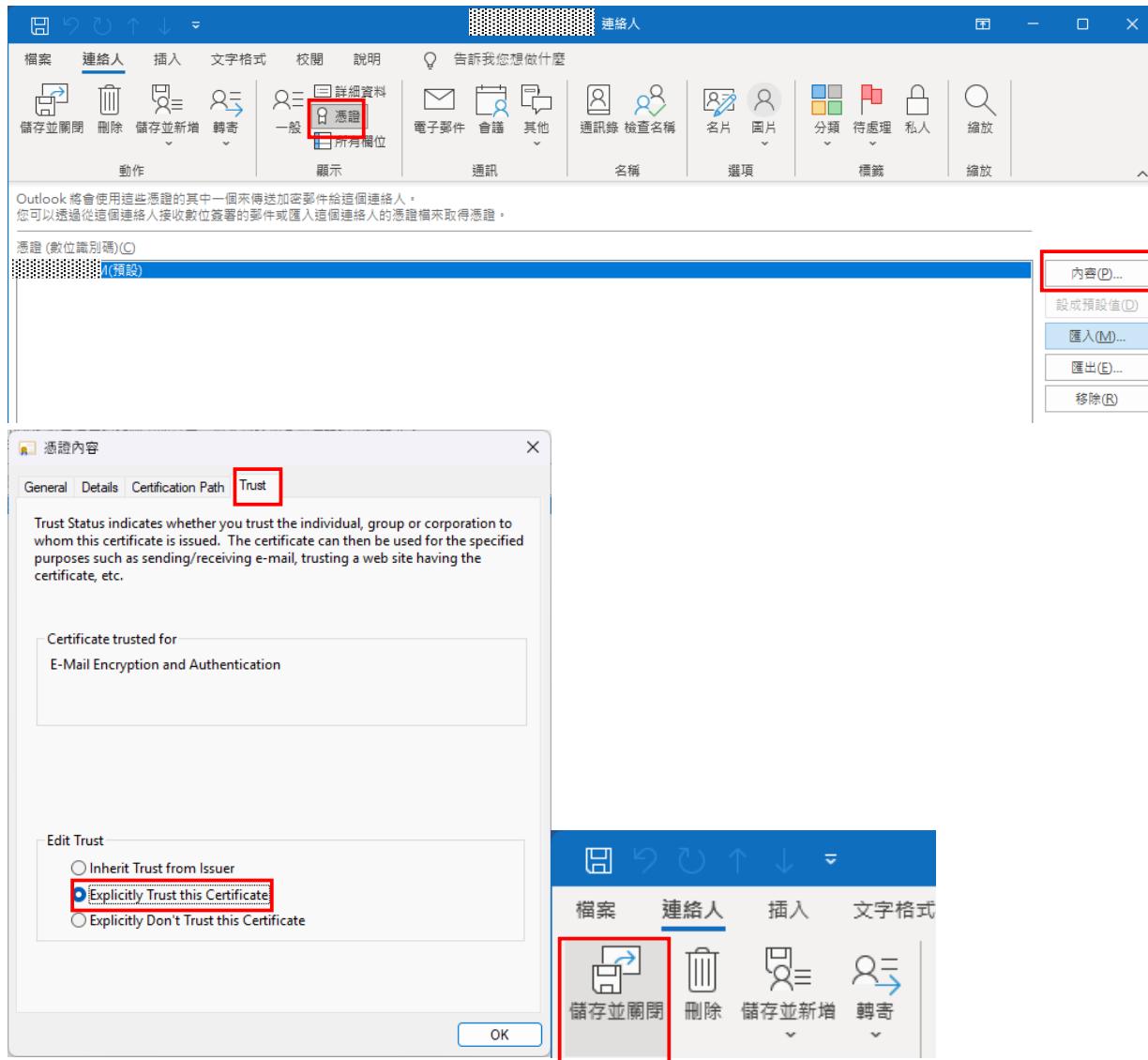
The screenshot shows the "Select Format to Download Digital ID" page. The "ID Format:" dropdown is set to "Someone Else's ID for Microsoft IE/Outlook Express/Outlook". A red box highlights this selection. The "Relying Party Agreement" section contains a link to the "Macao Post eSignTrust Certification Services Relying Party Agreement" and a note about reading it before validating a certificate. A red box highlights the "Someone Else's ID for Microsoft IE/Outlook Express/Outlook" option in the dropdown. Below the form, a green arrow icon points right with the text "Click the Submit button to download the Digital ID." To the right of the "Submit" button, which is also highlighted with a red box, is a "Copyright VeriSign, Inc. All rights reserved." link.



