**Baggrund**

På AAU har vi valgt, at al ekstern kommunikation, der indeholder personhenførbare data, til fysiske personer, skal krypteres inden det sendes.

Al krypteret sikker mail-kommunikation er baseret på unikke certifikater. Både afsender og modtager skal have et certifikat for at kunne læse (dekryptere) hinandens mails.

**Hvordan**

For at AAU kan kommunikere sikkert med dig via mail, skal du skaffe et PKCS12-kompatibelt certifikat.

Dette certifikat skal lægges ind i dit mailprogram. AAU kan ikke umiddelbart vejlede dig omkring dette, da det foregår forskelligt alt efter mailprogram/udbyder.

Derefter skal du hente vores AAU-certifikat her:

<https://service.nemid.nu/dk-en/support/search_for_certificate/>

- vælg navnet på den sikker mail-adresse, du skal sende til (nedenfor er sikkermail@its.aau.dk indsat som eksempel):



Når certifikatet er installeret, skal du sende en krypteret e-mail til vores sikker mail-postkasse, eksempelvis sikkermail@its.aau.dk, og vi er nu klar til at kommunikere sikkert.

**Background**

Aalborg University has decided that all external communication containing data that can be related to natural persons must be encrypted before it is sent.

All encrypted secure e-mail communication is based on unique certificates. Both sender and recipient must be in possession of a certificate before they can decrypt each other’s e-mails.

**How?**

If Aalborg University is to communicate securely with you, you must acquire a PKCS12-compatible certificate.

The certificate is to be placed in your e-mail programme. Unfortunately, AAU is unable to guide you in this matter, as it wholly depends on your choice of e-mail programme and supplier.

Once this is in order, you must fetch Aalborg University’s certificate here: <https://service.nemid.nu/dk-en/support/search_for_certificate/>

- select the name of the secure e-mail address that you are going to use (See example below):



In the above example sikkermail@its.aau.dk is only used as an example.

Once the certificate is installed, you are ready to communicate with your AAU contact via encrypted e-mails. You’re now good to go!