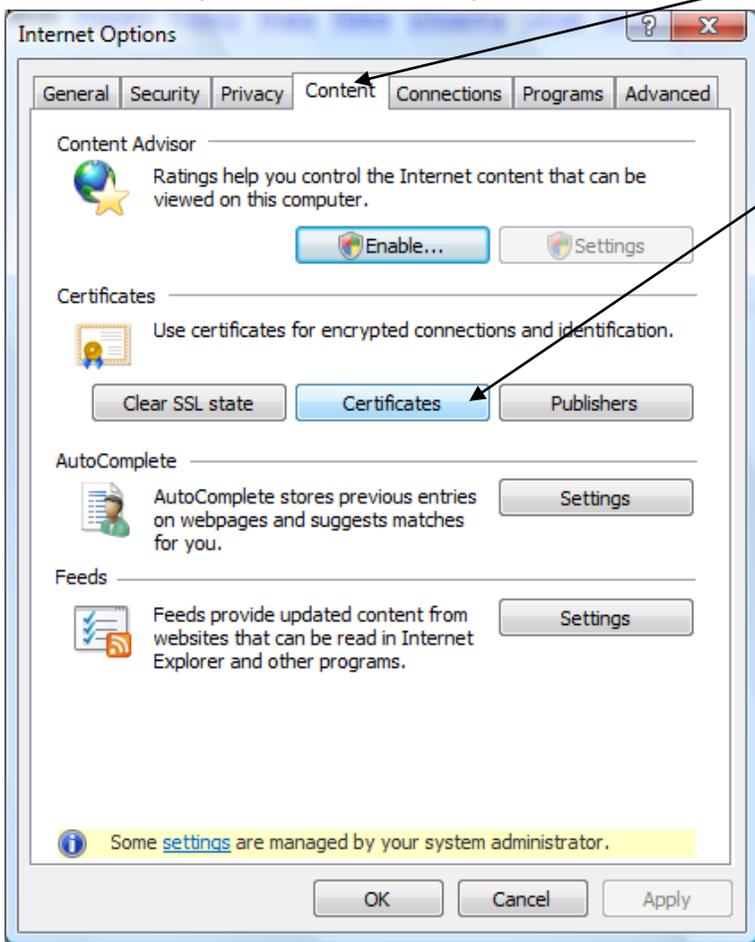# HOW TO REGISTER CAC CERTIFICATES IN WINDOWS VISTA

Register Certificates on CPU:

Open up Internet Explorer, Click on 'Tools' and scroll down and click on 'Internet Options'

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

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.
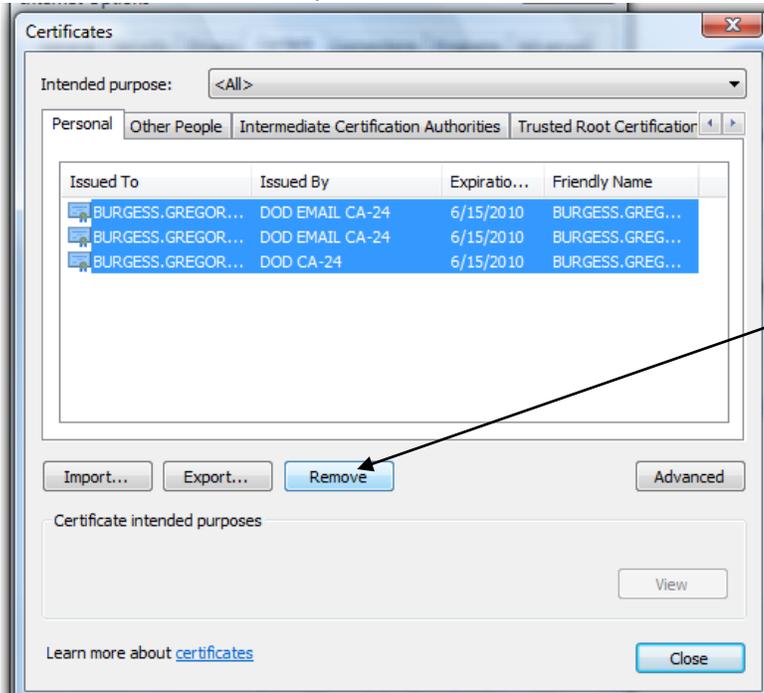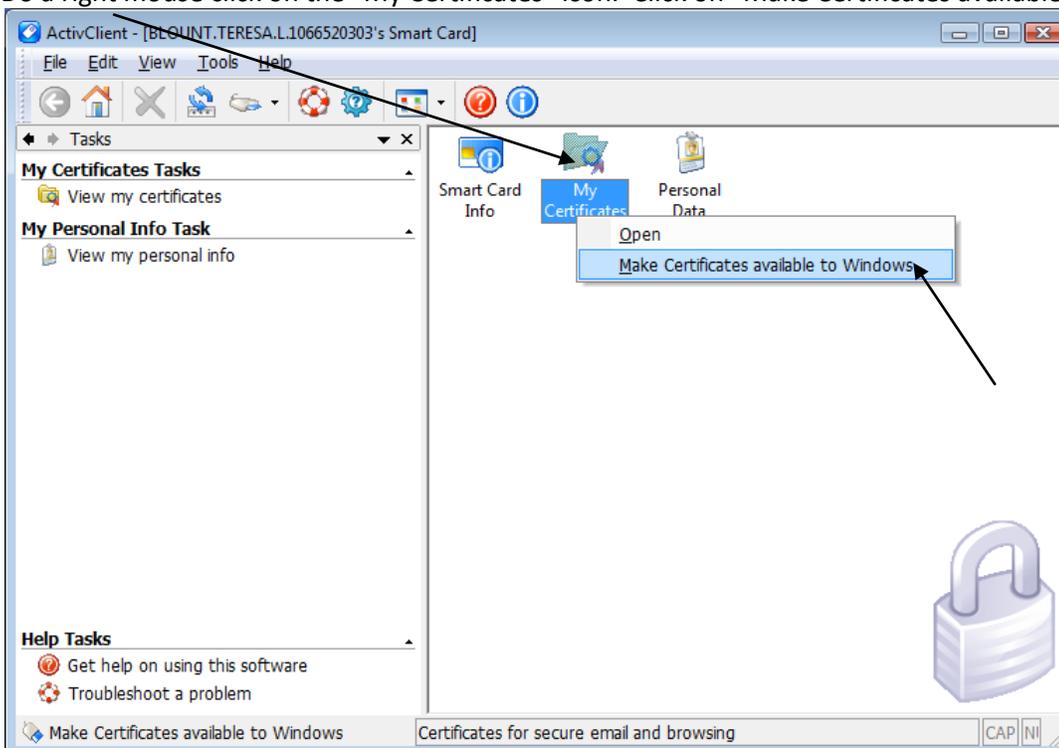