7. 打開 Outlook 的「連絡人」表單，並點選合適的連絡人，按「...」點擊「編輯 OUTLOOK 連絡人」
8. 用戶選擇「憑證」標籤後，按下「匯入」並選擇適當的連絡人證書



9. 證書匯入後，『憑證』標籤內便會顯示該連絡人的證書，按下「內容」便能夠查看證書內容，在「Trust」版面選擇「Explicitly Trust this Certificate」，按「儲存並關閉」以儲存聯絡人。

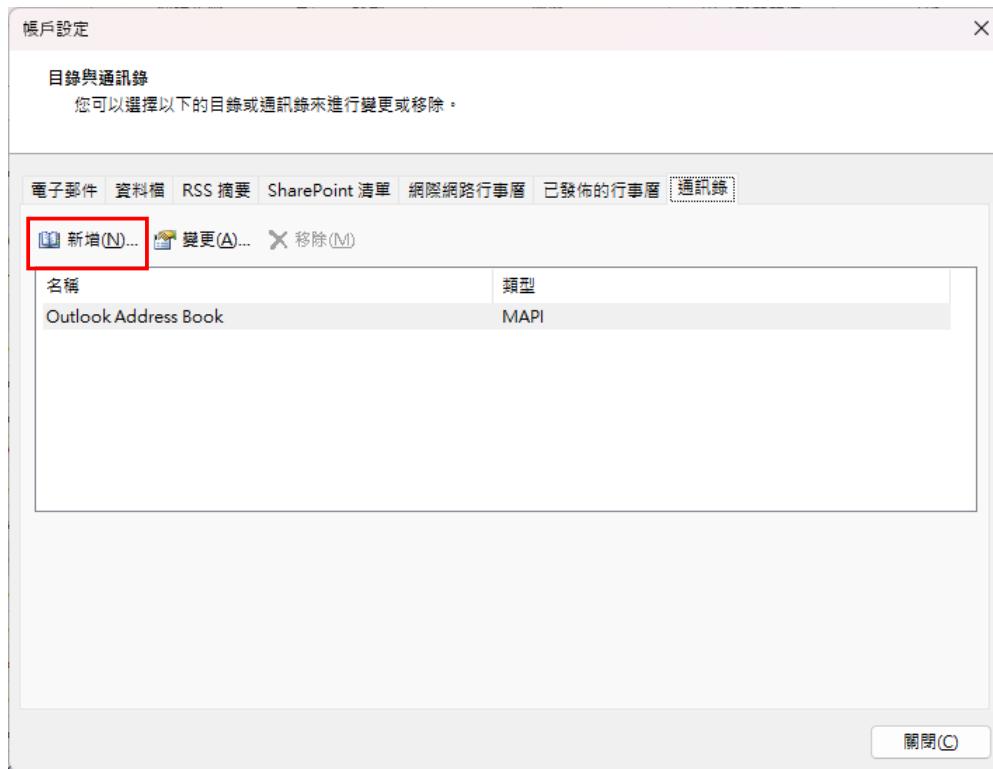


在 eSignTrust 目錄服務(LDAP) 上搜尋及匯入證書

- 點擊「檔案」->「資訊」->「帳戶設定」->「帳戶設定」



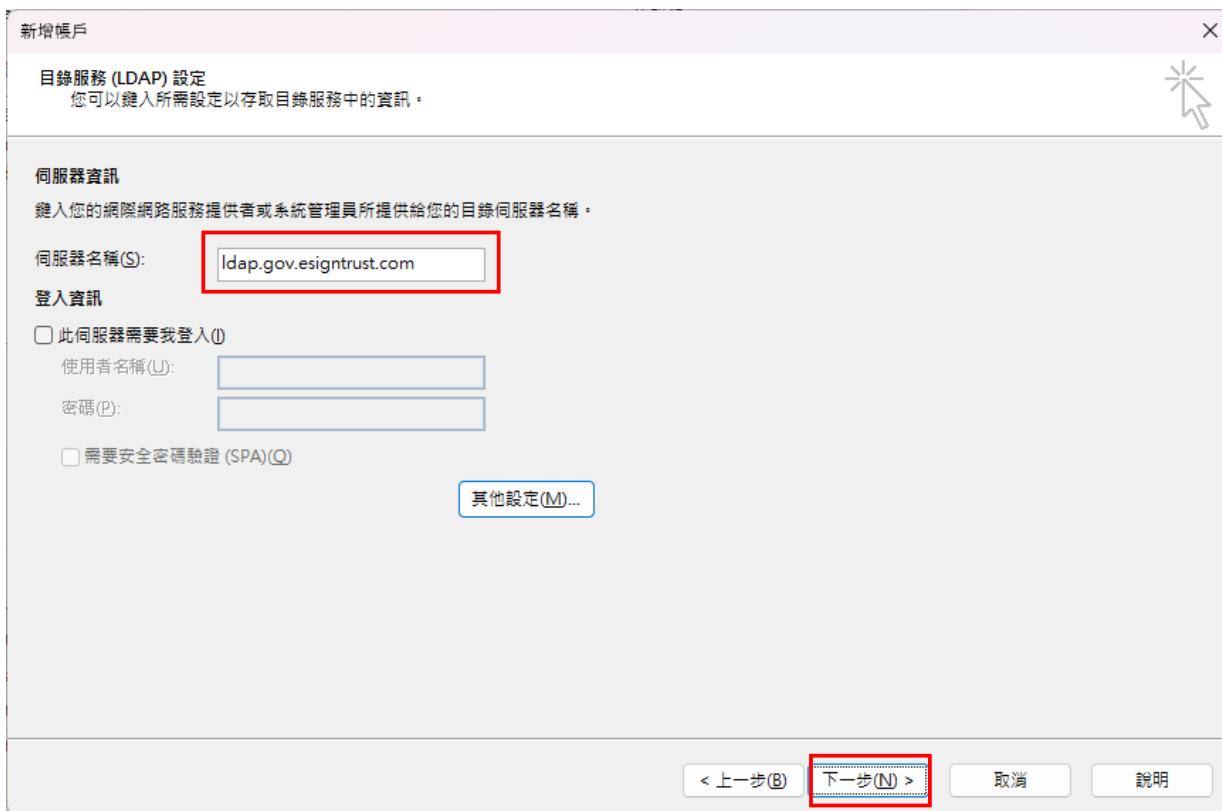
