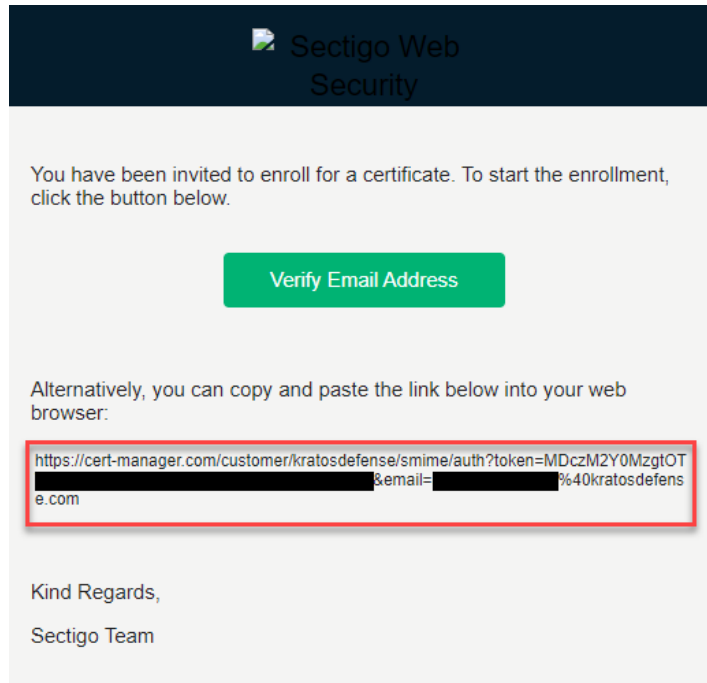


SUMMARY: User instructions for downloading and installing SMIME certs.


#####

1. Open the email you received from support@cert-manager.com
2. **Copy** the link from the email, then **Paste** it into **Microsoft Edge**



- **IMPORTANT:** If the link does not immediately take you to the below form or asks you to login / input an access code, **re-paste the link** into the address bar of Edge and load it again.
- If you get the error **Invalid Token ID**, request a new email be sent to you.
- If you have an expiring cert, you will continue to receive notification emails about it until the date it expires.
- The Sectigo email link expires after 24 hours.

3. Verify your name and email address are correct, leaving all settings on default.
4. **Input a PKCS#12 password** into the two fields at the bottom. This password will be used later in the steps and will be used if you need to transfer the cert to a different device.
5. **Checkmark** the EULA, and click **Submit**

 **Client Certificate Enrollment**


Please complete this form to enroll for a certificate. Your certificate will be associated with the organization/department shown below.

If the certificate can be issued immediately you will be able to download it after submitting. If the certificate requires approval you will be notified by email to the address below when its issued.

Organization	Kratos Defense & Security Solutions, Inc.
Department	None
Email	<div>██████████</div> @kratosdefense.com

Certificate Profile *

Sectigo Persona Validated Certificate



Certificate Term *

1 year

Key Type

RSA - 2048

PKCS#12 Password *

....

Confirm PKCS#12 Password *

....

☒ I have read and agree to the terms of the Sectigo Client Certificate EULA

Submit

6. Allow the webpage to process the request (this may take a few minutes), then **Click Download**

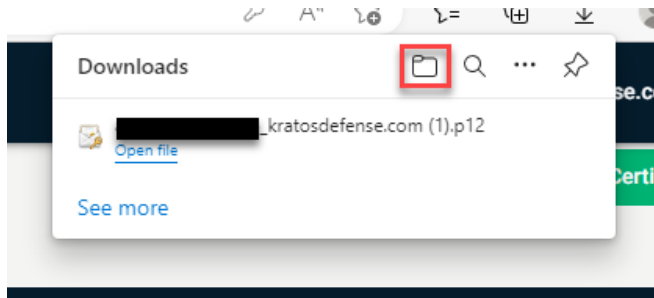
Client Certificate Enrollment

Make sure to save your Certificate in a secure place.