Hit the close button when all certificates are no longer displayed. Proceed to close out all other applications and return to Desktop.
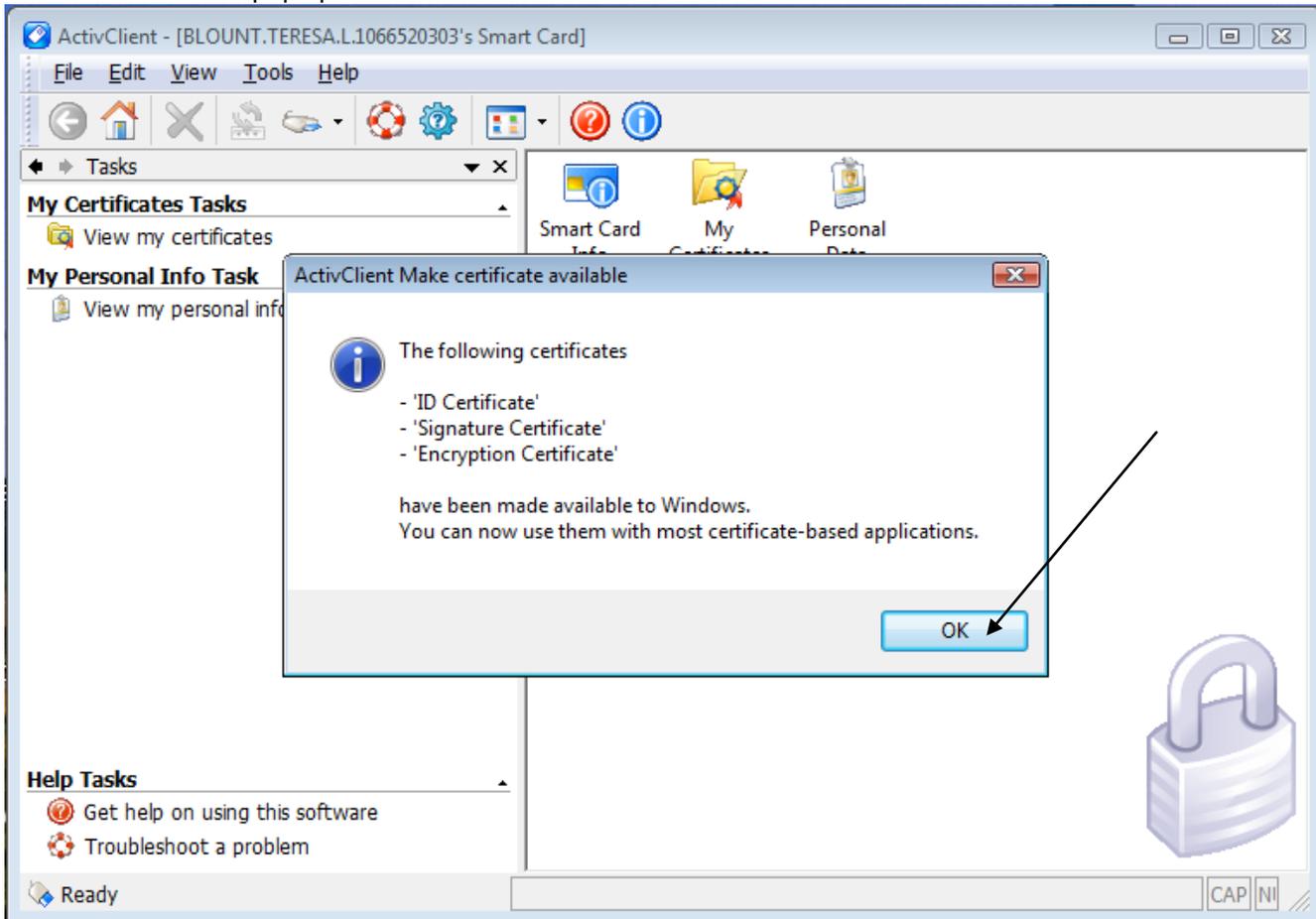
