

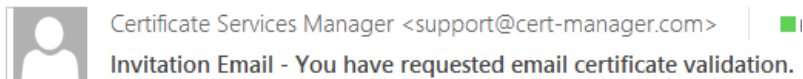
Email: Setting Up a Digital Email Certificate

Last Modified on 12/05/2018 8:55 am CST

A digital certificate is an electronic "passport" that allows a computer application to identify a person as them self. Just like a passport, a digital certificate provides identifying information, is forgery resistant, and can be verified because it was issued by an official, trusted agency. The certificate contains the name of the certificate holder, a serial number, expiration dates, a copy of the certificate holder's public key (used for encrypting messages and digital signatures) and the digital signature of the certificate-issuing authority (CA) so that a recipient can verify that the certificate is real.

This document will walk through the acquisition and installation of personal email certificates in Outlook 2016.

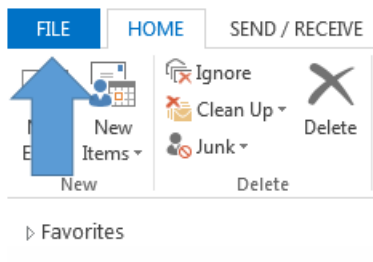
1. Send an email to [Steve Ranis](#) requesting a personal email certificate.
2. An email will be sent to you from Certificate Services Manager.



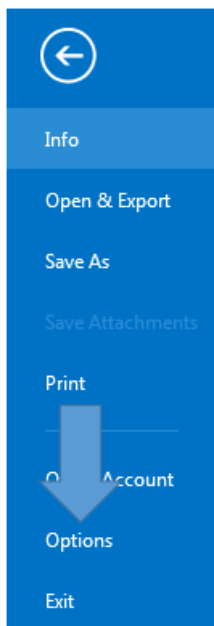
Follow the link included in the email and complete the form.

NOTE: The PIN is used to install the certificate; the pass-phrase is used to revoke.

3. Download the certificate.
4. Click **File** in the upper left corner of Outlook.

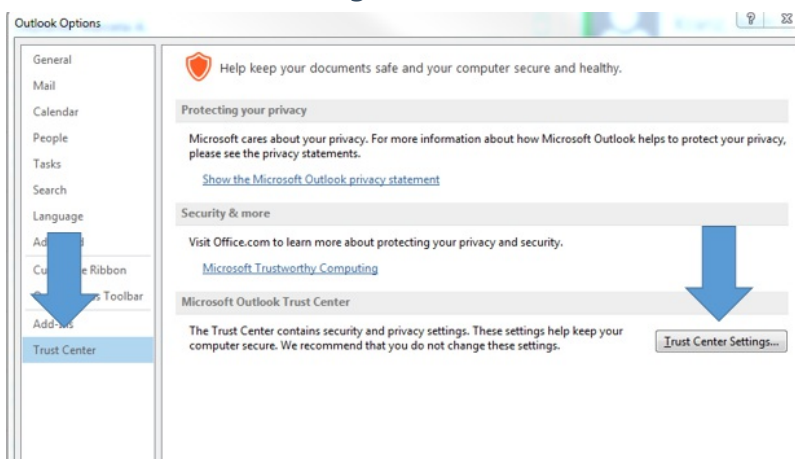


5. Select **Options** from the list.



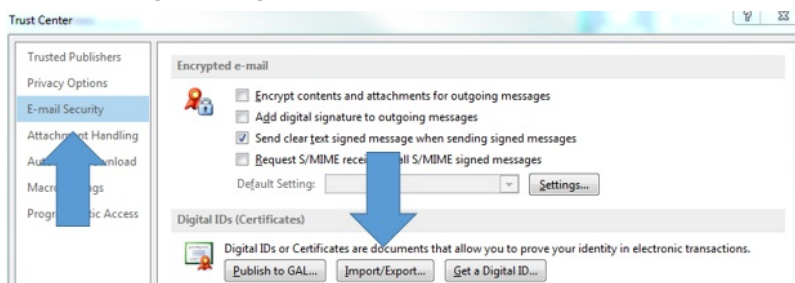
6. In the window that appears, click **Trust Center** in the list to the left.

