# 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:

СОМОДО

Creating Trust Online<sup>™</sup>

@ The Bat!		
Message Specials Folder Account T	ols <u>V</u> iew Options <u>H</u> elp 🎆	
Iame Mew Image: Inbox Sent Mail Image: Outbox Image: Sent Mail Image: Set Acces Image: Set Ac	Mail F2 Heued Mail Shift+F2 Password on Server ess Password Ctrl+F12 g Shift+Ctrl+A Ctrl+F9 mmands Ctrl+F9 Shift+Ctrl+F es Shift+Ctrl+P	
🕷 Account Properties - aliceg	green@company.com	
General Transport Mail management Options Files & directories Templates New message Reply Forward Reading confirmation Save message Cookies Sound Memo	Name  alicegreen@company.com    Edit personal Certificates  Edit personal vCard    From information  Erom Name    Prom Address  alicegreen@company.com    Organization  company    Reply-To information  Reply-To Name    Reply-To Address	

3. In the ACCOUNT.VCF screen, make sure the 'Certificates' tab is selected and then click 'Import':

🕷 vCard file - ACC	OUNT.VCF - alicegreen@cc	mpany.com		×
General Personal B	usiness Certificates Other			_
Issued To	Issued By	Expires	Root	
			r	_
Import	View	Generate	Reset signers	
Export	Delete	Request	Token Editor	
Import S	/MIME Certificates from Fil	les	ſ	? 🗙
	Look in: 🗀 certs	~	G 🕸 📂 🖽•	
	alicegreen@company	/.com		
Mu Bac	<b>)</b>			
Docum	ents			
G	}			
Deskt	ор			
📁	7			
My Docu	ments			
My Com	puter			
	File <u>n</u> ame:			en
My Net	work Files of type: All F	ïles (*.*)		cel

- 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.

😹 Input PFX Password	$\mathbf{X}$
Input password to decrypt data stored in alicegreen@con	npany.com
OK	Cancel Help

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.

🗰 Input PFX Password	×
Input password to decrypt a private key stored in alicegreen@company.com.p12. Private key caption is "'s COMODO CA Limited ID".	
•••••	
<u>OK</u> Cancel Help	

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.

🕷 vCard file - ACCOUNT.VCF -	alicegreen@company.com		
General Personal Business Certif	icates Other		
Issued To	Issued By	Expires	Root
COMODO Client Authenticatio	UTN-USERFirst-Client Authentic	5/30/2020 10:48:3	AddTrust E
UTN-USERFirst-Client Authent	AddTrust External CA Root	5/30/2020 10:48:3	AddTrust E
AddTrust External CA Root	AddTrust External CA Root	5/30/2020 10:48:3	AddTrust E
alicegreen@company.com	COMODO Personal Authentication	. 10/4/2014 11:59:5	Add Irust E
Import	View Generate.	Res	et signers
Export	Delete Request.	Тс	oken Editor
	<u> </u>	K Cancel	Help

## **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 if 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.

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