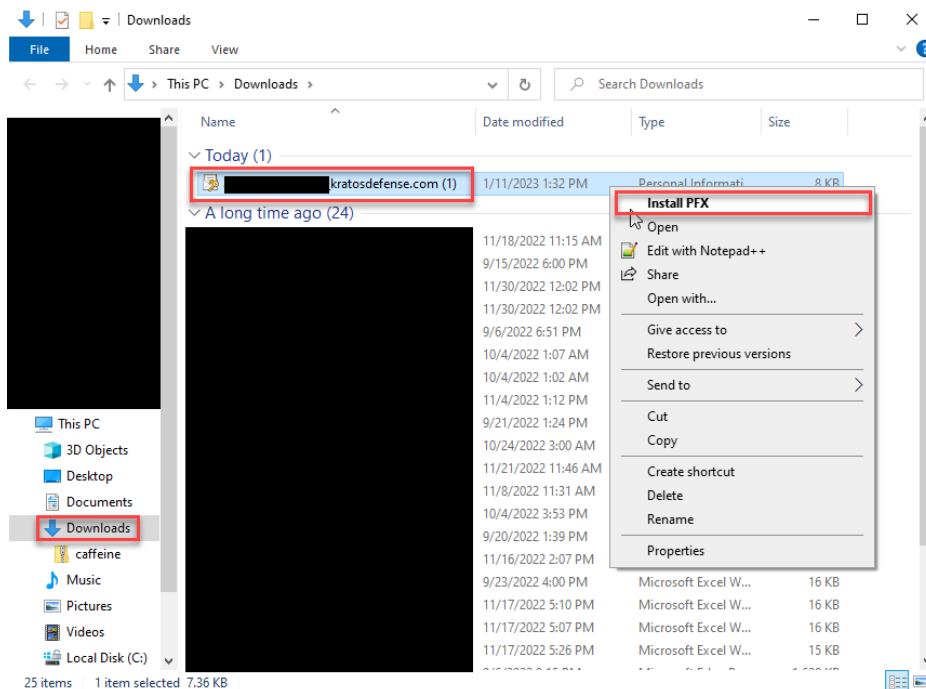


7. Press **ctrl + j** to open the downloads dropdown in Edge

8. **Click the folder icon** to open your Downloads folder in Windows Explorer

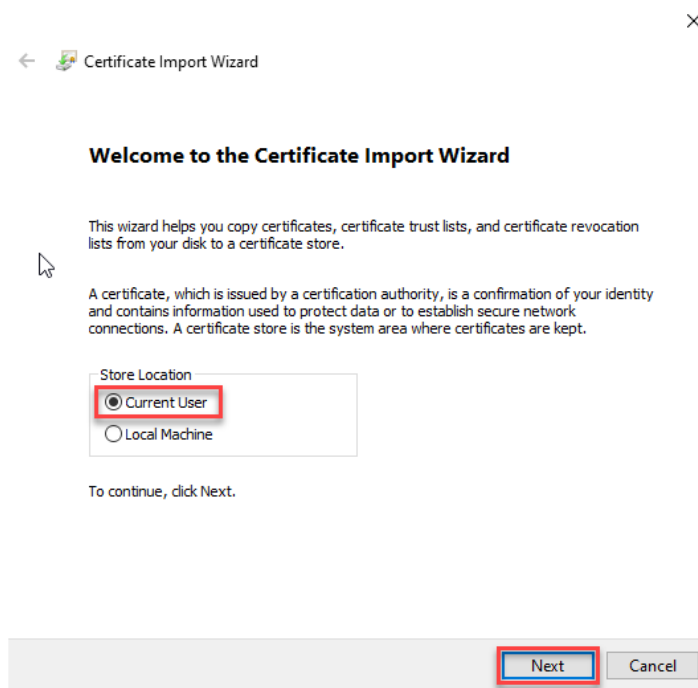


9. **Right-click** the .p12 file, and **Install PFX**

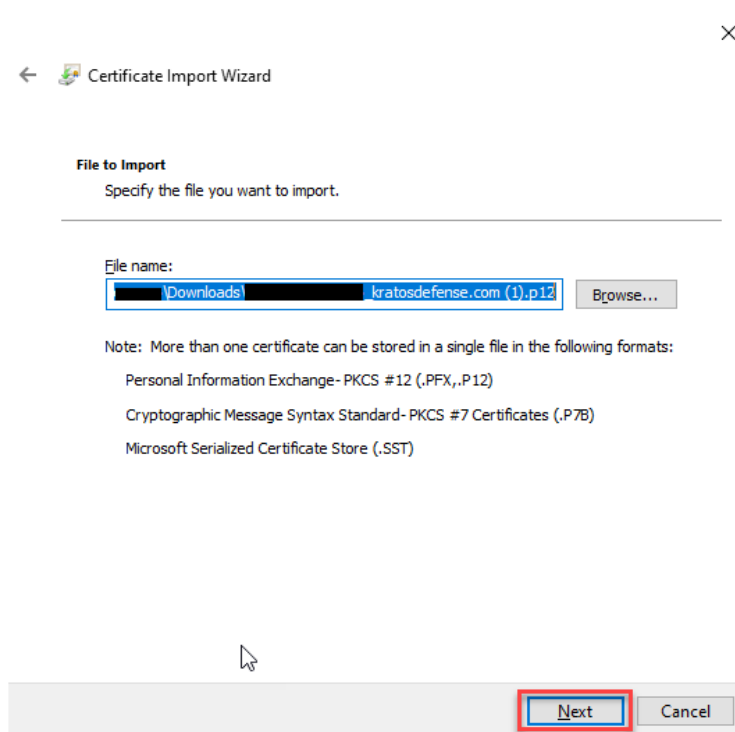


- This will open a 'Certificate Import Wizard', seen below

10. Select **Current User** and click **Next**



11. Click **Next**

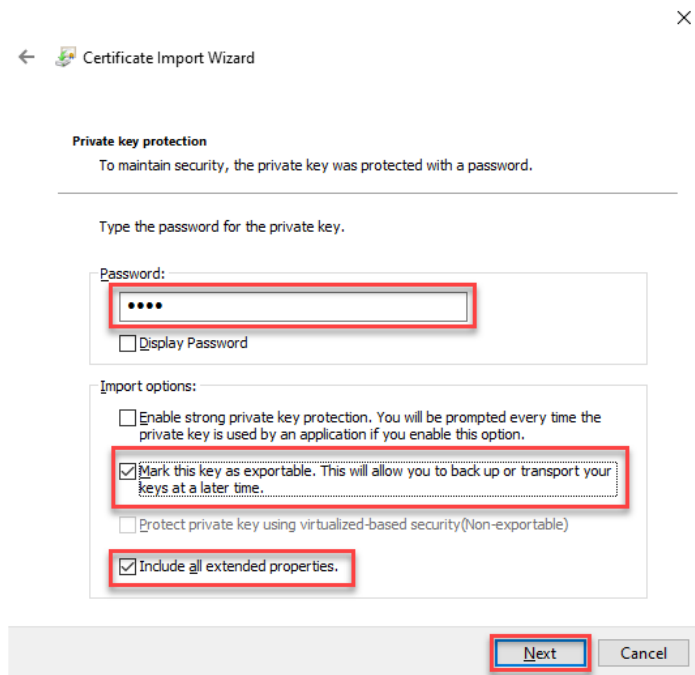


12. **Input the PXCS#12 password** you created on step 4

13. **Checkmark** 'Mark this Key as exportable [...]'

14. **Checkmark** 'Include all extended properties.'

15. **Click Next**



← Certificate Import Wizard ×

Private key protection
To maintain security, the private key was protected with a password.

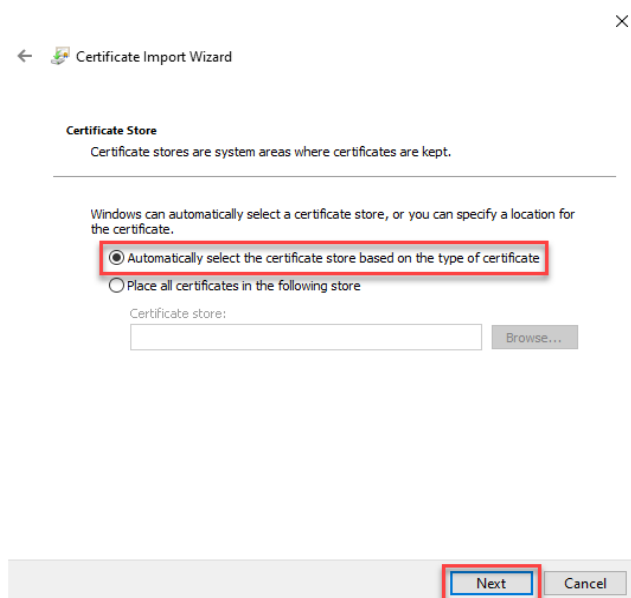
Type the password for the private key.

