

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

## Outlook

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.

## E-mail and your digital certificate

Once you've received your digital certificate and incorporated it into Internet Explorer, you can use it to electronically sign your e-mail and, depending on the operating system and e-mail client, send encrypted e-mail. To import your digital signature into your e-mail client, select the client from the following list and follow the instructions.

### *Install the digital certificate*

1. Open Outlook 2010.
2. Select the **"File"** tab in the upper-left-hand corner.
3. From the **"File"** menu, select **"Options"**.
4. When the **"Outlook Options"** window opens, select **"Trust Center"** from the list on the left.
5. Click the **"Trust Center Settings..."** button.
6. In the **"Trust Center"** window, select **"E-mail Security"** from the list on the left.
7. Under **"Encrypted e-mail"** pane, ensure your user certificate is shown in the **"Default Setting:"** pulldown menu; if not, click the down arrow in the pulldown menu and select your certificate. Ensure the second and third check boxes are selected.
8. In the **"Digital IDs (Certificates)"** pane, click the **"Publish to GAL..."** button. This will allow anyone using the Global Address List (GAL) to automatically validate your digital certificate.
9. Click **"OK"** to confirm.
10. Click **"OK"** when the certificate is published.
11. Click **"OK"** to close the **"Trust Center"** window.
12. Click **"OK"** to close the **"Outlook Options"** window.
13. The digital certificate is now configured for Outlook 2010. To confirm the settings, click the **"Home"** tab and click **"New E-mail"**.
14. When the new e-mail opens, click the **"Options"** tab.
15. In the **"Permission"** pane, the **"Sign"** button should be visible and highlighted. Your digital certificate is properly installed and configured. You may close the blank e-mail. All e-mails you send will be digitally signed by default.