

Using S/MIME Certificates for Emails

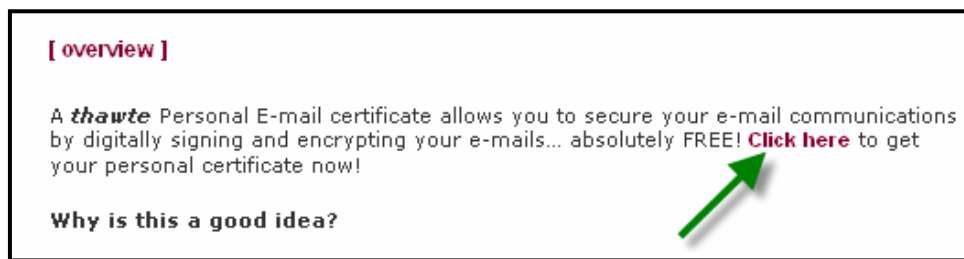
This tutorial will explain how to

- create a personal certificate using Thawte.com;
- install a personal certificate from Thawte to Internet Explorer and Outlook;
- setup Outlook for automatic certificate signature; and export a certificate.

1. Creating a personal certificate with Thawte.com.

Go to the Thawte.com Web site with the following URL:

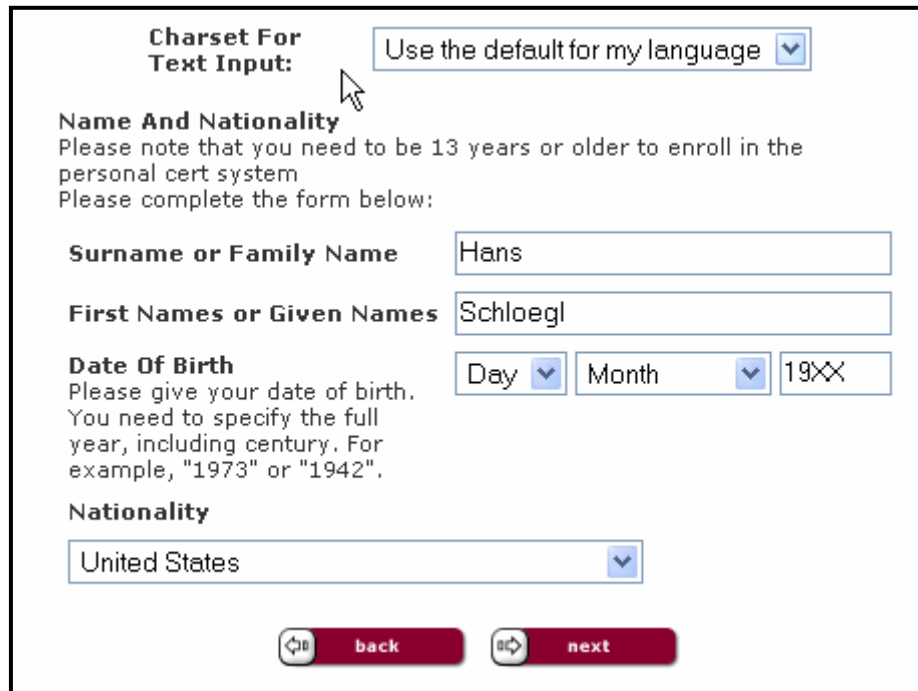
<http://www.thawte.com/email/index.html> and click as shown in the following screenshot:



This opens a pop-up window with the terms and conditions for the certificate. Click on **next**.



Fill out the form on the next page according to the following screenshot and click on **next**:



A screenshot of a registration form. At the top, it says "Charset For Text Input:" followed by a dropdown menu set to "Use the default for my language". Below this is the section "Name And Nationality" with instructions: "Please note that you need to be 13 years or older to enroll in the personal cert system. Please complete the form below:". The form fields are: "Surname or Family Name" (text box with "Hans"), "First Names or Given Names" (text box with "Schloegl"), "Date Of Birth" (three dropdown menus for Day, Month, and Year, with "19XX" in the year box), and "Nationality" (dropdown menu with "United States"). At the bottom are "back" and "next" buttons.