7. Click **Trust Center Settings...**



8. In the window that appears, click **E-mail Security**.

9. Click the **Import/Export...** button.



10. In the window that appears, click **Browse...**

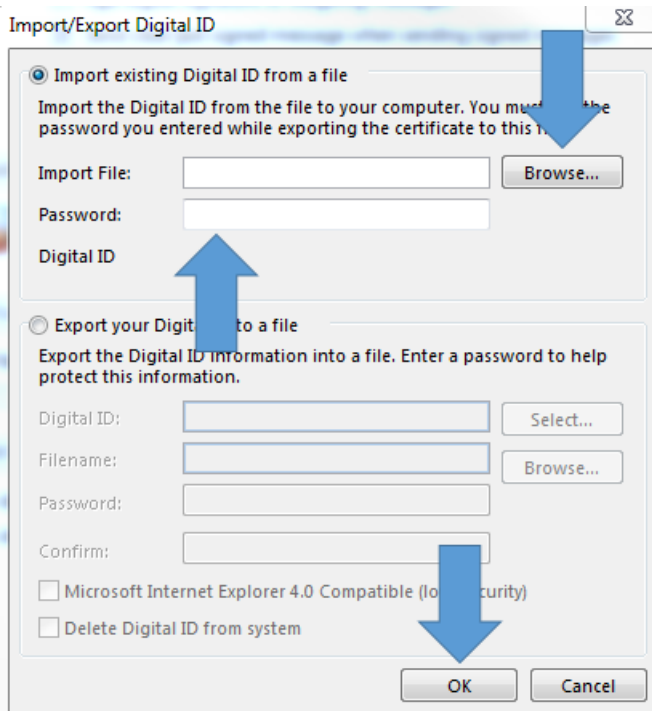
11. Locate and select your .cer file.

12. In the *Password* field enter your PIN.

NOTE: The 4-digit PIN specified during the certificate request process is used to install the

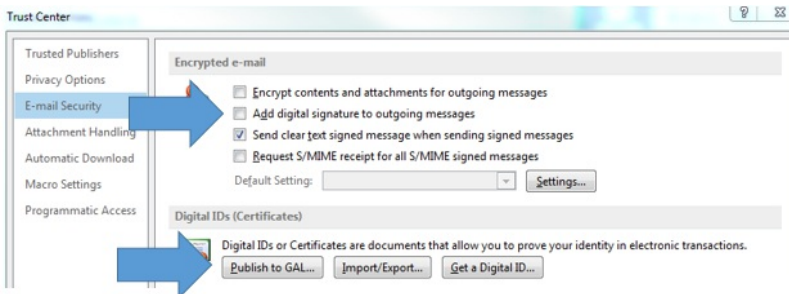
certificate, and the pass-phrase is used to revoke the certificate should the situation arise.

13. Click **OK**.

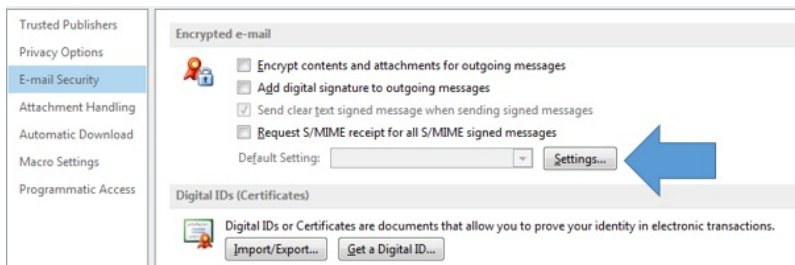


14. Check the box next to **Add digital signature to outgoing messages**.

15. Click **Publish to GAL...**



16. Click **Settings...** to configure the certificate.



17. In the window that appears, select **SHA256** in the *Hash Algorithm* field, and select **AES (256-bit)** in the *Encryption Algorithm* field.

18. Click **OK**.

