Importing and Using your Email or Personal Authentication certificate with Outlook Express 5 & 6

- If you originally applied for the certificate on the same computer as your Outlook Express 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.
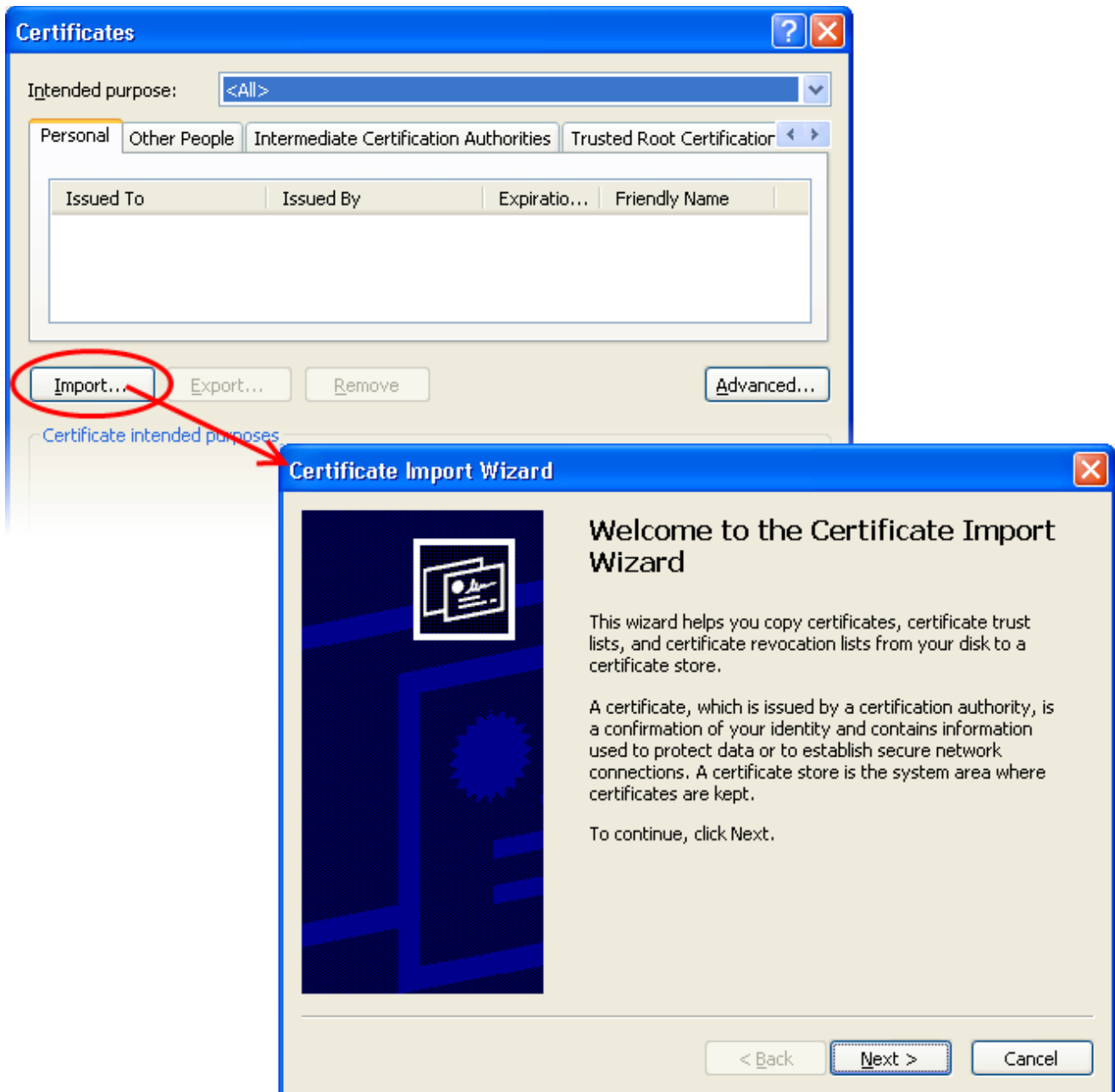
Importing your certificate into Outlook Express 5 / 6