Fill in your identification details on the next page and don't forget to put your name@qatar.tamu.edu email address in the email field. Then click **next**.



On the next page with Personal Preferences, click **next** again.

Personal Preferences
Preferred Language and Charset

To better serve the global marketplace we are in the process of translating much of our site into multiple languages. We can automatically detect your language preferences from your browser settings, and we can also use preferences that you set for this system. If you want to override your browser settings, choose from the listboxes below.

For some help with choosing language and charset combinations click [here](#). This will open a new window. Close the new window to return to this window.

Language Preference: Use my browser settings

Charset Preference: Use my browser settings

back **next**

On the following page type in a password of your preference twice and click **next**.



Then type in your telephone number and choose at least five secret questions that you will be asked in case you forget your password. Then click **next** again.



This brings you to the confirmation page. Please check all the data that you provided and then click **next** again?



This brings you to the end of the application process with the information that an email is sent to you.



Please go to Outlook and retrieve the email from Thawte. You will find a new mail like the following:



Open the email and click on the link marked with the green arrow in the following screenshot. **Make sure to open this link with Internet Explorer and no other browser!**

Hi!

Please use your browser to go to the following URL:

<https://www.thawte.com/cgi/enroll/personal/step8.exe>


Once you have connected successfully to the above address, you must copy and paste the "probe" and "ping" values below into the appropriate text boxes:

Probe: MÅwaWCGPrvMF26Wnpj
 Ping: EeCtFyHtdÅaw4ZDxdwLk

This opens the following web page:

Probe:

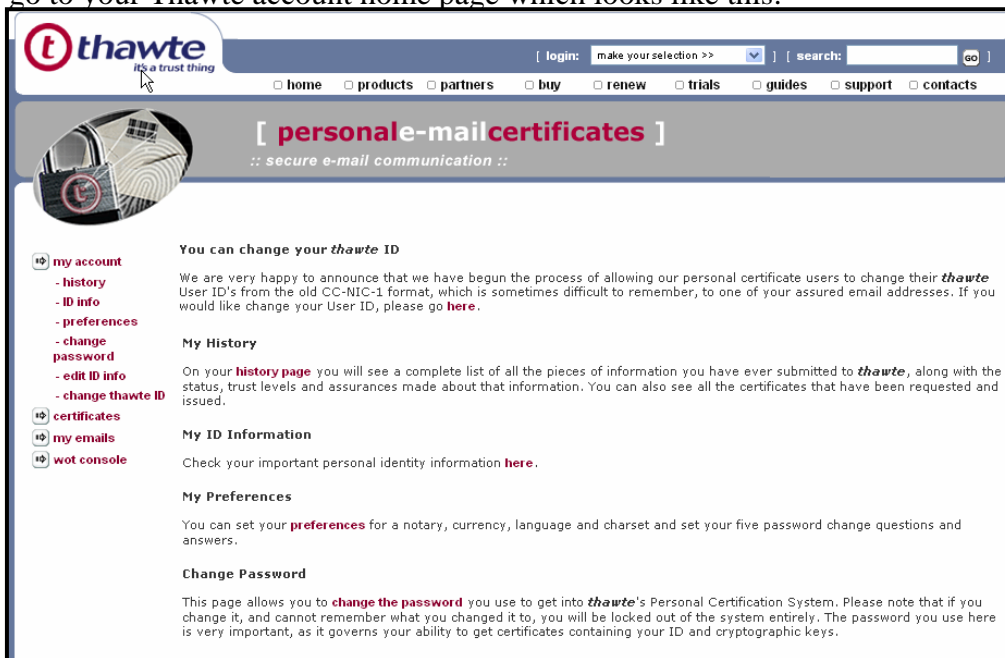
Ping:



Please copy and past the values for ping and probe from the email into the form of the web page. And click next.