- 在 [通訊錄] 索引標籤上按一下 [新增]。



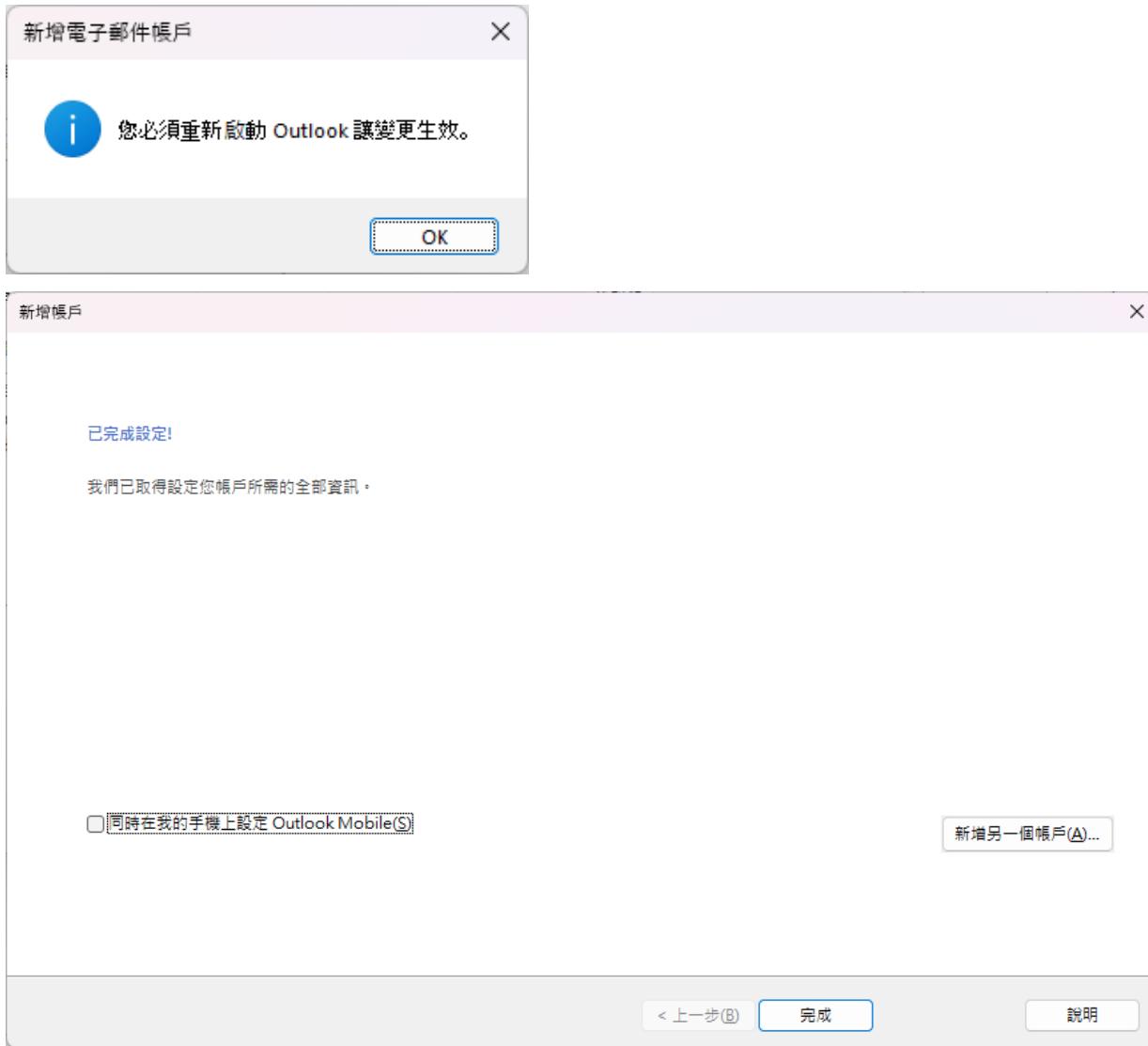
3. 按一下 [網際網路目錄服務 (LDAP)]，再按 [下一步]。



4. 在「伺服器名稱」欄填寫合適的 eSignTrust 目錄服務名稱，按 [下一步]。