Signing and Encrypting mails
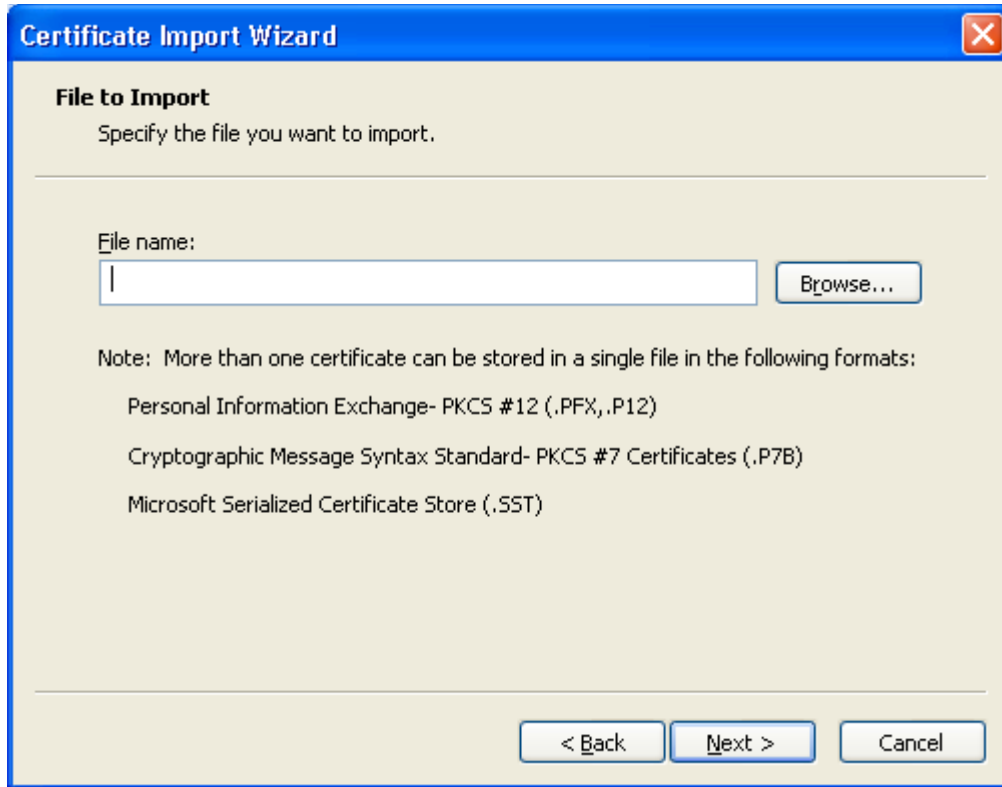
Importing your Certificate into Outlook Express 5 / 6

1. Open Outlook Express and click **'Tools'** > **'Options'**.

2. Select the **'Security'** tab and then click the **'Digital IDs'** button.
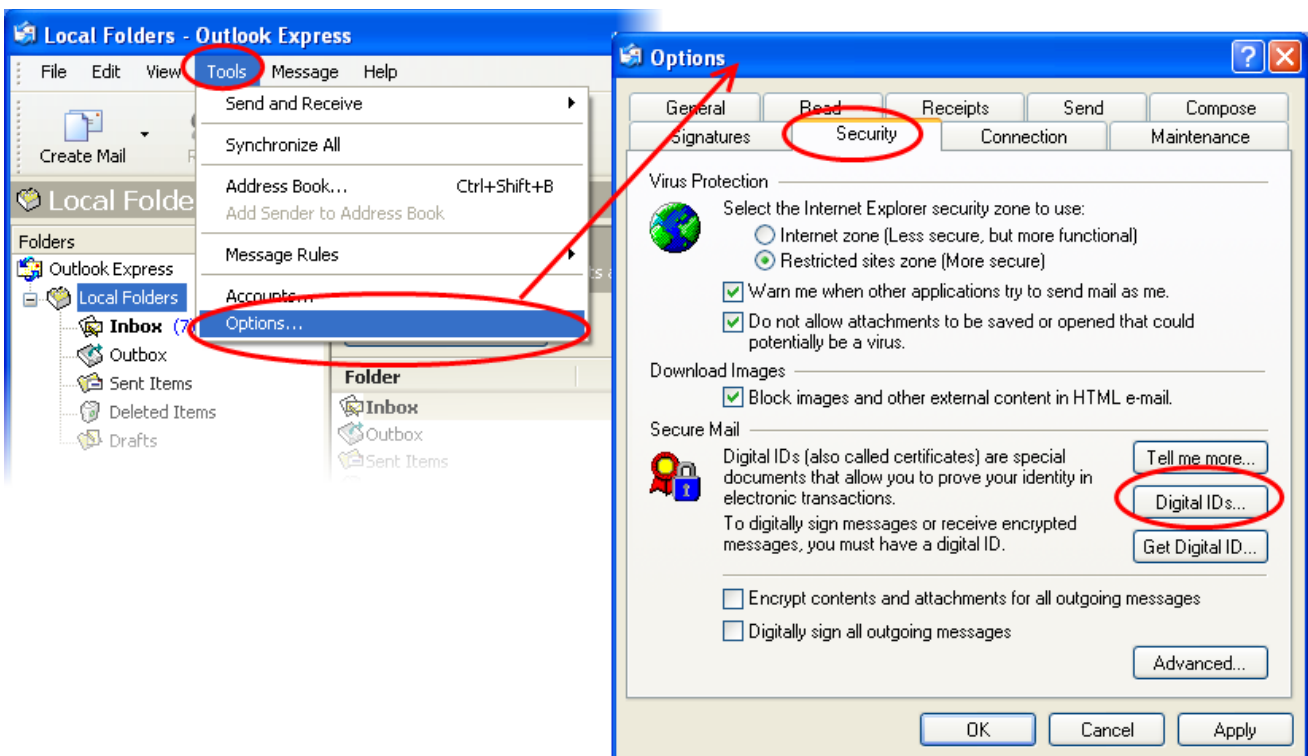
3. In the Certificates interface, make sure the **'Personal'** tab is selected, click **'Import'** and then click **'Next'**.

