

PUBLIC KEY INFRASTRUCTURE



626-5724

NSA ISD, PSC 817 BOX 31, FPO AE 09266

Quick Reference Guide – CAC Computer Workstation Enabling Procedures

DO NOT LEAVE
YOUR CAC READER
WHEN YOU LEAVE
YOUR WORKSTATION!



CONTACT YOUR
ORGANIZATION ISSO
OR THE ISD HELP
DESK FOR QUESTIONS



PKI


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SECURE
CAC Computer Workstation
Microsoft Outlook 2000



EMAIL
Enabling Procedures
Microsoft Outlook 2002 (XP)

1. [Remove Personal Certificates from Internet Explorer \(IE\)](#)
2. [Verify DoD Roots are Present in IE](#)
3. [Obtain DoD Root Certificates](#)
4. [Register Personal Certificates into Internet Explorer](#)
5. [Map Personal Certificates into Microsoft \(MS\) Outlook](#)
6. [Publish Personal Certificates to the Global Address List \(GAL\)](#)
7. [Placing the **Encrypt Message** and **Digitally Sign Message** icons onto the **New Message** toolbar](#)

Specific for OUTLOOK 2000 Users

8. [Enable MS Word as your E-mail Editor](#)
9. [Send Digitally Signed E-mail messages when the **Digitally Sign Message** icon IS NOT on the message toolbar](#)
10. [Send Digitally Signed E-mails when the **Digitally Sign Message** icon IS available on the message toolbar](#)

Specific for OUTLOOK 2002 (XP) Users

8. [Enable MS Word as your E-mail Editor](#)
9. [Send Digitally Signed E-mails when the Digitally Sign Message icon IS NOT available on the message toolbar](#)
10. [Send Digitally Signed E-mails when the **Digitally Sign Message** icon IS available on the message toolbar](#)
11. [Receive Digitally Signed E-mails](#)

1. Remove Personal Certificates from Internet Explorer (IE)

Note: Previously issued CAC PKI certificates **MUST** be removed prior to performing the following procedures. **EXCEPTION:** If using PKI certificates that were issued on a 3.5 diskette (known as soft certificates) and you have imported them into Internet Explorer, you **may not** want to remove them if --

- you keep encrypted information stored on your computer -- you will need your Encryption Certificate to decrypt stored encrypted messages
- you use an application that requires your Identity Certificate for authentication or digitally signing documents

1. Open Internet Explorer
2. Click Tools
3. Click Internet Options
4. Click the Content tab
5. Click Certificates
6. Click the Personal tab
7. If certificates appear, highlight the top certificate and press Shift and arrow down to highlight all certificates
8. Click Remove
9. Click Yes
10. Click Close, then OK

↑ BACK TO TOP

2. Verify DoD Roots are Present in IE

1. Open Internet Explorer
2. Click Tools
3. Click Internet Options
4. Click the Content tab
5. Click Certificates
6. Click the Trusted Root Certification Authorities tab
7. Scroll down to verify that the DoD CLASS 3 Root Certificate appears
8. Click the Intermediate Certification Authorities tab
9. Scroll down to verify that DOD CLASS 3 certificates 10, 3, 4, 5, 6, 7, 8 and 9 issued by the DoD CLASS 3 Root CA are present. If these certificates are present go to Section 4, if any are missing notify ISD help desk 626-5724 or your organization ISSO.
10. Click Close, then OK

↑ BACK TO TOP

3. Obtain DoD Root Certificates

Note: (ISSO or ISD Help Desk only) Only if the DoD Root Certificates **are not** present.

1. Access the AF PKI Web page at <https://www.infosec.navy.mil/>
2. Select the PKI tab.
3. Click Install Root Certificates.
4. Under the NEW: INSTALLROOT FOR MICROSOFT HAS BEEN UPDATED heading locate the Exe Format item.
5. Single click the Exe Format to begin the download process.
6. When the File Download window appears select the Open button.
7. A DOS window will appear downloading the required certificates.
8. When the Type the return key to terminate. Message appears press Enter within the window to close it.
9. Click Close, then close Internet Explorer
10. Click Yes