5. 按下「OK」並跟隨提示訊息的指示按下「完成」，關閉 Outlook 後並重新啟動。



6. 在 Outlook 的工具列，按下「通訊錄」



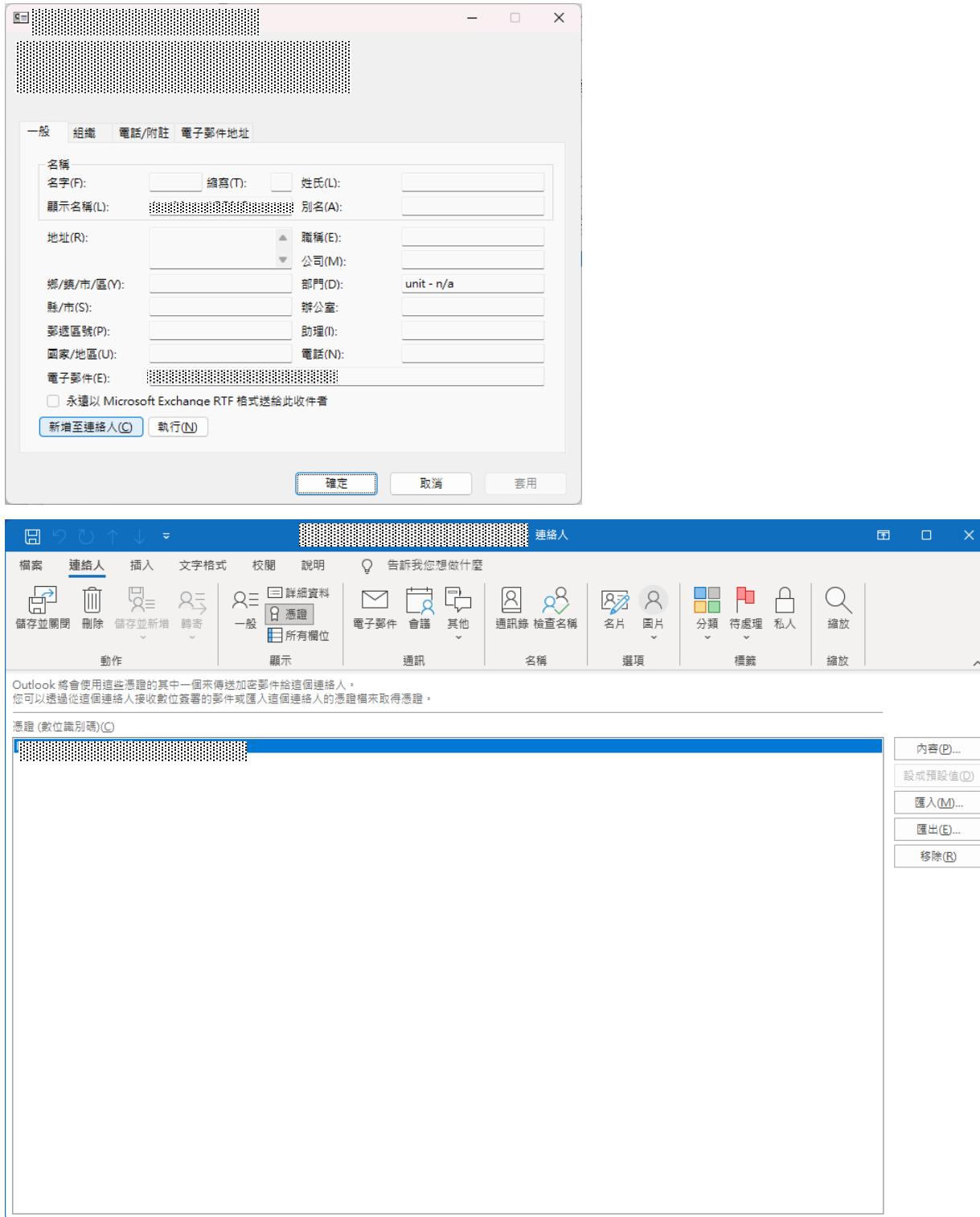
7. 在「通訊錄」欄內選擇合適的 eSignTrust 目錄服務，在「搜尋」標籤內填寫適當的證書擁有人的資料，按下「搜尋」以進行搜查



