HOW TO REGISTER CAC CERTIFICATES IN WINDOWS VISTA

Register Certificates on CPU:

Open up Internet Explorer, Click on 'Tools' and scroll down and click on 'Internet Options'		1
Coogle - Windows Internet Explorer		
V Mttp://www.google.com/	4 Live Search	۶ -
🚖 🎄 🔮 Google	🟠 🔹 🔝 🔹 🖶 🔹 🔂 Page 🕶 🎯 T	ools 🗸 💛
Web Images Videos Maps News Shopping Gmail more •	Delete Browsing History Diagnose Connection Problems	*
	Pop-up Blocker	•
	Phishing Filter	
GOUXIC	Manage Add-ons	-
	Work Offline Windows Undate	
Advanced Search	Full Screen	F11
Language Tools	Menu Bar	
Google Search I'm Feeling Lucky	Toolbars	+
	Internet Options	
Advertising Programs - Business Solutions - About Google		
62010 - Privaoy	\sim	

Once 'Internet Options' screen comes up click on the 'Content tab' then click on the 'Certificates' button

Internet Options	
General Security Privacy Content Connections Programs Advanced	
Content Advisor Ratings help you control the Internet content that can be viewed on this computer	
Enable	
Certificates Use certificates for encrypted connections and identification.	
Clear SSL state Certificates Publishers	
AutoComplete	
AutoComplete stores previous entries Settings on webpages and suggests matches for you.	
Feeds	
websites that can be read in Internet Explorer and other programs.	
Some settings are managed by your system administrator.	
OK Cancel Apply	

Once 'Certificate Menu' pops up, select all certificates individually or 'hold down the Shift key' and click the last visible certificate (this will highlight all certificates). Proceed to click on the 'Remove' button, this will delete previous certificates stored on the system.

Certificates		and the		×
Intended purpose: <a>				•
Personal Other People In	termediate Certification	Authorities Tru	usted Root Certification	
Issued To	Issued By	Expiratio	Friendly Name	
BURGESS.GREGOR	DOD EMAIL CA-24	6/15/2010	BURGESS.GREG	-
BURGESS.GREGOR	DOD EMAIL CA-24	6/15/2010	BURGESS.GREG	
BURGESS.GREGOR	DOD CA-24	6/15/2010	BURGESS.GREG	
		\sim	·	
	. /			
Import Export	Remove		Advance	.d
Castificate intended assesses	-			
Certificate Intended purpose	:S			
			View	
Learn more about certificates	L		Close	

Hit the close button when all certificates are no longer displayed. Proceed to close out all other applications and return to Desktop.

Double Click on this until the window opens (the little icon that looks like an electric plug with a blue tip). ActivClient Arent - Smart Card inserted ActivClient Arent - Smart Card inserted I Document1 - Mic...

Do a right mouse click on the "My Certificates" icon. Click on "Make Certificates available to Windows"

🕝 ActivClient - [BLOUNT.TERESA.L.1066520303's Sma	art Card]
<u> E</u> ile <u>E</u> dit <u>V</u> iew <u>T</u> ools <u>Help</u>	
🛛 🖸 🗶 🏩 🆘 · 🚱 🔯 🖸	
🔹 🔶 Tasks 🔍 👻 X	
My Certificates Tasks	
🙀 View my certificates	Smart Card My Personal
My Personal Info Task	Open
View my personal info	Make Certificates available to Windows
Help Tasks @ Get help on using this software \$ Troubleshoot a problem	
All the certificates available to Windows	Certificates for secure email and browsing

Another window will pop up once all the certificates have been made available to Windows. Click the "OK" button.



Close out of ActivClient.

🕝 ActivClient - [BLOUNT.TERESA.L.1066520303's Sm	art Card]	
<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>T</u> ools <u>H</u> elp		
🏽 😋 🏠 🗶 🏩 🖘 - 🚱 🀲 💽	I - 🮯 🕦	
🔹 🔶 Tasks 🔍 👻 🗙		
My Certificates Tasks		
🙀 View my certificates	Smart Card My Personal Info Certificates Data	
My Personal Info Task		
View my personal info		
		/
		(A)
Help Tasks		
🔞 Get help on using this software		
🛟 Troubleshoot a problem		
🔖 Ready		CAP NI

Next open your Outlook. Click on Tools, scroll down to "Trust Center".

😡 Inbox - Microsoft Outloo	k					-		x
Eile Edit View Go	► <u>T</u> oc	ols <u>A</u> ctions <u>H</u> elp				Type a question fo	r help	•
: 🛐 New 🝷 🦛 🎦 🗙		Send/Receive	🔡 🥐 📑 Send,	/Re <u>c</u> eive → 🍅 🔝 Search address book	s 🔹 🙆 🖕			
Mail		Instant Search			Search Inbox	x	• م	×
Favorite Folders	11	Address Book Ctrl+Shift+B		Subject		Received	Size C	
🔄 Inbox	錮	Organi <u>z</u> e	JSA IMCOM	RE: Updated VARS (UNCLASSIFIED)		Thu 5/21/200	. 26 KB	
Unread Mail	<u> </u>	Rules and Alerts						
Mail Folders		Out of Office Assistant						
All Mail Items		Mailbo <u>x</u> Cleanup						
🖃 🧐 Mailbox - Blount, Ter	0	Empty "Deleted Items" Folder						
🔄 Deleted Items	a	Recover Deleted Items						
Drafts [1]		Eorms +						
Junk E-mail		Macro •						
Outbox		Account Settings						
🗄 🤖 Sync Issues		Tru <u>s</u> t Center						
B Search Folders		<u>C</u> ustomize						
🗄 🚞 A SYSTEMS		Options						
Deleted Items Drafts								
Inbox								
Junk E-mail								
Sent Items								
Stuff Search Folders								
	-							
Mail								
Calendar								
Contacts								
Tasks								
2 🖬 🛛	*							-

Click on "Email Security" and then the "Settings" button.