This completes the enrollment for you personal certificate. Please note you username from Thawte.com and store it in a safe place. Then click next again to go to your Thawte account home page which looks like this:

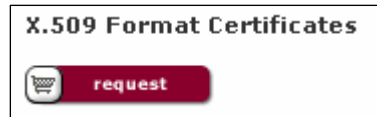


The screenshot shows the Thawte website interface. At the top, there is a navigation bar with the Thawte logo and a search bar. Below the navigation bar, the main heading reads "[personal-mailcertificates]" with the tagline ":: secure e-mail communication ::". The page content is organized into several sections:

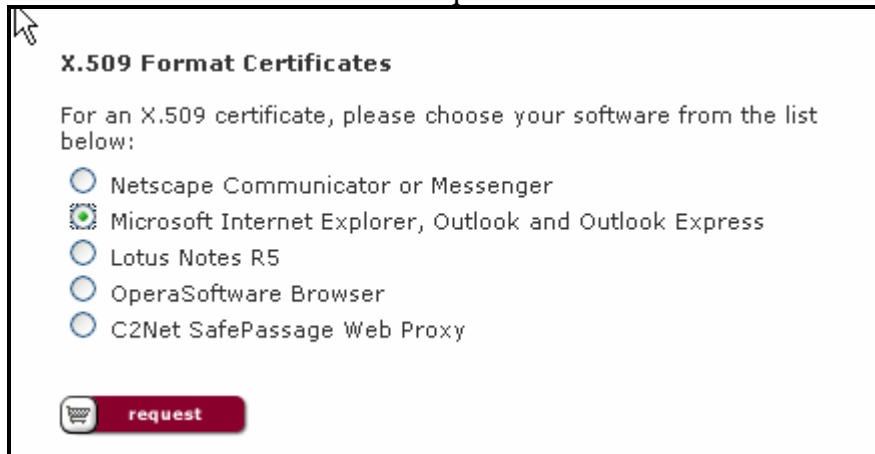
- my account**: Includes links for history, ID info, preferences, change password, edit ID info, and change thawte ID.
- certificates**: A section for managing certificates.
- my emails**: A section for email management.
- wot console**: A section for security checks.
- You can change your thawte ID**: A section explaining the process of changing the user ID.
- My History**: A section for viewing submitted information and certificates.
- My ID Information**: A section for checking personal identity information.
- My Preferences**: A section for setting preferences for a notary, currency, language, and charset, and setting password change questions and answers.
- Change Password**: A section for changing the password used to access the Personal Certification System.

From the navigation link on the left side **click** on certifi  **certificates**
Next click on **“Request a certificate”**.

On the “Request a certificate” page click on the X.509 Format Certificate:



On the new pop-up window “Certificates Available for Request” choose the radio button for Outlook and click on request:

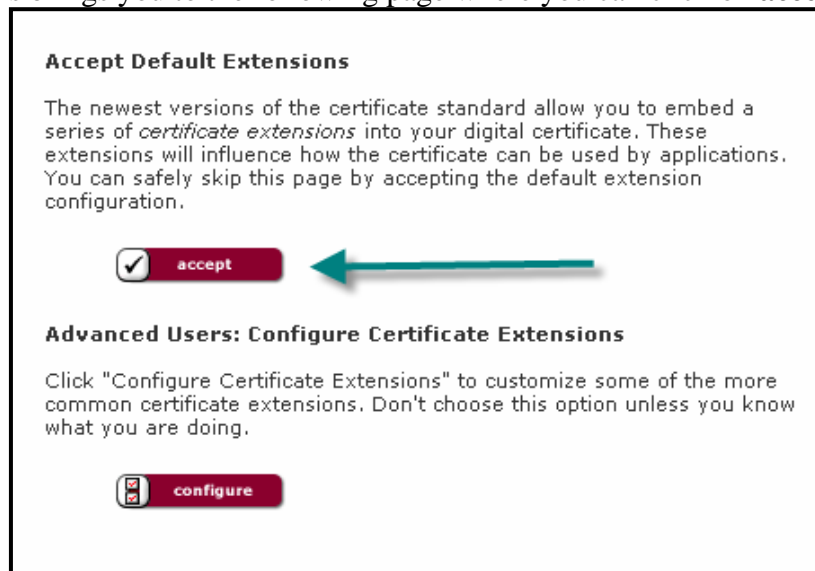


On the next page click **next** again.