4. Click **'Browse'** in the next step and navigate to the location of your PKCS12 certificate file.

5. Now you need to change type of the file, select **'Personal Information Exchange (.p12)'** from the drop down box, locate your certificate file (.p12) and click **'Open'** (see below).
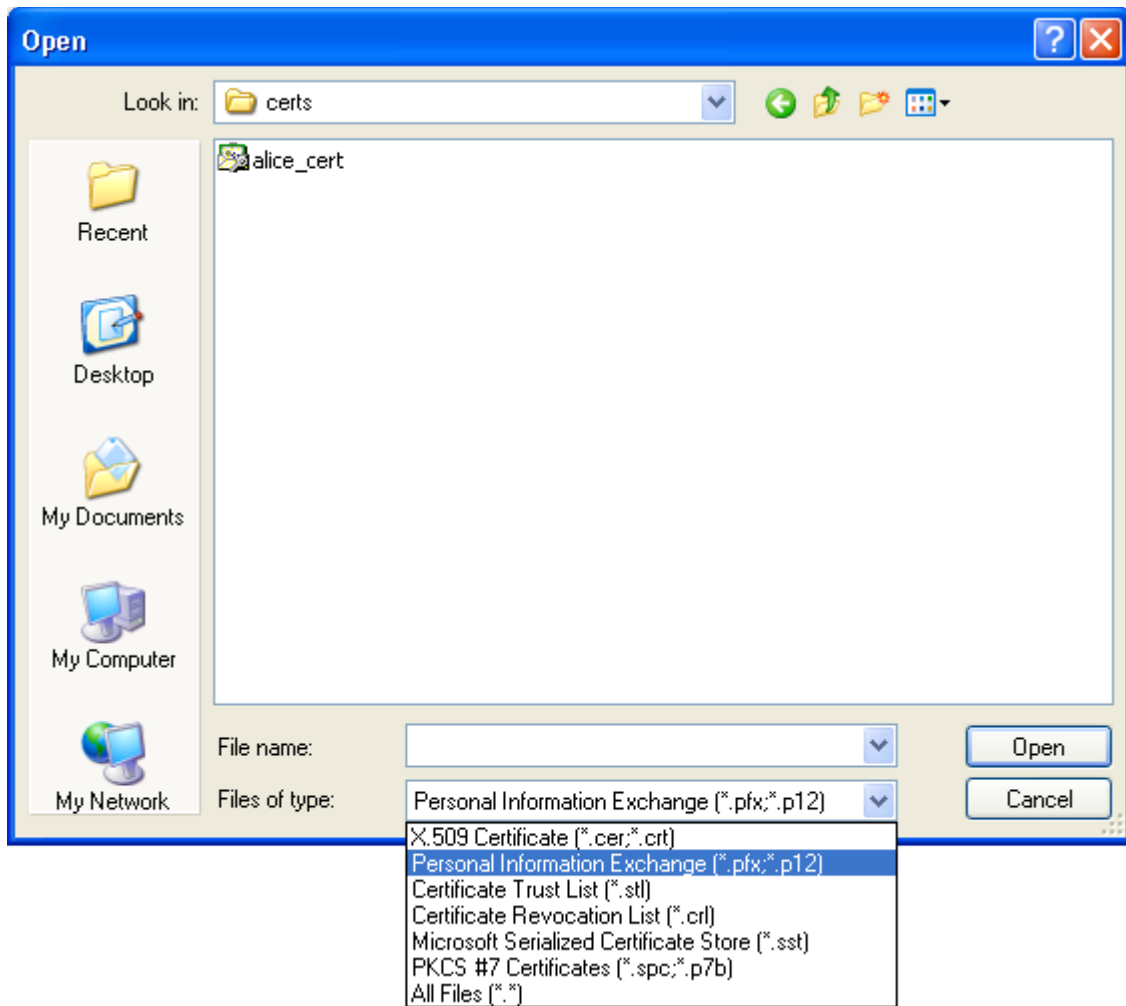
6. Click **Next**. To complete the installation process, you are required to enter the PIN (password) you set up for the certificate during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you.