Double Click on this until the window opens (the little icon that looks like an electric plug with a blue tip).
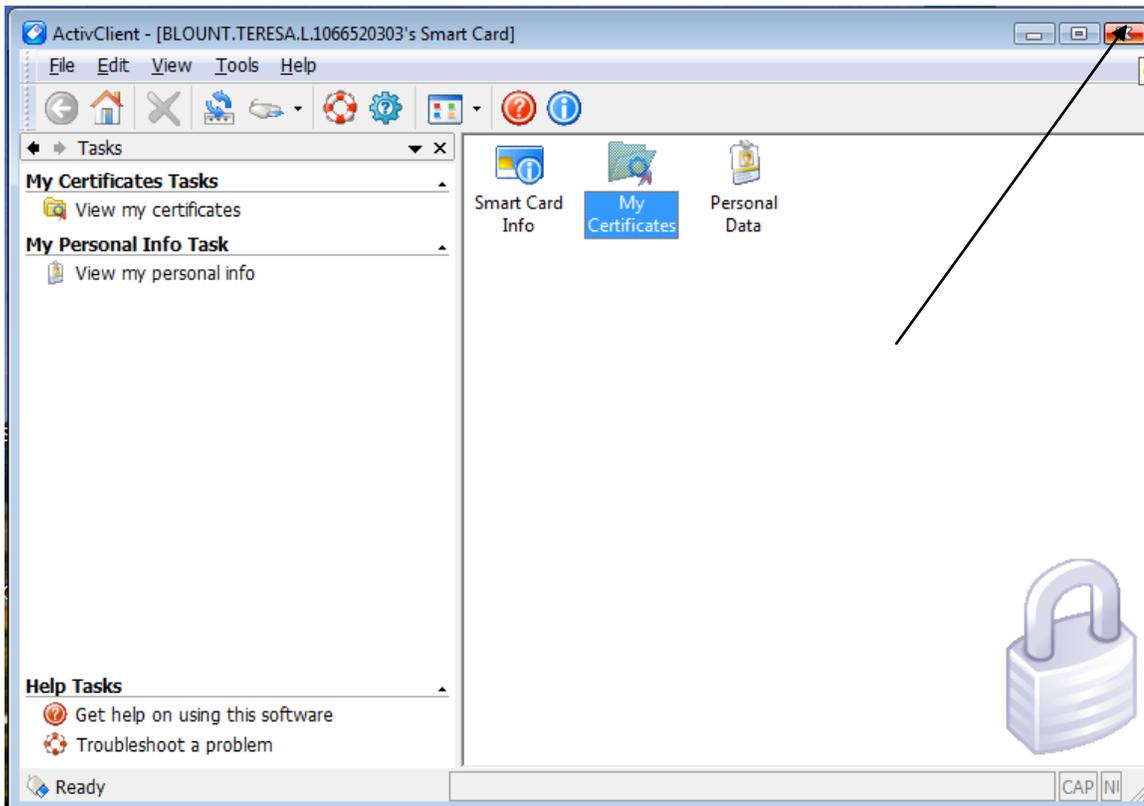

