

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

## Outlook Web Access (OWA)

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 your Outlook Web Access (OWA)

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.

## Outlook Web Access (OWA) and your digital certificate

**NOTE: Internet Explorer 9 or greater only.** Your digital certificate can be used when you check your University e-mail with OWA instead of the Outlook client. To sign your e-mail in OWA, you must install the certificate in Internet Explorer on each computer from which you intend to access OWA. **NOTE: Never install your digital certificate on public access computers or on any computer not controlled by you.** Once you've received your digital certificate and incorporated it into Internet Explorer, you can use it to electronically sign your e-mail. Follow these instructions to import your digital signature into OWA.

1. Log in to OWA with your University credentials.

*https://owa.uthscsa.edu*

2. Click the **“Options”** button in the upper-right-hand corner under your name.
3. In the **“Options”**. pull-down menu, click **“See All Options ...”**.
4. Under **“Mail > Options”**, select **“Settings”**.
5. Click the **“S/MIME”** button.
6. When **“E-mail Security”** appears, click the **“Download the S/MIME control”** link.
7. When the window appears at the bottom of the browser asking **“Do you want to run or save owasmime.msi from owa.uthscsa.edu?”**, click the **“Run”** button.
8. The **“Microsoft S/MIME”** window will appear as the control installs and configures your browser. Depending on the speed of your computer, this may take a few minutes.
9. A window may appear at the bottom of the browser stating an add-on wants to run. If so, click **“Allow”** to confirm.
10. When the options window re-appears, click the checkbox next to **“Add a digital signature to all messages I send”**.
11. Your digital certificate is now configured for OWA; click **“Save”** in the lower-right-hand corner of the browser to save your settings.
12. Click **“Mail”** in the upper-left-hand corner to return to your inbox.
13. Now, all new messages, replies, or forwards will be signed with your digital certificate. This is indicated by the highlighted icon at the top of your message window.