7. Click **Next**. You will be prompted to choose the certificate store for your certificate. Unless your administrator has specified otherwise, you should leave this at the default **Place all certificates in the following store** option.

8. Click **'Next'**.

9. The last step: completing the **Certificate Import Wizard**.
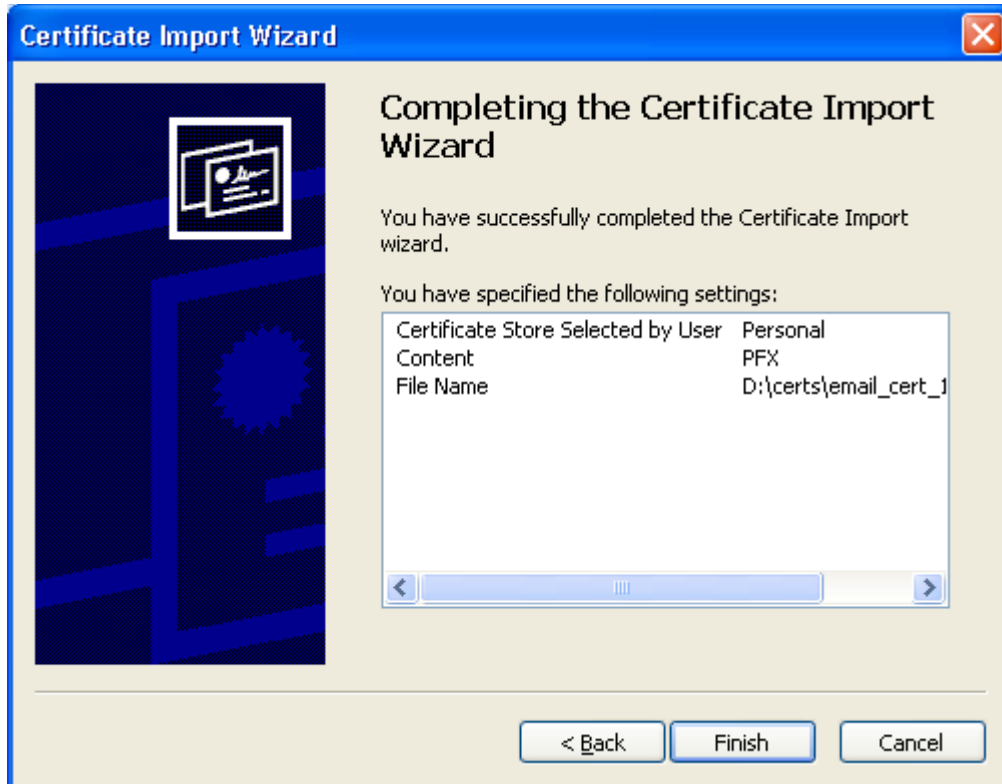
10. Click **Finish** to complete the process. The certificate will be imported.