Do a right mouse click on the "My Certificates" icon. Click on "Make Certificates available to Windows"
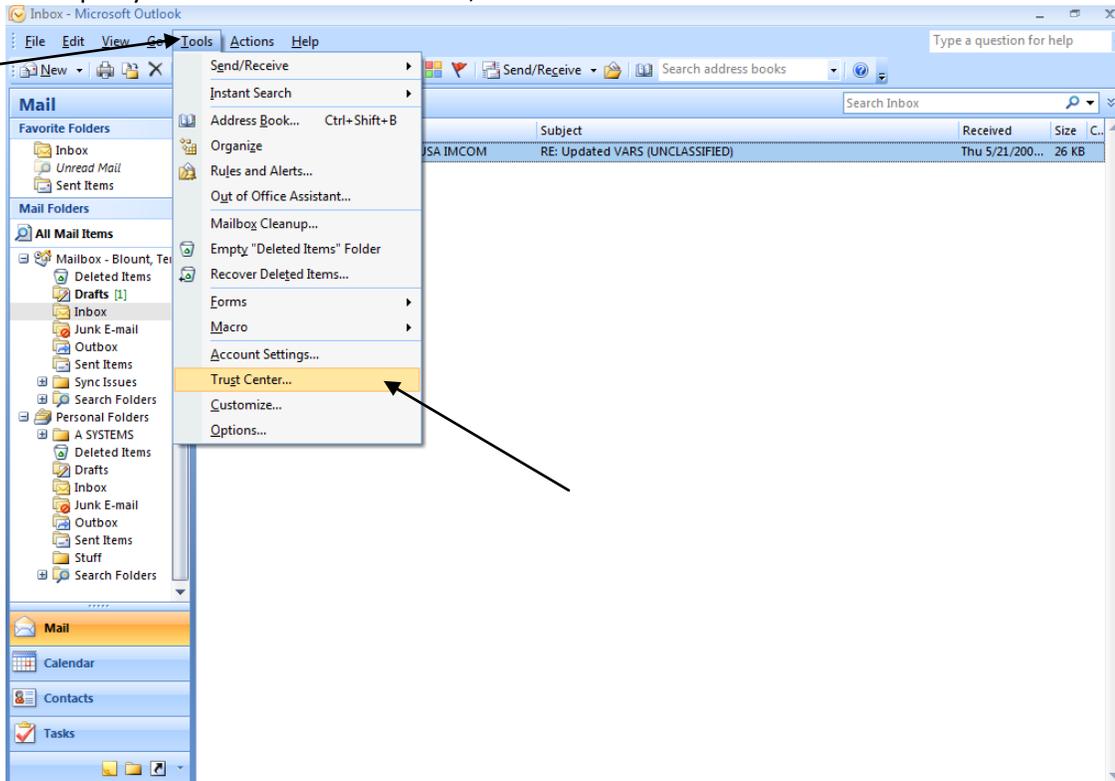
Another window will pop up once all the certificates have been made available to Windows. Click the "OK" button.
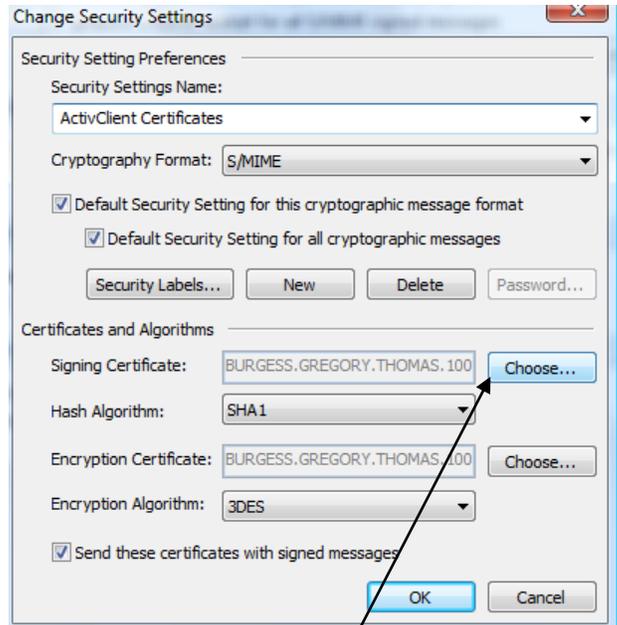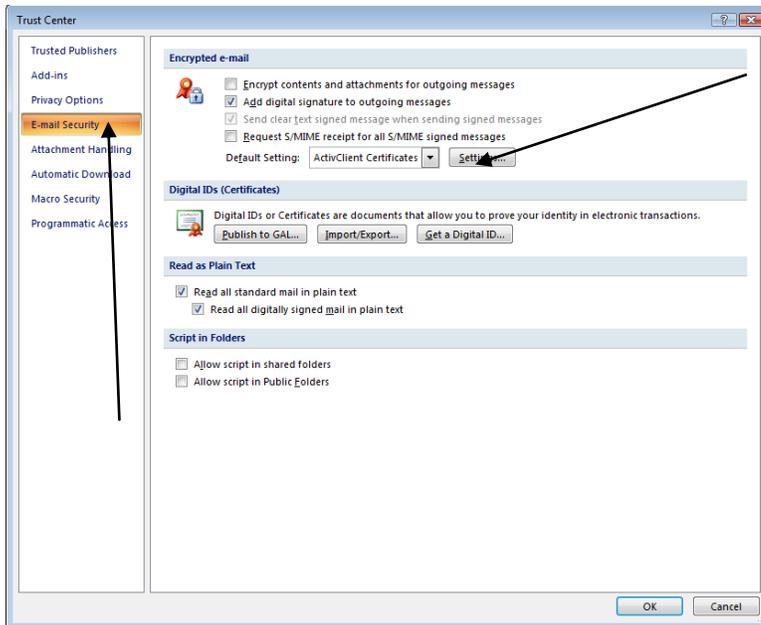