Then choose your email address and click **next** one more time ...

...and one more time.

This brings you to the following page where you can click on **accept**:

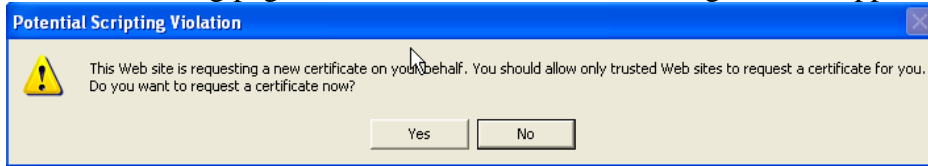


Updated 4/15/2007

Page 1 of 9

Using S/MIME Certificates for Email

On the following page click on **next** and a new warning window appears:



Click on **yes** and the certificate will be automatically imported into Internet Explorer and Outlook.

Click on **finish** and you have completed the process of creating a certificate

2. Install a personal certificate from Thawte.com to Internet Explorer and Outlook.

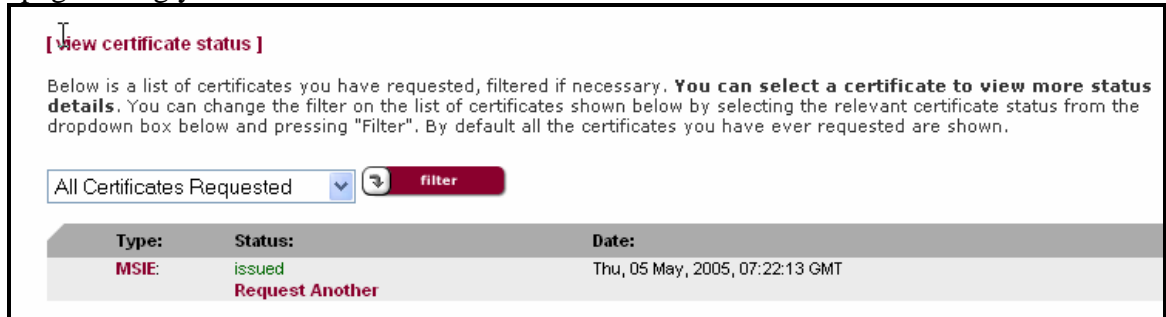
Login into your Thawte account with the following URL:

<http://www.thawte.com/email/index.html> , click on the Login button at the top of the page and login to your Thawte account.

This will bring you to your account homepage. **Click** on certificate found on the left navigation bar



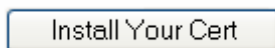
Now **click** on the “View certificate status” navigation link which will bring you to a page listing your certificates:



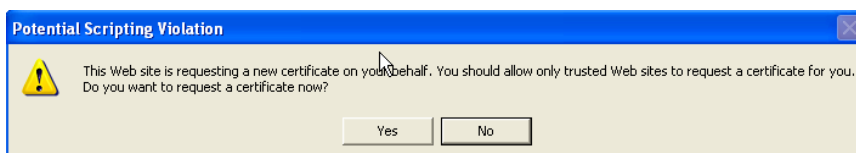
Click on the MSIE link to choose your certificate. Then you will see the Certificate Summary. At the bottom of this page click on the fetch button.