↑ BACK TO TOP

4. Register Personal Certificates into Internet Explorer

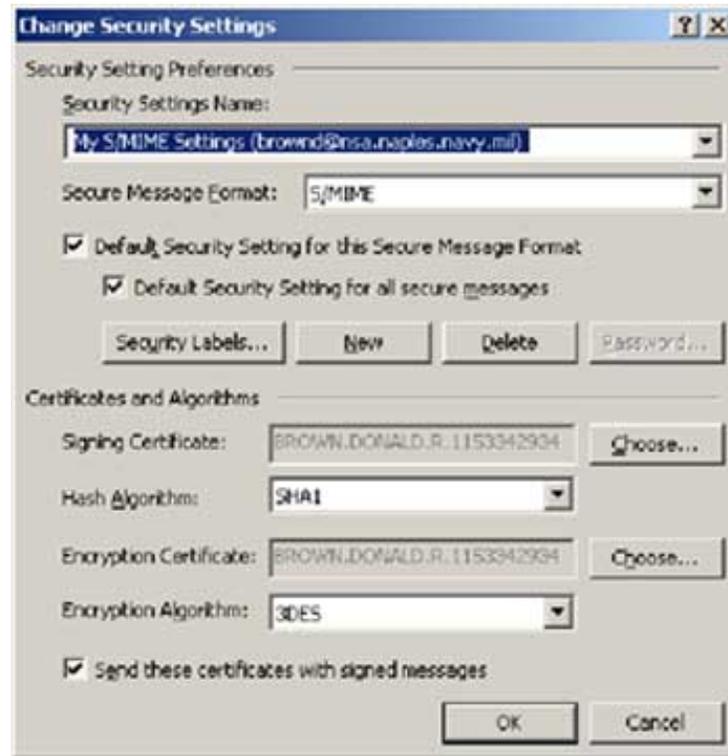
1. Insert your CAC into the card reader
2. Double click on the ActivCard Gold icon --  -- located in the taskbar in the system tray (usually at the lower right-hand corner of your computer screen)
3. At the prompt, enter your 6-8 digit Personal Identification Number (PIN) and click OK or press Enter
4. Click Tools (there may be a pause)
5. Select Register Certificates
6. Click Yes
7. Click OK to acknowledge installation

NOTE: DO NOT SELECT OR USE ANY OF THE OTHER ITEMS FOUND ON THIS SCREEN. USE OF THE OTHER OPTIONS IS NOT SUPPORTED AND COULD RESULT IN LOCKING YOUR USER ID DURING LOG-ON.

↑ BACK TO TOP

5. Map Personal Certificates into Microsoft (MS) Outlook

1. From your desktop open Microsoft Outlook
2. Click Tools
3. Click Options
4. Click the Security tab
5. Under Secure Email heading space next to the Settings& button should be empty (if it is then go to step 8).
6. Click the Settings... button under Secure Email heading.
7. Select the Delete button then OK.
8. Click the Settings... button under Secure Email heading (**Note:** At this point there will be a slight pause while the information is loading from the CAC card. If all the are not filled-in then select the delete button, exit Outlook completely reboot and tried again. After the second time contact ISD help Desk 626-5724)



9. Verify your screen looks like this (except for user specific data), then click OK
10. Under **Secure e-mail** heading, select Add digital signature to outgoing messages and Send clear text signed message when sending signed messages.

NOTE: Outlook will now automatically digitally sign all outgoing e-mail transactions unless manually changed from the toolbar function.

↑ BACK TO TOP

6. Publish Personal Certificates to the Global Address List (GAL)

Note: If the Publish to GAL button is not present contact the ISD Help Desk 626-5724.

1. Ensure your card is in your reader and open Microsoft Outlook
2. Click Tools
3. Click Options
4. Click the Security tab
5. Click Publish to GAL button.
6. At the Microsoft Outlook is about to publish -- Address List. Click OK
7. If prompted, enter PIN and click OK
8. When the message, **Your certificates were published successfully appears**, click OK