Close out of ActivClient.

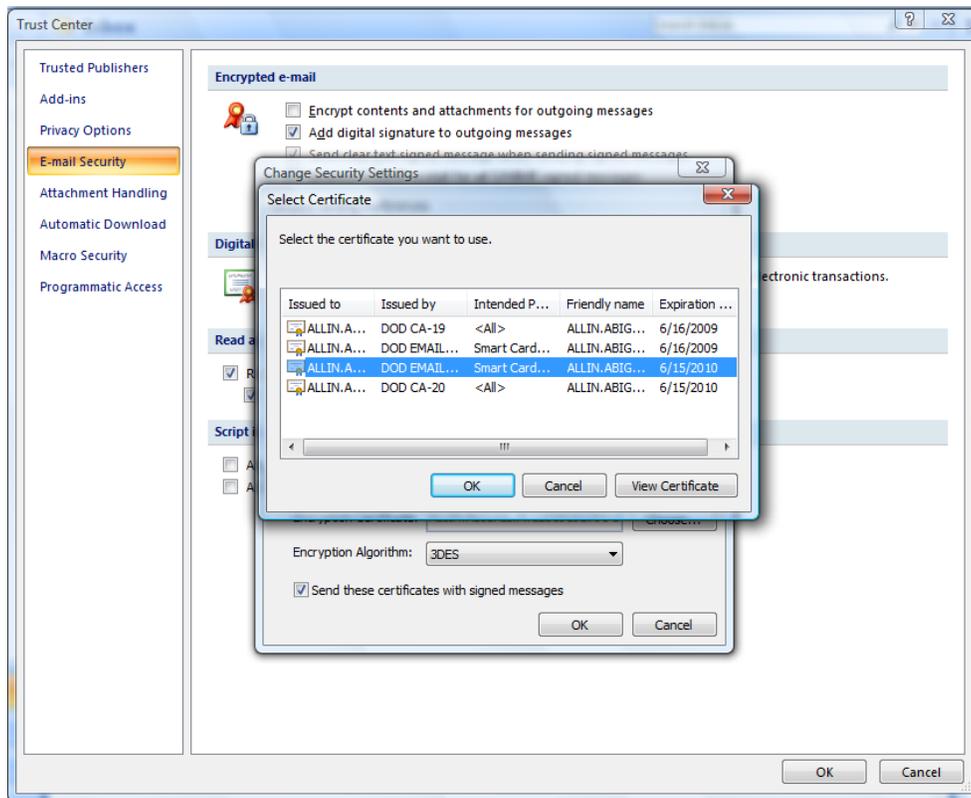Next open your Outlook. Click on Tools, scroll down to "Trust Center".