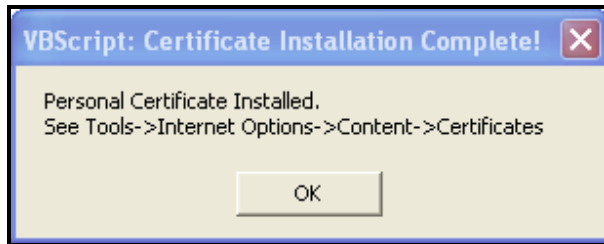


And on the next page click on the “Install your cert” button:

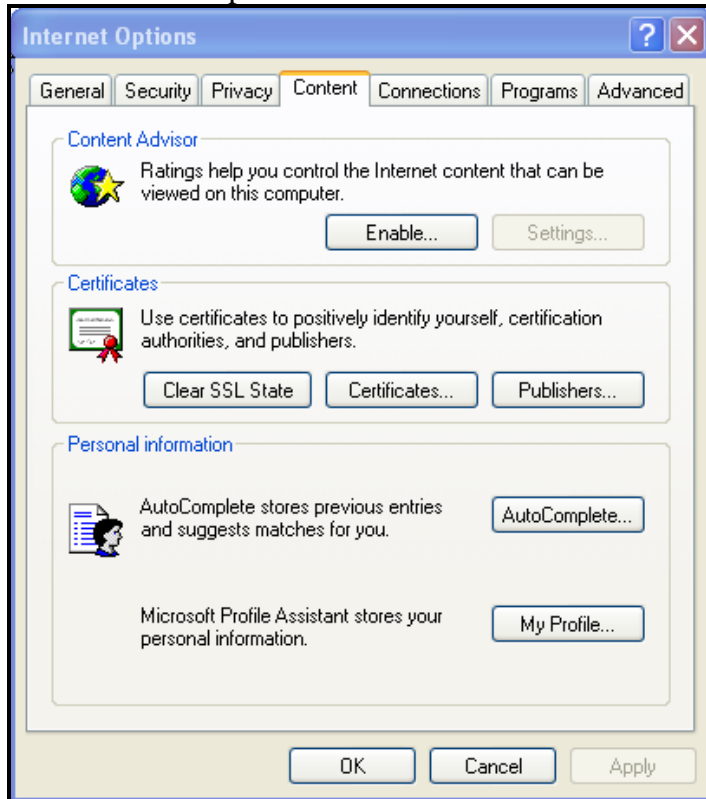


Then a warning window pops up

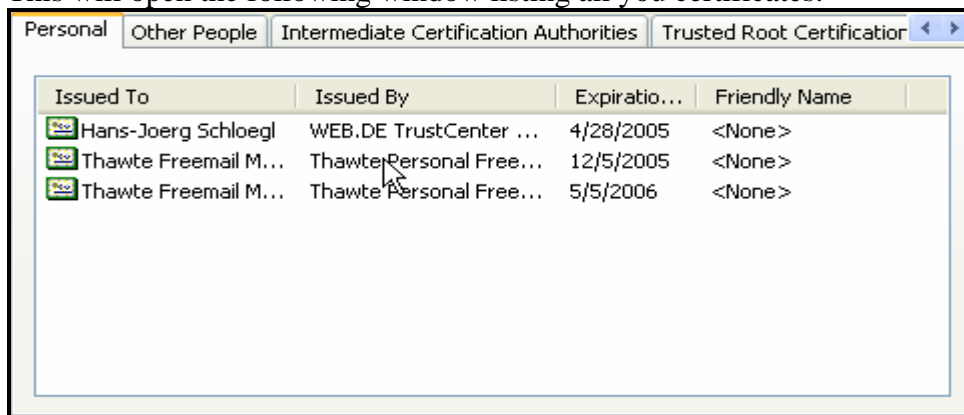




You can verify the installation of your cert in Internet Explorer under Tools>Internet Options>Content and click on the Certificates button:

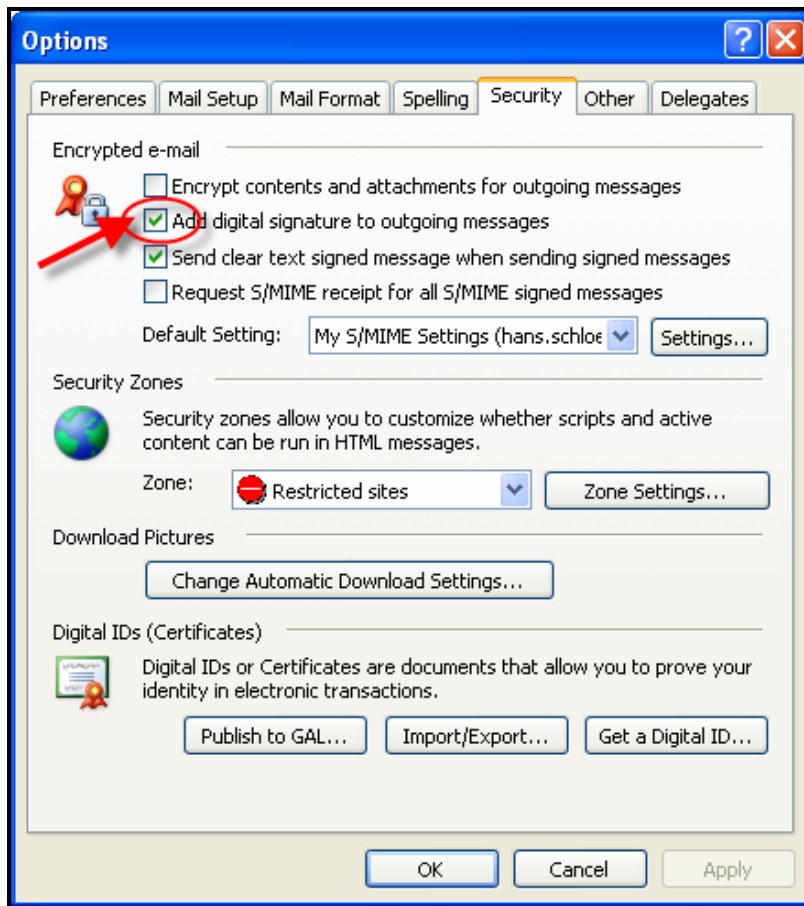


This will open the following window listing all your certificates:

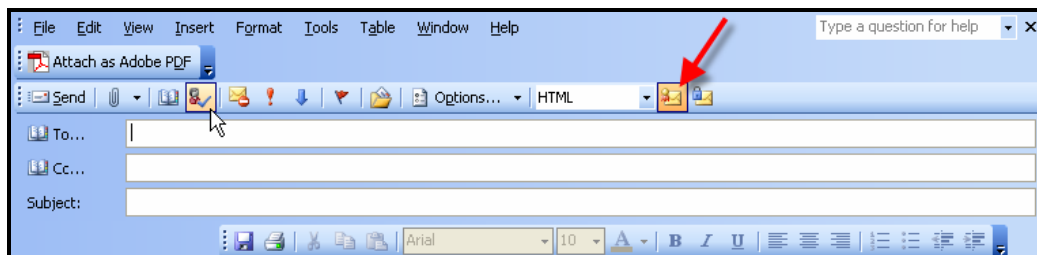


3. Setup Outlook for automatic certificate signatures

Start Outlook and open the Options window with Tools>Options>Security.

