

# Everything You Need to Know to Use Your Personal Digital Certificate at the Health Science Center

## Browsers

When properly used, personal digital certificates allow the user to be definitively identified as the sender of an e-mail, as the final authority on a word processing document or spreadsheet, or as the signer of a PDF (Portable Document Format) file. This non-repudiation, especially for PDF files, is frequently used as a suitable substitute for a hand-written signature. In fact, digitally signing PDF files is the preferred format for distribution of certain documents at the Health Science Center.

The following topics are available:

Installing your certificate in your browser (**go here first!**)

Using your certificate with your Outlook 2010 e-mail

Using your certificate with Adobe Reader XI

Using your certificate with Microsoft Word 2010

Using your certificate with Microsoft Excel 2010

In the instructions, names found on windows, panes on windows, or buttons will be presented in ***Arial bold italics***. This will help you navigate and give you something to look for on the screen. Images of screens in this document may vary slightly from your computer, but are representative of the product versions most common at the Health Science Center.

## Install your digital certificate in your browser

**Internet Explorer.** Because of the tight integration of the Microsoft products, you must import your digital certificate into Internet Explorer (even if you do not use Internet Explorer as your default browser) before you use the digital certificate in your Microsoft Office products. These instructions cover the supported versions of Internet Explorer, versions 9 through 11. There may be some variations between versions, but the window and button names will be the same. To install the digital certificate in Internet Explorer:

1. Open Internet Explorer.
2. Click on **“Tools”** on the toolbar and select **“Internet Options”**. If the toolbar is not visible, click the “gear” in the upper-right-hand corner and select **“Internet Options”**.
3. Select the **“Content”** tab.
4. Click the **“Certificates”** button.
5. Select the **“Personal”** tab and click the **“Import...”** button.
6. In the **“Certificate Import Wizard”** window, click the **“Next”** button to start the wizard.
7. Click the **“Browse...”** button.
8. Go to the location where you stored your digital certificate and make sure the button next to **“File name:”** shows **“Personal Information Exchange (\*.pfx;\*.p12)”** is selected.
9. Select the filename you saved the certificate as and click the **“Open”** button.
10. Ensure the filename is correct and click the **“Next”** button in the **“Certificate Import Wizard”** window.
11. Enter the PIN or password you used to download the certificate in the **“Password:”** text box, and ensure the second and third check boxes are selected, then click the **“Next”** button.
12. Make sure the button next to **“Place all certificates in the following store”** is selected and **“Personal”** is selected for the **“Certificate store:”** window. Click the **“Next”** button.
13. In the window **“Completing the Certificate Import Wizard”**, verify your information and click the **“Finish”** button.
14. You will get a notification window if all steps have been performed properly. Click the **“OK”** button.
15. Your certificate should now be in the **“Certificates”** window under the **“Personal”** tab. Click the **“Close”** button to close the **“Certificates”** window.

16. Click the **“OK”** button to close the **“Internet Options”** window. Your digital certificate is now part of Internet Explorer.

**Firefox.** If you use Firefox as your default browser, you can install the digital certificate into Firefox even though you’ve installed it in Internet Explorer. These instructions are for Firefox 36. To install the digital certificate in Firefox:

1. Open Firefox.
2. Click **“Tools”** on the toolbar in the upper-left-hand corner.
3. In the pulldown menu, click **“Options”**.
4. In the **“Options”** window, click the **“Certificates”** tab.
5. In the **“Certificates”** pane, click the **“View Certificates”** button.
6. In the **“Certificate Manager”** window, click the **“Import…”** button.
7. When the **“Certificate File to Import”** window appears, go to the location where you stored your digital certificate and ensure the file type pulldown menu has **“PKCS12 Files (\*.p12;\*.pfx)”** selected.
8. Select your digital certificate file and click the **“Open”** button.
9. When the **“Password Entry Dialog”** window appears, enter the PIN/password you used when downloading your digital certificate and click the **“OK”** button.
10. An **“Alert”** window will appear showing the certificate has been successfully installed. Click the **“OK”** button.
11. Your digital certificate will now appear in the **“Your Certificates”** tab of the **“Certificate Manager”** window. Click the **“OK”** button.
12. Click the **“OK”** button to close the **“Options”** window.

Your certificate is now installed in Firefox.