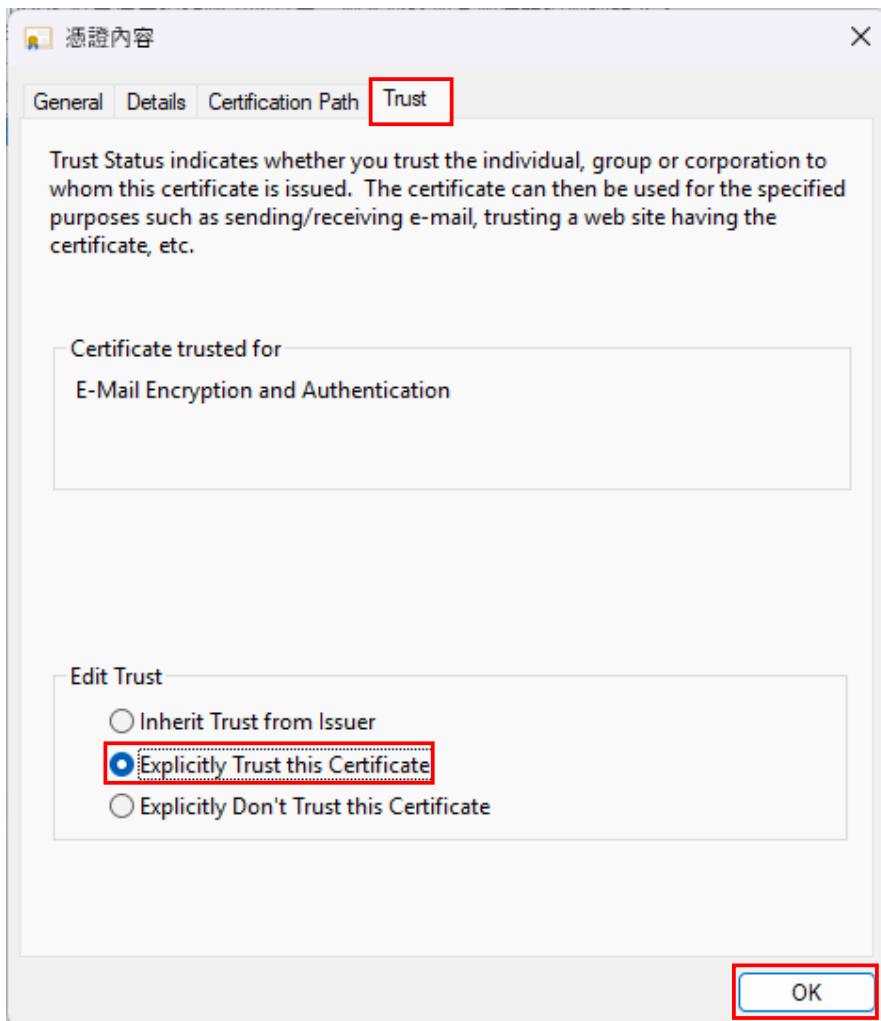
8. 在搜尋結果中右擊合適的電子證書，選擇『內容』以檢視證書資料或選擇『新增至連絡人』以直接把證書匯入連絡人中



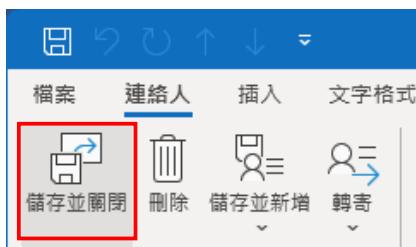
5. 按下『新增至連絡人』把證書匯入連絡人中，Outlook 會打開連絡人資料，可在『憑證』檢視對方的電子證書，按「內容」查看證書內容