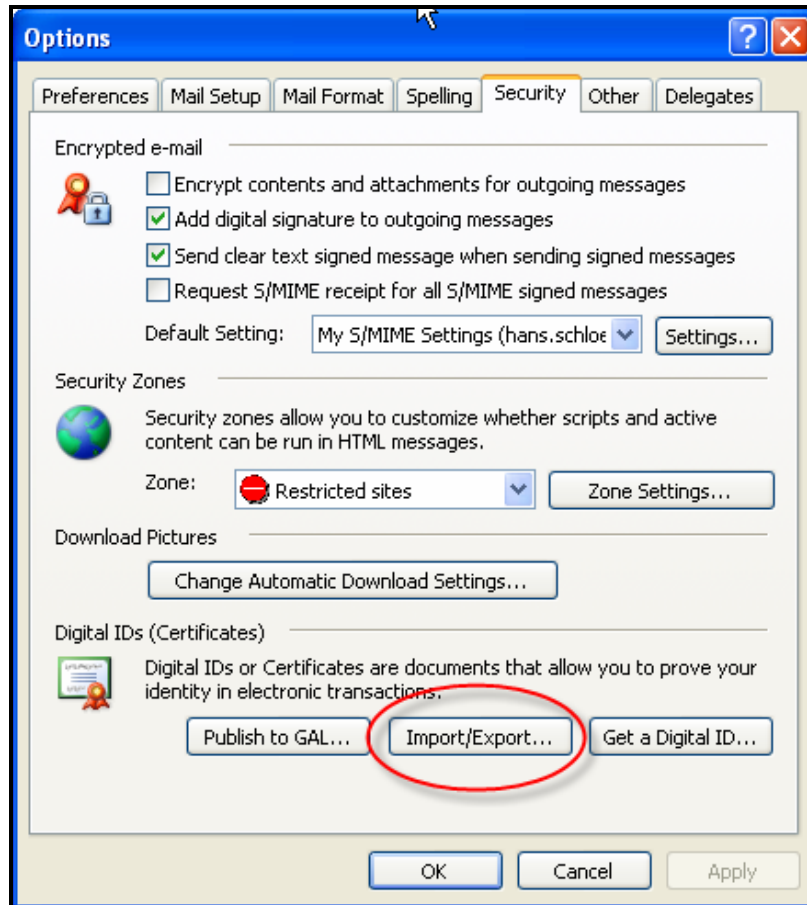


In this window select the digital signature that is highlighted with the red arrow and ellipse. Then close the window by clicking the OK button. Every message that you create and send will be automatically signed with your Thawte personal certificate. You can verify this in each new message that it shows the highlighted seal icon.

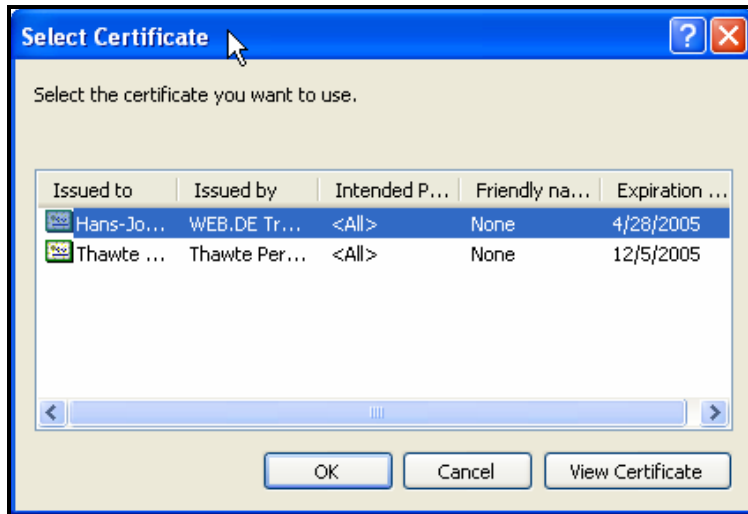


4. Export a certificate

Start Outlook and open the Options window with Tools-Options-Security and click the Import/Export button.



Choose the radio button “Export your Digital ID to a file” and click “Select” to choose which cert to export.



“View certificate” gives you more details about the selected cert.
After choosing the cert you want to export click **OK**.

Next click “Browse” to choose the folder where you want to save the cert and choose a filename and password. Click OK to finish the export.

Save the exported certificate on your H drive to ensure that it is backed up.