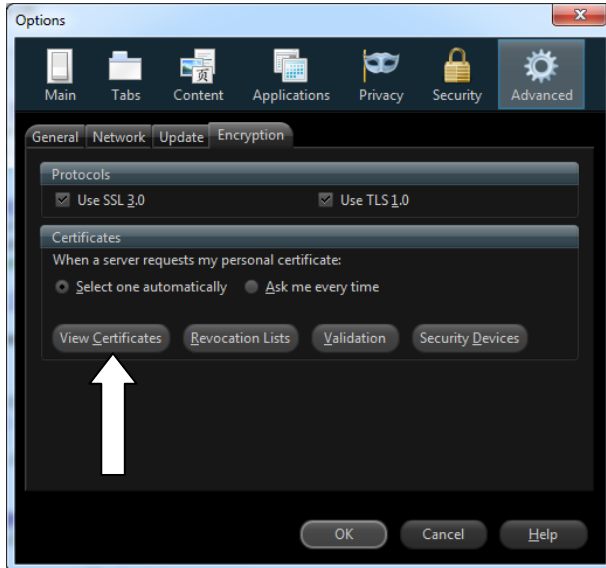


Enrol in FireFox – use in Outlook

Once you have installed your certificate successfully in FireFox, proceed as follows.

Click on “Tools”, then “Options”. In the box that you can now see, click on “Advanced” button and then select the “Encryption” tab.



Click on “View Certificates”. You are automatically placed on the “Your Certificates” tab. Select the line that has your name on it. Now click on “Backup”.

Select a location to store your new file, define a filename and then click “Save”

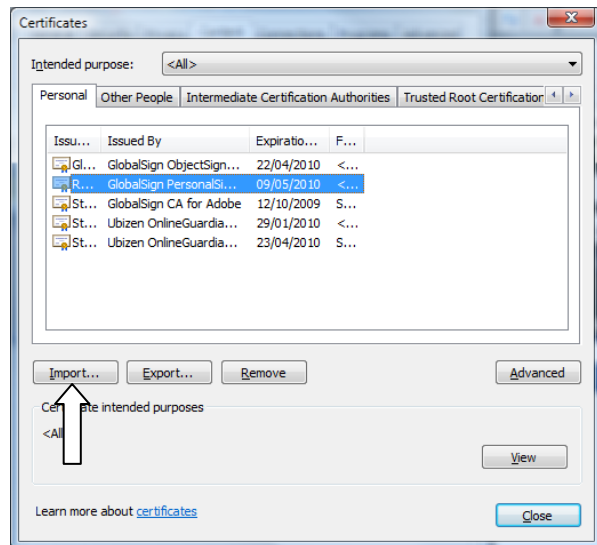
Enter the master password for your FireFox installation, to allow it access to the private key files.

Select a new password to protect the .pfx (or .p12) file with. This should follow industry standard ‘strong’ rules (at least 1 upper case character, at least 1 lower case character, at least 1 number, at least 1 special character and at least 8 characters long).

Click “OK” to finish.

Open Internet Explorer and go to the “Tools” menu and select “Internet Options”. Now go to the “Content” tab and click the “Certificates” button.

Again, you are automatically placed on the “Personal” tab.



Click the “Import” tab.

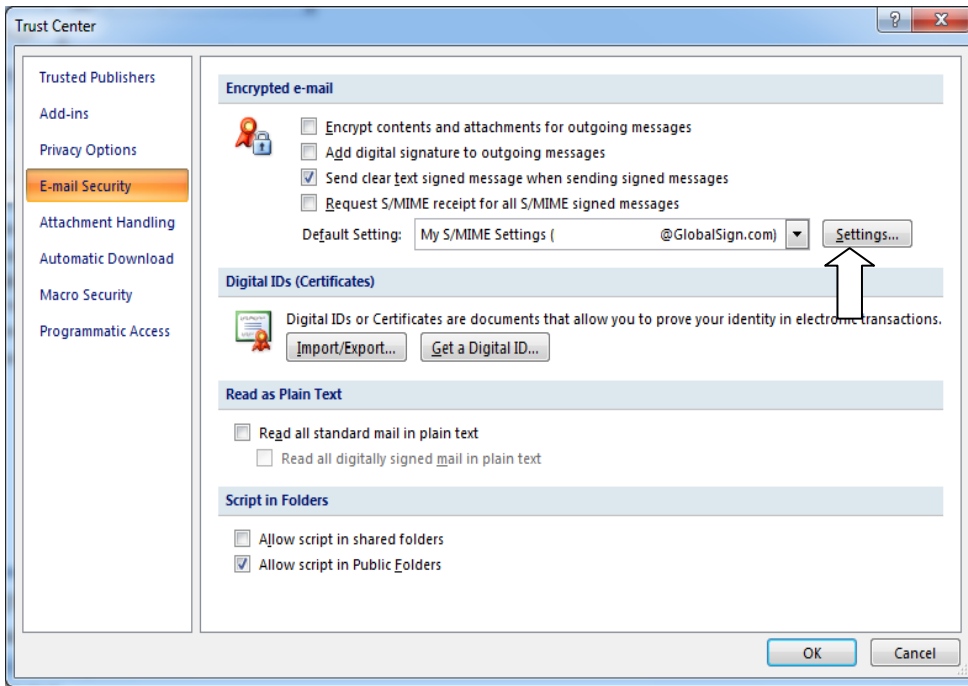
This will commence the windows certificate import wizard.

Follow the steps and point it to the .pfx (or .p12) file that you just created.

Once you have received the successful import message, the certificate is now in Windows certificate stores.

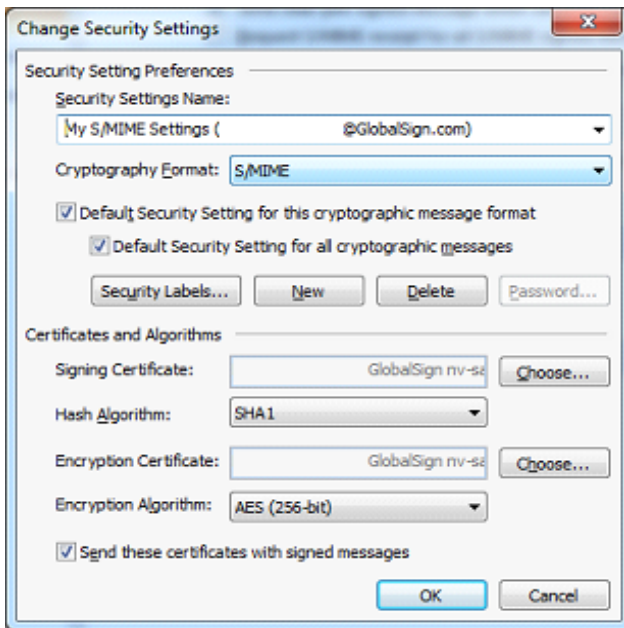
Now, open Outlook.

Click on the “Tools” menu and then select “Trust Center”. Now choose the “E-mail Security” option on the left.



Place checkboxes in “Add digital signature to outgoing messages”. Now press the “Settings” button.

Under both “Signing Certificate” and “Encryption Certificate”, hit “Choose” and select your certificate from the list that you just imported.



You will now be able sign and encrypt e-mails from Microsoft Outlook.