11. Select the security level for storing the Private Key in your system and click **OK**.

That's it. You have successfully imported your Comodo Personal Authentication certificate.

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.

- [Assign the certificate](#)
- [Signing and encrypting individual mails](#)
- [Signing and encrypting all mails by default](#)

Assign the certificate

1. Open Outlook Express then click **'Tools'** > **Accounts...'**.

2. In the **Internet Accounts** screen, select the **'Mail'** tab and then select the email account that you want to assign the certificate.

3. Click **Properties** then select the **Security** tab:
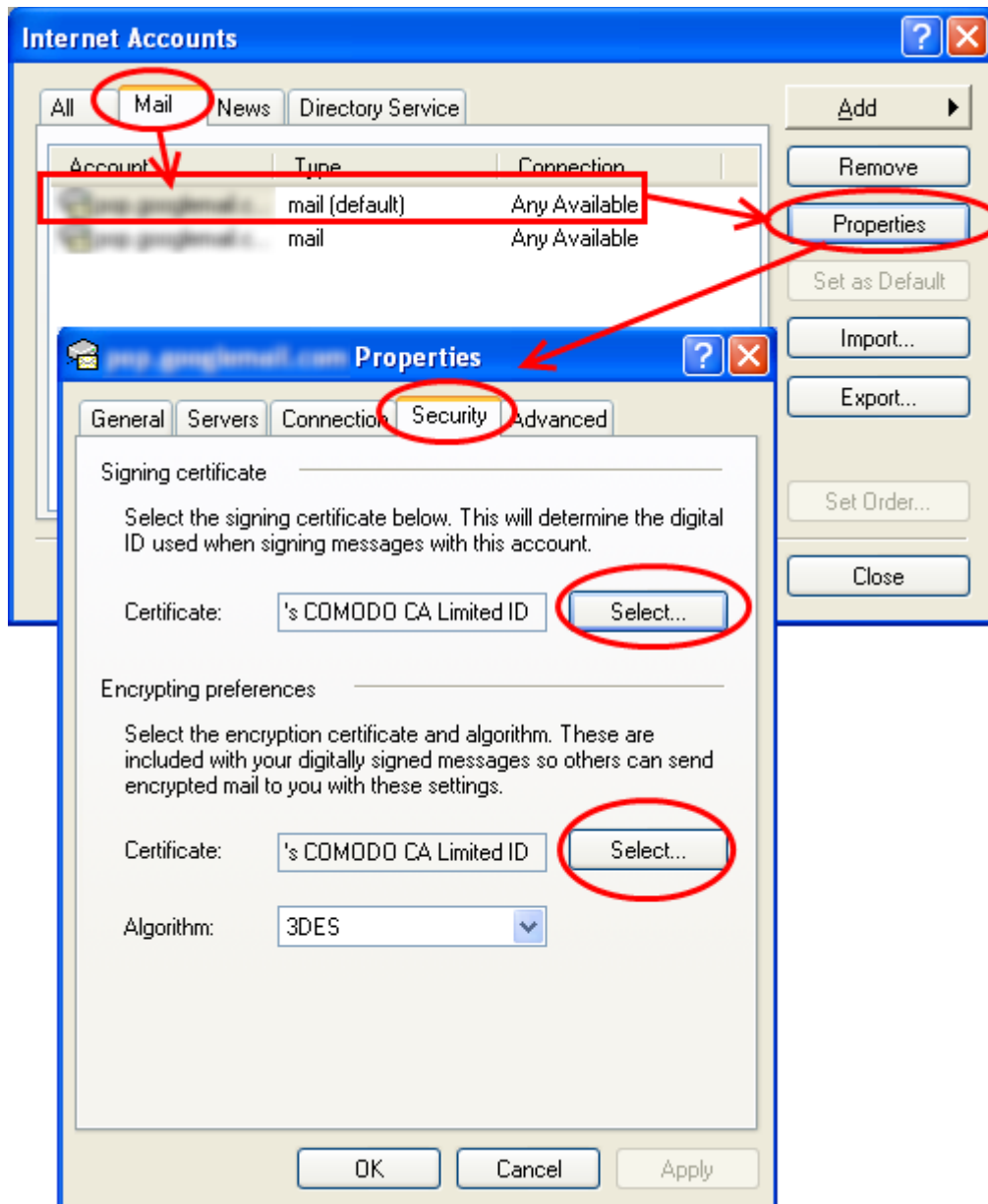
4. Click **'Select'** beside the text box in the **'Signing certificate'** area and select your Comodo Personal Authentication certificate in the **'Select Digital ID'** screen.