6. 在「Trust」版面選擇「Explicitly Trust this Certificate」



7. 按「儲存並關閉」以儲存聯絡人。



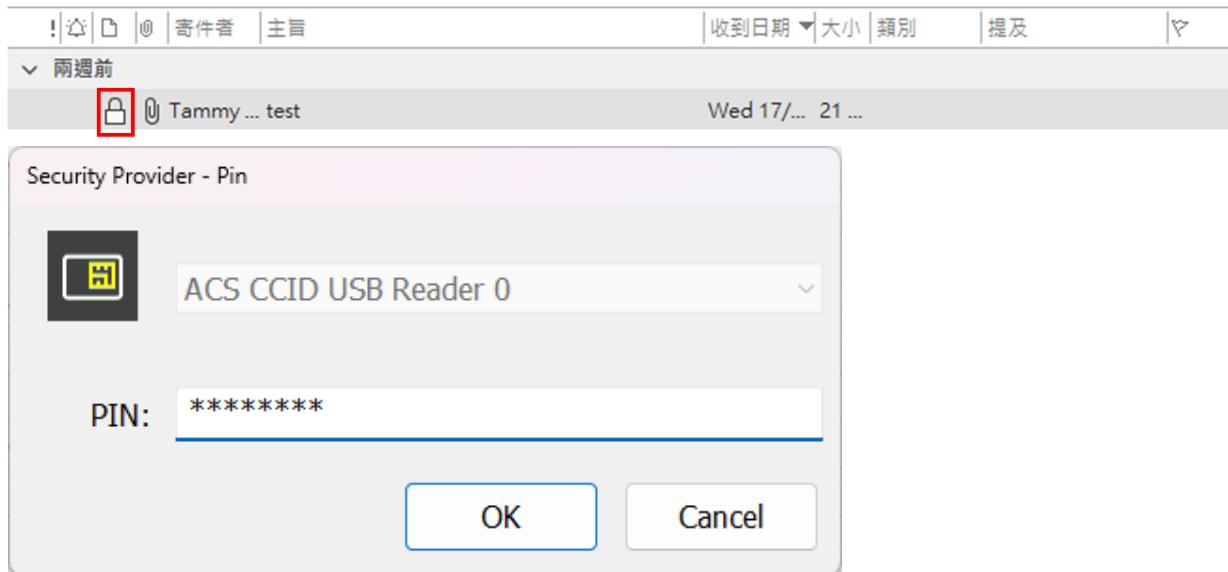
使用電子證書加密郵件

1. 用戶在編輯新郵件時，可按下工具列上『選項』或『加密』圖示以進行郵件加密，按下『傳送』，便會完成傳送加密郵件

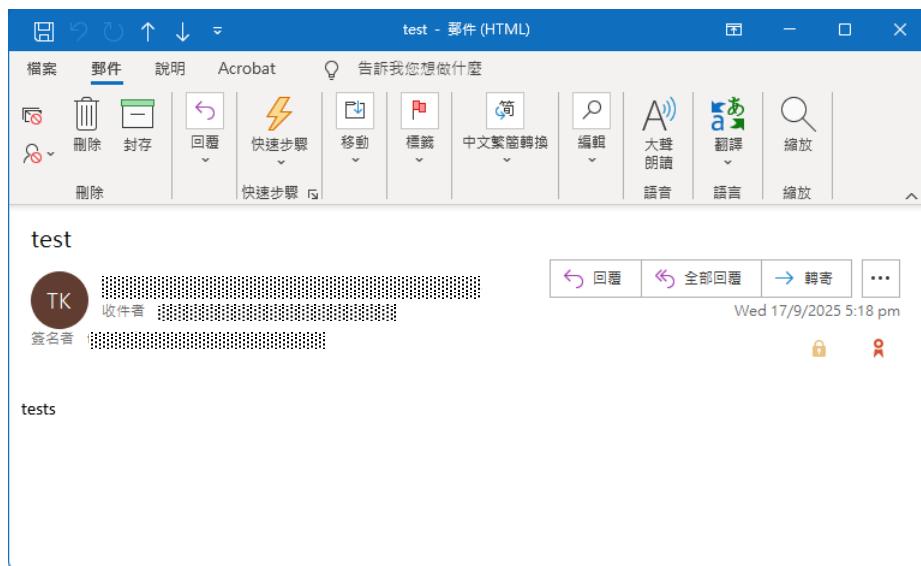


使用 Microsoft Outlook 接收已加密郵件

1. 用戶收到經加密的郵件時，『寄件者』左邊會出現已加密的圖示，當打開郵件時，便會要求用戶插入智能卡及輸入 PIN 以解密郵件



2. 用戶插入智能卡及輸入正確的 PIN 後，便可以檢視郵件內容



查詢及支援

電話 : (853) 2833 0338
傳真 : (853) 8299 5515
查詢電郵 : enquiry@esigntrust.com
客戶支援電郵 : helpdesk@esigntrust.com

辦公時間 : 星期一至星期四 上午 9:00 – 下午 5:45
 星期五 上午 9:00 – 下午 5:30