Importing and Using your Email or Personal Authentication certificate with The Bat!

- If you originally applied for the certificate on the same computer as your Bat! installation then it should already be installed. You can skip straight to 'Signing and Encrypting'.

- If your certificate is not already installed on the computer you are using, then please export it from the machine on which it resides using one of the browsers listed on the CPAC main page. You then need to transfer it to this computer (email it to yourself or save the certificate file to USB then copy over). You can then follow the 'import' instructions in this document.

  Importing your certificate into The Bat!

  Signing and Encrypting mails
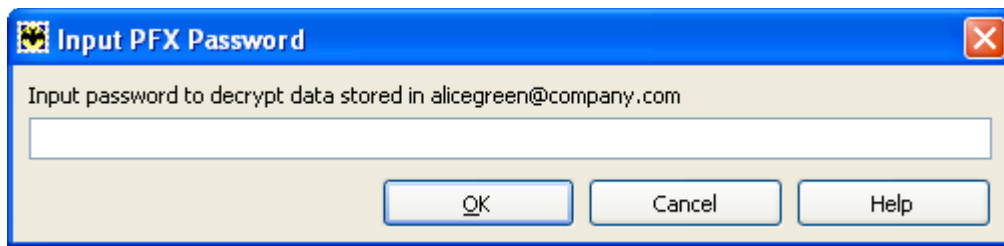
Importing your Certificate into The Bat!:

1. Open The Bat!, then click **'Account'** > **'Properties'**.

2. In the **Account Properties** screen, select **General** from the left hand nav and click the **'Edit personal Certificates'** button:
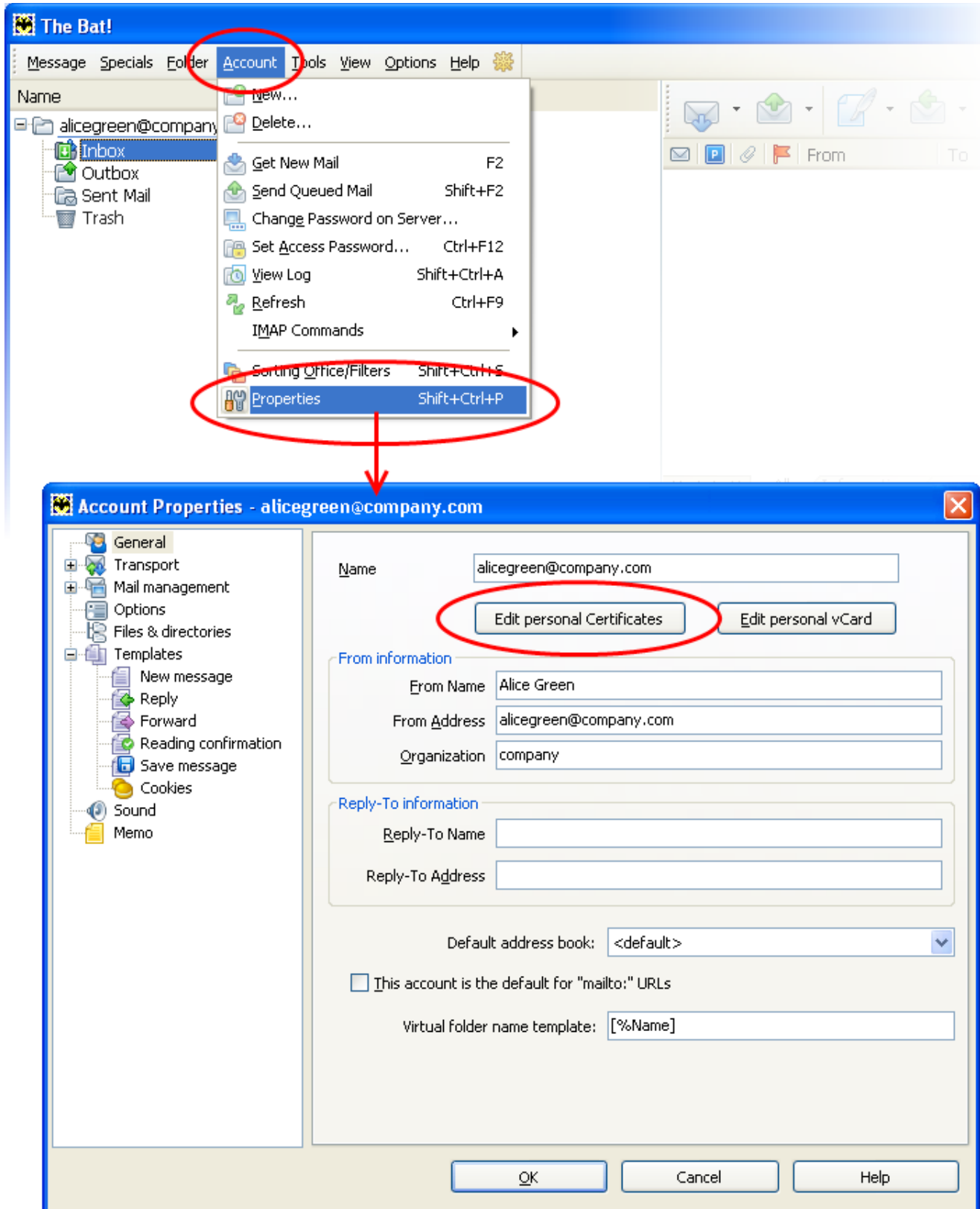
3. In the **ACCOUNT.VCF** screen, make sure the **'Certificates'** tab is selected and then click **'Import'**:
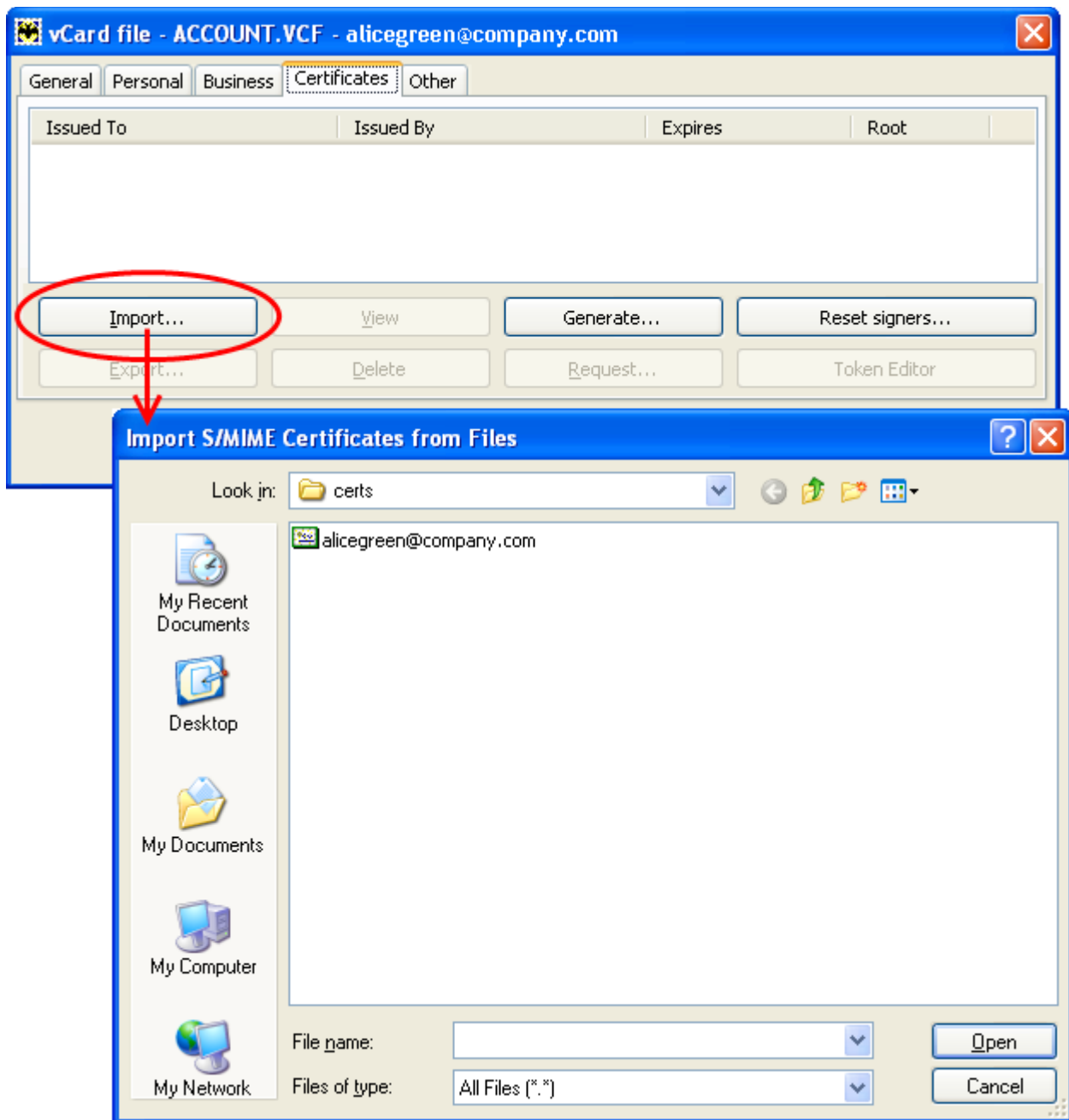
4. Navigate to the location of your Comodo Personal Authentication Certificate file in .p12 format.