5. Click **'Select'** beside the text box in the **'Encrypting preferences'** area and select the same certificate for Encryption by clicking **OK** in the 'Select Digital ID' screen.

6. Click **'Apply'** and **'OK'** to assign the certificate.

Signing and Encrypting Mails

- Signing and encrypting individual mails
- Signing and encrypting all mails by default

Signing and encrypting individual mails:

To sign mail:

1. Compose your email and attach files as usual

2. Click the **Sign** button in the tool bar.

3. Click **Send**.

To encrypt mail:

1. Compose your email and attach files as usual

2. Ensure the recipient has a Digital Certificate and you have assigned the Certificate to their entry in your OE address book

3. Click the **Encrypt** button.

4. Click **Send**.

Signing and Encrypting all mails by default:

1. Open Outlook Express and select **Tools** > **Options...**

2. In the **Options** interface, select the **Security** tab and check one or both of the **Encrypt contents and attachments for all outgoing messages** and **Digitally sign all outgoing messages** check-boxes.
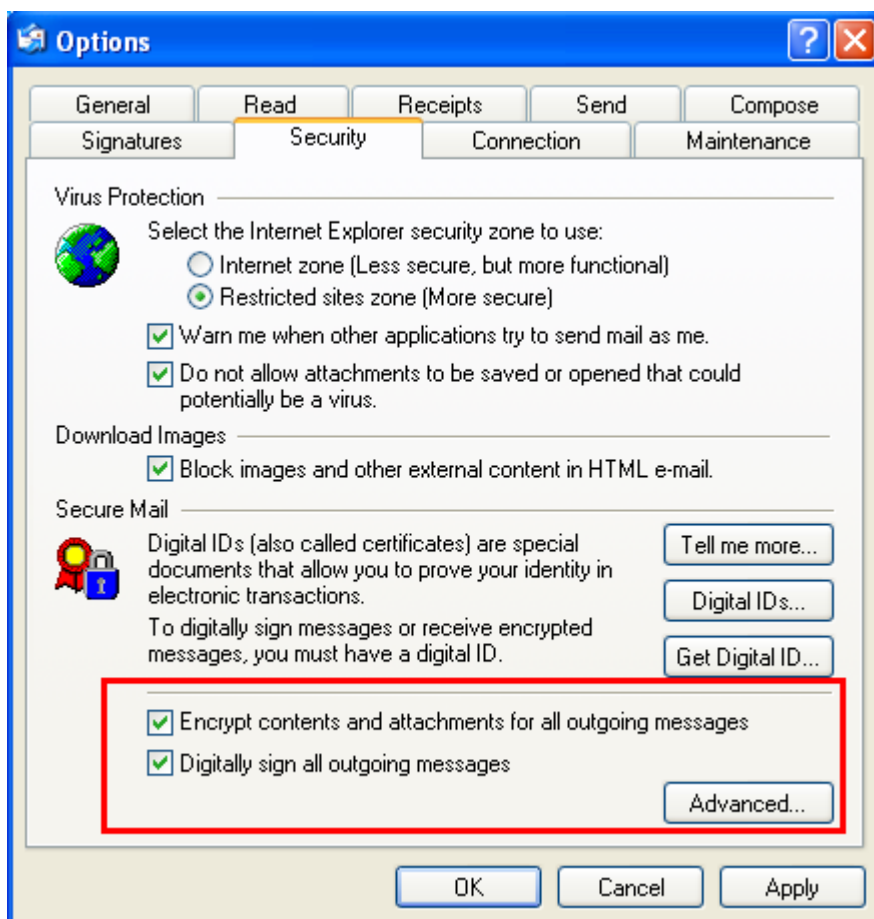
3. Click **'Apply'** then **'OK'**.

Adding senders' Certificate to your address book:

In order to automatically add senders' certificates to your address book:

1. Select **Tools** > **Options...**

2. In the **Options** interface, select the **Security** tab and click **'Advanced'**.

3. In the **Advanced Security Settings** screen, check (place a tick in) **Add Senders Certificates to my address book** checkbox.

All incoming signed emails will add the sender's certificate to your address book

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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