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

Screen will look like this,
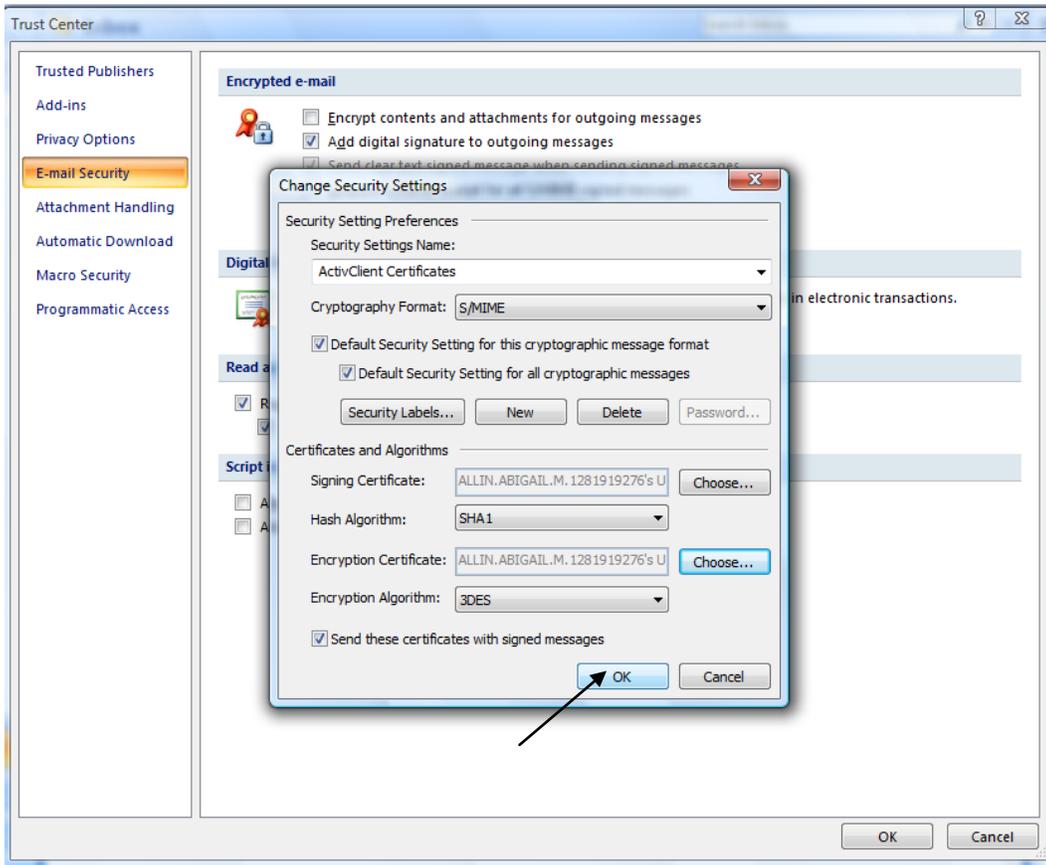Click on the first 'Choose' button

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.
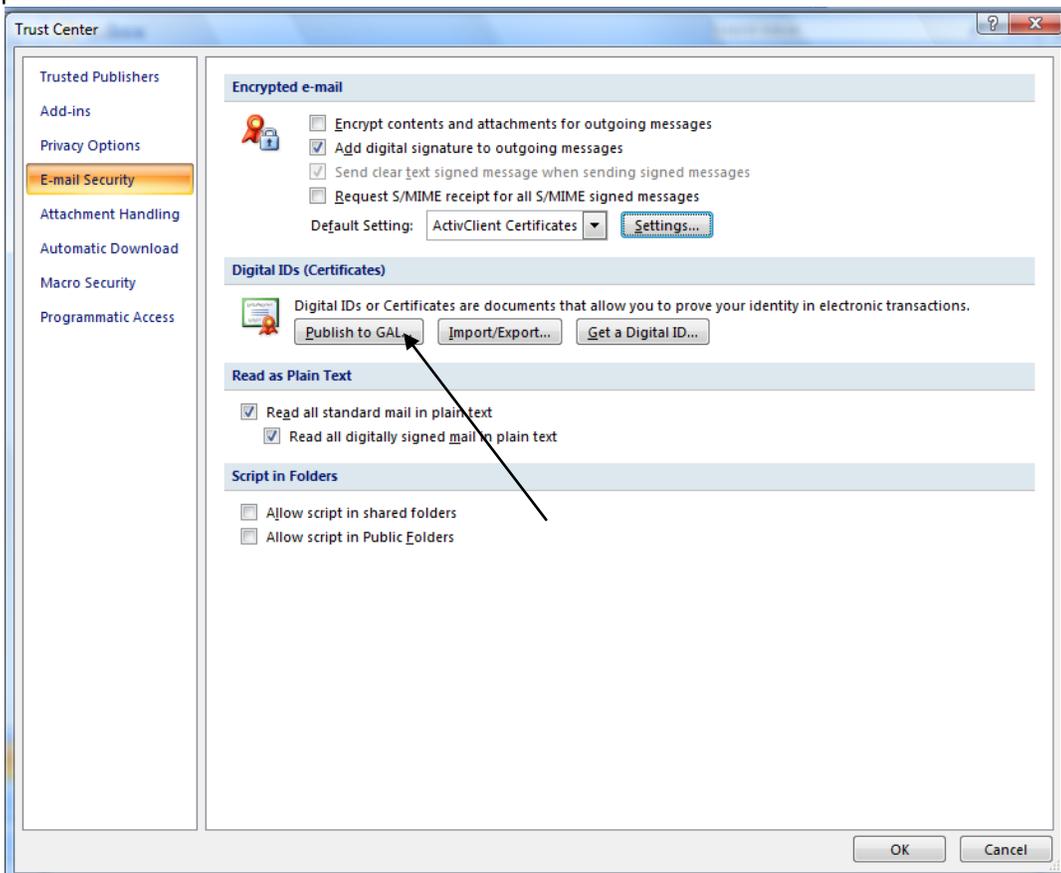