Trust Center		Change Security Settings
Trust Center Trusted Publishers Add-ins Privacy Options E-mail Security Attachment Han Hing Automatic Download Macro Security Programmatic Access	Forcypted e-mail Image: Comparison of the standard statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statements for outgoing messages Image: Second comparison of the statemest for outgoing messages	Change Security Settings
		Click on the first 'Choose" button

Click on the certificate that shows your name and says Smart Card and has the date furthest out. It should highlight and

then click OK.

Trust Center	8 23
Trusted Publishers Add-ins Privacy Options E-mail Security Attachment Handling Automatic Download Macro Security Programmatic Access	Encrypted e-mail
	OK Cancel

Click the second 'Choose' button and then click on the certificate that shows your name and says Encryption and has the date furthest out. It should highlight, click OK.

Trust Center		8 23
Trust Center Trusted Publishers Add-ins Privacy Options E-mail Security Attachment Handling Automatic Download Macro Security Programmatic Access	Encrypted e-mail	ic transactions.
		OK Cancel

Click the "OK" button.

ust Center	
Trusted Publishers	Encryoted e-mail
Add-ins	
Privacy Options	Encrypt contents and attachments for outgoing messages
Timacy options	Ago digital signature to outgoing messages Send clear text signed message when sending signed messages Image: Comparison of the sending signed messages
E-mail Security	Change Security Settings
Attachment Handling	Sequrity Setting Preferences
Automatic Download	Security Settings Name:
Macro Security	Digital ActivClient Certificates
Programmatic Access	Cryptography Format: S/MIME
	✓ Default Security Setting for this cryptographic message format
	Read a I Default Security Setting for all cryptographic messages
	R Security Labels New Delete Password
	Certificates and Algorithms
	Script Signing Certificate: ALLIN. ABIGAIL.M. 1281919276's U Choose
	A Hash Algorithm: SHA1
	Encryption Certificate: ALLIN.ABIGAIL.M. 1281919276's U Choose
	Encryption Algorithm: 3DES
	Send these certificates with signed messages
	Cancel
]	OK
	OK

Now publish to the GAL. It should tell you that it is going to publish your certificates. You may have to enter your CAC password.

Trust Center	
Trusted Publishers	Encrypted e-mail
Add-ins Privacy Options E-mail Security Attachment Handling Automatic Download	 Encrypt contents and attachments for outgoing messages Add digital signature to outgoing messages Send clear text signed message when sending signed messages Request S/MIME receipt for all S/MIME signed messages Default Setting: ActivClient Certificates
Macro Security Programmatic Access	Digital IDs (Certificates) Digital IDs or Certificates are documents that allow you to prove your identity in electronic transactions. Publish to GAL Import/Export Get a Digital ID
	Read as Frain Text Image: Read all standard mail in plain text Image: Read all digitally signed mail in plain text Script in Folders Image: Allow script in shared folders Image: Allow script in Public Folders
	OK Cancel

Another box will pop up. Click the "OK" button.

Frust Center	3.8
Trusted Publishers	Encrypted e-mail
Add-ins Privacy Options E-mail Security Attachment Handling Automatic Download	Image: Send Clear text signed messages Image: Send Clear text signed message when sending signed messages Image: Send Clear text signed message when sending signed messages Image: Send Clear text signed message when sending signed messages Image: Send Clear text signed message when sending signed messages Image: Send Clear text signed message when sending signed messages Image: Send Clear text signed message when sending signed messages Image: Send Clear text signed message when sending signed messages Image: Send Clear text signed message when sending signed messages Image: Send Clear text signed message when sending signed messages Image: Send Clear text signed message when sending signed messages Image: Send Clear text signed message when sending signed messages Image: Send text signed message when sending signed messages Image: Send text signed message when sending signed messages Image: Send text signed message when sending signed messages Image: Send text signed message when sending signed messages Image: Send text signed message when sending signed messages Image: Send text signed message when sending signed messages Image: Send text signed message when sending signed messages Image: Send text signed message when sending signed messages Image: Send text signed message when send text signed messages
Macro Security Programmatic Access	Digital IDs or Certificates are documents that allow you to prove your identity in electronic transactions. Publish to GAL Import/Export Get a Digital ID
	Microsoft Office Outlook Microsoft Office Outlook is about to publish your default security certificates to the Global Address List. Cancel
	OK Cancel

The next box should be that "Your Certificates were published successfully". Click the "OK" button. Click 'OK' again.

Irust Center	
Trusted Publishers	Encrypted e-mail
Add-ins	Q Encrypt contents and attachments for outgoing messages
Privacy Options	Add digital signature to outgoing messages
E-mail Security	Send clear text signed message when sending signed messages
Attachment Handling	Default Setting: ActivClient Certificates V Settings
Automatic Download	
Macro Security	Digital IDs (Certificates)
Programmatic Access	Digital IDs or Certificates are documents that allow you to prove your identity in electronic transactions.
	Read as Plain Text
	Read all stan Microsoft Office Outlook
	Kead all d
	Script in Folders Your certificates were published successfully.
	OK Cancel

Congratulations your Certificates are registered on your computer and published to the GAL.

Click on 'My Account' then scroll to 'Login Options' click and select 'CAC/Cert Resistration'



Follow all on-screen information to complete the process $\ \odot$

In the event you cannot digitally sign e-mail or encrypt e-mail contact your Systems Administrator for further assistance.