↑ BACK TO TOP

7. Placing the **Encrypt Message** and **Digitally Sign Message** icons onto the **New Message** toolbar

1. From your desktop open Microsoft Outlook
2. Click New
3. Click Tools

4. Click Customize. (Note: Perform Steps 5-10 if the Customize button is grayed out or does not appear. If the Customize button is present proceed to Step 11)
5. If MS Word is your e-mail editor, the Customize function will not appear on the Standard Toolbar. Click [x] to close the messaging window)
6. Click Tools, then click Options
7. Select the Mail Format tab, then uncheck **Use Microsoft Word to edit e-mail messages**
8. Click Apply, then OK
9. Click New
10. Click Tools, then Customize to access the Customize window
11. Click the Commands tab
12. Under Categories, select Standard
13. Click on and drag the Encrypt Message and Digitally Sign Message icons onto the Standard Toolbar next to Send, then click Close

[↑ BACK TO TOP](#)

Specific for OUTLOOK 2000 Users

8. Enable MS Word as your E-mail Editor

Note: If you use MS Word as your e-mail editor, and you disabled it in Step 7, perform the following steps to reactivate it.

1. Open Microsoft Outlook
2. Click Tools, then Options
3. Click on the Mail Format tab. Check **Use Microsoft Word to edit e-mail messages**
4. In the **Send in this message format:** ensure Microsoft Outlook Rich Text is selected. If either HTML or Plain Text is selected, the icons will not appear on the MS Outlook toolbar
5. Click Apply, then click OK

9. Send Digitally Signed E-mail messages when the **Digitally Sign Message** icon IS NOT on the message toolbar

1. Open MS Outlook from your desktop
2. Click New to open a new message window
3. Compose E-mail as usual
4. From the E-mail message toolbar, click Options
5. Click Security Settings
6. Check on **Add digital signature to message**
7. Click OK
8. Click Close
9. Click Send
10. When prompted, enter your PIN and click OK

10. Send Digitally Signed E-mails when the **Digitally Sign Message** icon IS available on the message toolbar

1. Open MS Outlook from your desktop
2. Click New to open a new message window
3. Ensure the **Digitally Signed Message** icon is in the depressed position
4. Compose E-mail, then click Send
5. When prompted, enter your PIN and click OK

[↑ BACK TO TOP](#)

Specific for OUTLOOK 2002 (XP) Users

8. Enable MS Word as your E-mail Editor

Note: The steps for reactivating Word as your E-mail Editor in Outlook 2002 (XP) are the same as outlined in Section 8 for Outlook 2000. However, if you reactivate MS Word as your E-mail Editor, the **Encrypt Message** and **Digitally Sign Message** icons will not appear on the MS Outlook toolbar.

9. Send Digitally Signed E-mails when the Digitally Sign Message icon IS NOT available on the message toolbar

1. Open MS Outlook from your desktop
2. Click New to open a new message window
3. Compose E-mail as usual
4. From the E-mail message toolbar, click Options
5. Click Security Settings
6. Check on **Add digital signature to message**

7. Click OK
8. Click Close
9. Click Send
10. When prompted, enter your PIN and click OK

10. Send Digitally Signed E-mails when the **Digitally Sign Message** icon **IS** available on the message toolbar

1. Open MS Outlook from your desktop
2. Click New to open a new message window
3. Ensure the Digitally Signed Message icon is in the depressed position
4. Compose E-mail, then click Send
5. When prompted, enter your PIN and click OK

 [BACK TO TOP](#)

11. Receive Digitally Signed E-mails

1. From your MS 2000 or 2002 (XP) Outlook Inbox, double click on a message that has been digitally signed (indicated by red ribbon icon )
2. To verify the identity of the sender of a digitally signed message, click on the Red Ribbon  in top right hand corner of message. When you have completed your review, click Close

 [BACK TO TOP](#)

REMINDER: Do not leave your CAC in the card reader when you leave your workstation!

For help, contact your organization ISSO or the ISD Help Desk (626-5724)

CAC Computer Workstation Enabling Procedures for Microsoft Outlook 2000 and 2002 (XP)

Quick Reference Guide

As of: 23 Feb 2004

NSA/ISD
PSC 817 Box 31
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Other websites of interest

- <https://infosec.navy.mil/>
- <https://dodpke.com/>
- <https://afpki.lackland.af.mil/>
- <https://setdweb.setd.army.mil/>
- <https://noc.usmc.mil/>
- <http://iase.disa.mil/>

 [BACK TO TOP](#)

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