Click the second 'Choose' button and then click on the certificate that shows your name and says Encryption and has the date furthest out. It should highlight, click OK.
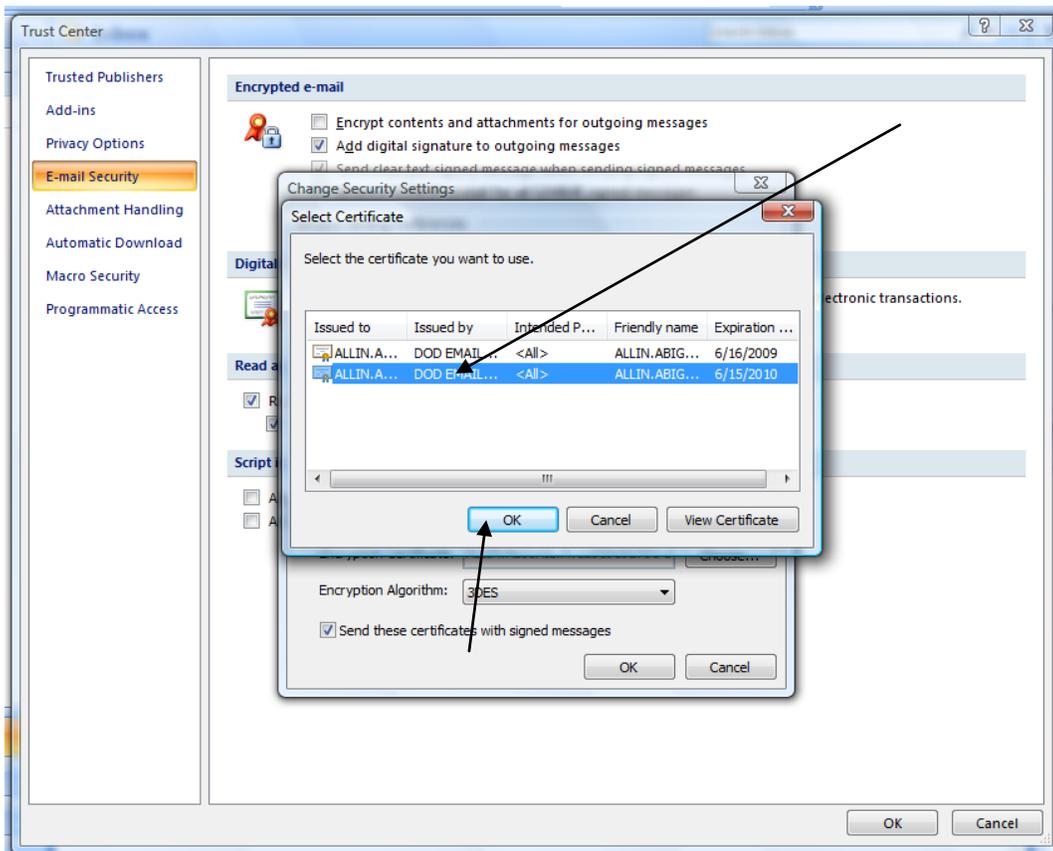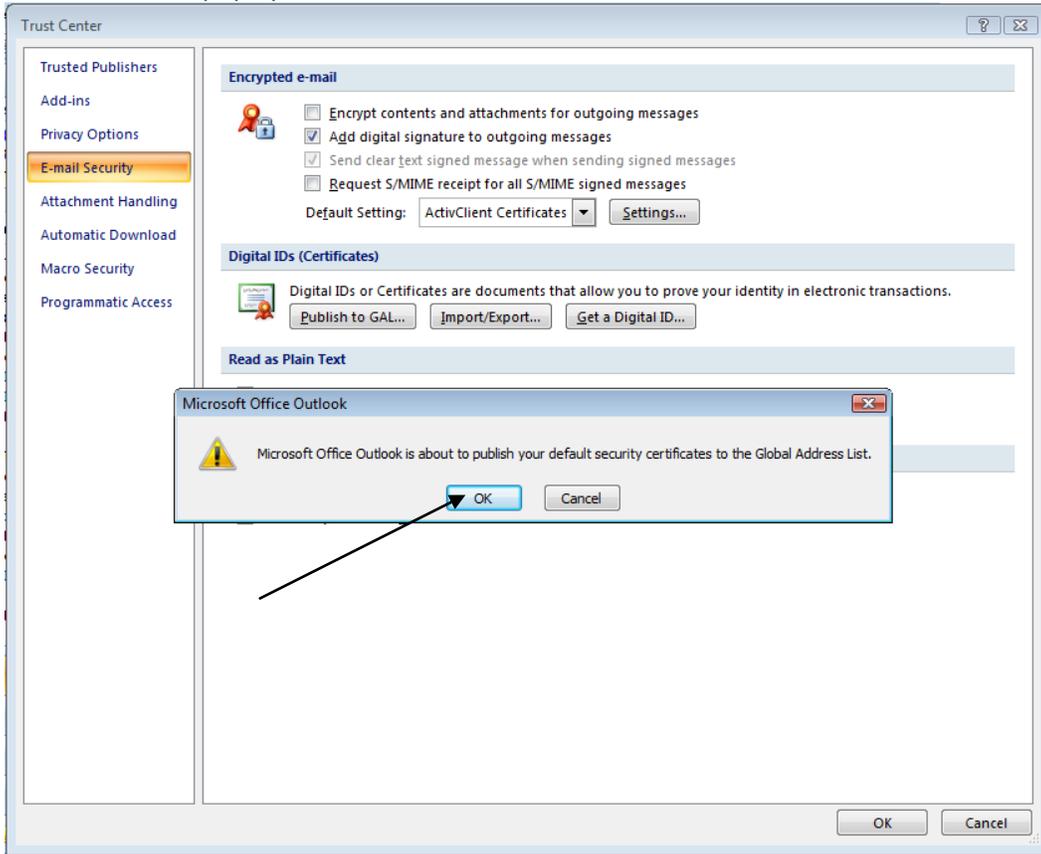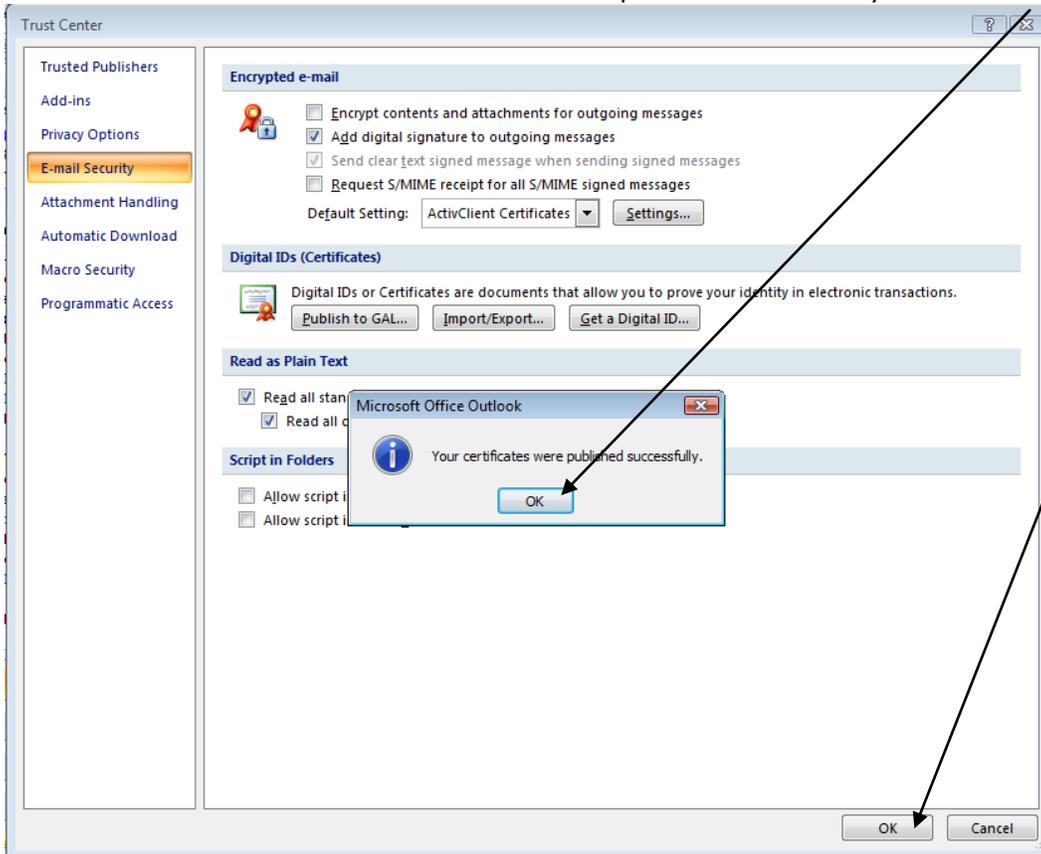
Click the "OK" button.

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.

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

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

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

To register CAC in AKO login to www.us.army.mil via username/password

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

Follow all on-screen information to complete the process ☺

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