5. If this is the first time you have tried to import a certificate, then The Bat! will ask you to set a password for the certificate store. It will then request you enter this password every time you access the store (including this first time). You should choose a secure password that features both alphabetic and numeric characters. Please make a note of this password for future reference.

6. To complete the import and the installation process, you are required to enter the PIN (password) that you set up while exporting/backup of the certificate.
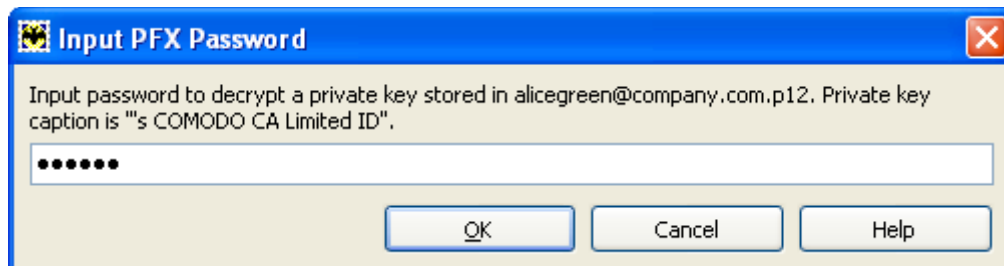
7. Click **OK** to finish the process. The certificate will be imported into The Bat! Certificate store and can be used for digitally signing encrypting emails.
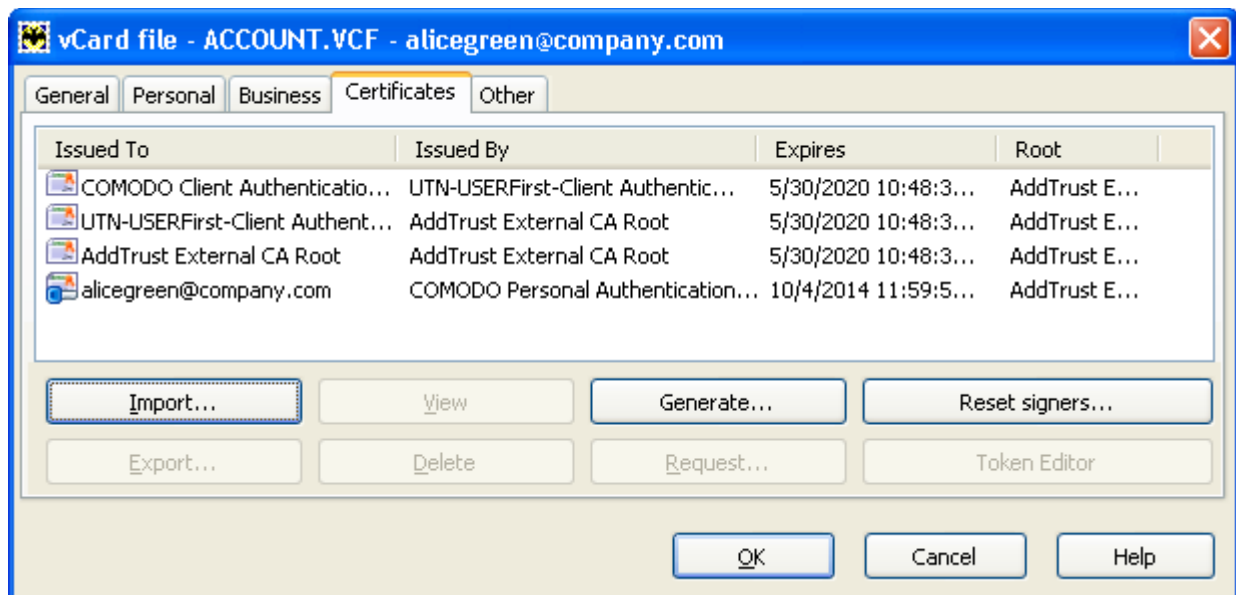
Signing and Encrypting Mails

• Signing an email ensures the recipient knows the email has come from you and informs them that it has not been modified in transit.

• Encrypting an email ensures that only the recipient can read the email content and attachments.

Note: In order to encrypt mail, you must first have your recipient's email certificate in your certificate store. To obtain their certificate, you need to get your contact to send you a signed email. Upon receipt of the signed mail, their

certificate will be automatically imported into your certificate store and you will be able to sign/encrypt mail to that person.

To sign mail:

1. Compose your new email and attach files as usual.

2. Click **Privacy** from the menu bar and ensure the **Enable S/MIME** option is selected.

3. Click the **Sign** button from the tool bar.

4. If you are signing your mail for the first time, you will be asked to select the certificate to be used. Select your Comodo Personal Authentication Certificate and click **OK**.

5. You will be prompted to enter the password for the certificate. Enter the password and click **OK**.

6. Click the **Send** button.

To encrypt mail:

1. Compose your new email and attach files as usual.

2. Click **Privacy** from the menu bar and ensure the **Enable S/MIME** option is selected.

3. Click the **Encrypt** button from the tool bar.

4. If you are signing your mail for the first time, you will be asked to select the certificate to be used. Select your Comodo Personal Authentication Certificate and click **OK**.

5. You will be prompted to enter the password for the certificate. Enter the password and click **OK**.

6. Click the **Send** button.

About Comodo

The Comodo organization is a global innovator and developer of cyber security solutions, founded on the belief that every single digital transaction deserves and requires a unique layer of trust and security. Building on its deep history in SSL certificates, antivirus and endpoint security leadership, and true containment technology, individuals and enterprises rely on Comodo's proven solutions to authenticate, validate and secure their most critical information.

With data protection covering endpoint, network and mobile security, plus identity and access management, Comodo's proprietary technologies help solve the malware and cyber-attack challenges of today. Securing online transactions for thousands of businesses, and with more than 85 million desktop security software installations, Comodo is Creating Trust Online®. With United States headquarters in Clifton, New Jersey, the Comodo organization has offices in China, India, the Philippines, Romania, Turkey, Ukraine and the United Kingdom.

Comodo Security Solutions, Inc.

1255 Broad Street

Clifton, New Jersey 07013

United States

Tel : +1.888.266.6361

Tel : +1.703.581.9361

Email: sales@Comodo.com

Comodo CA Limited

3rd floor, Office Village Exchange Quay

Trafford Road, Salford, Manchester M5 3EQ

United Kingdom

Tel : +44 (0) 161 874 7070

 Fax : +44 (0) 161 877 1767

For additional information on Comodo - visit **https://www.comodo.com**