Password:
.....
☐ Display Password

Import options:
☐ Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.
☒ Mark this key as exportable. This will allow you to back up or transport your keys at a later time.
☐ Protect private key using virtualized-based security(Non-exportable)
☒ Include all extended properties.

Next Cancel

16. **Select 'Automatically select the certificate store based on the type of certificate', and click Next**



← Certificate Import Wizard ×

Certificate Store
Certificate stores are system areas where certificates are kept.

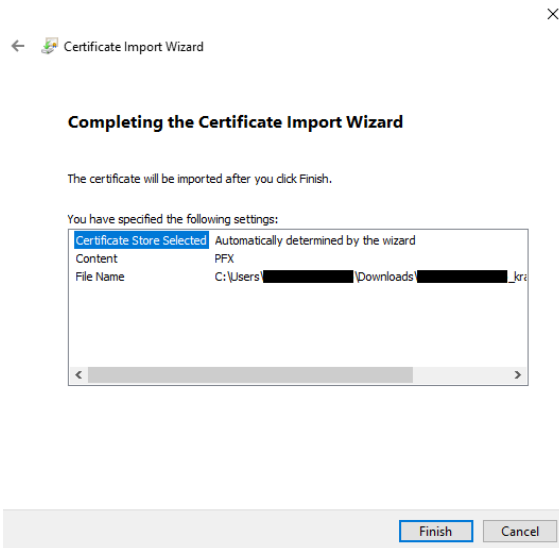
Windows can automatically select a certificate store, or you can specify a location for the certificate.

☒ Automatically select the certificate store based on the type of certificate
☐ Place all certificates in the following store

Certificate store:
..... Browse...

Next Cancel

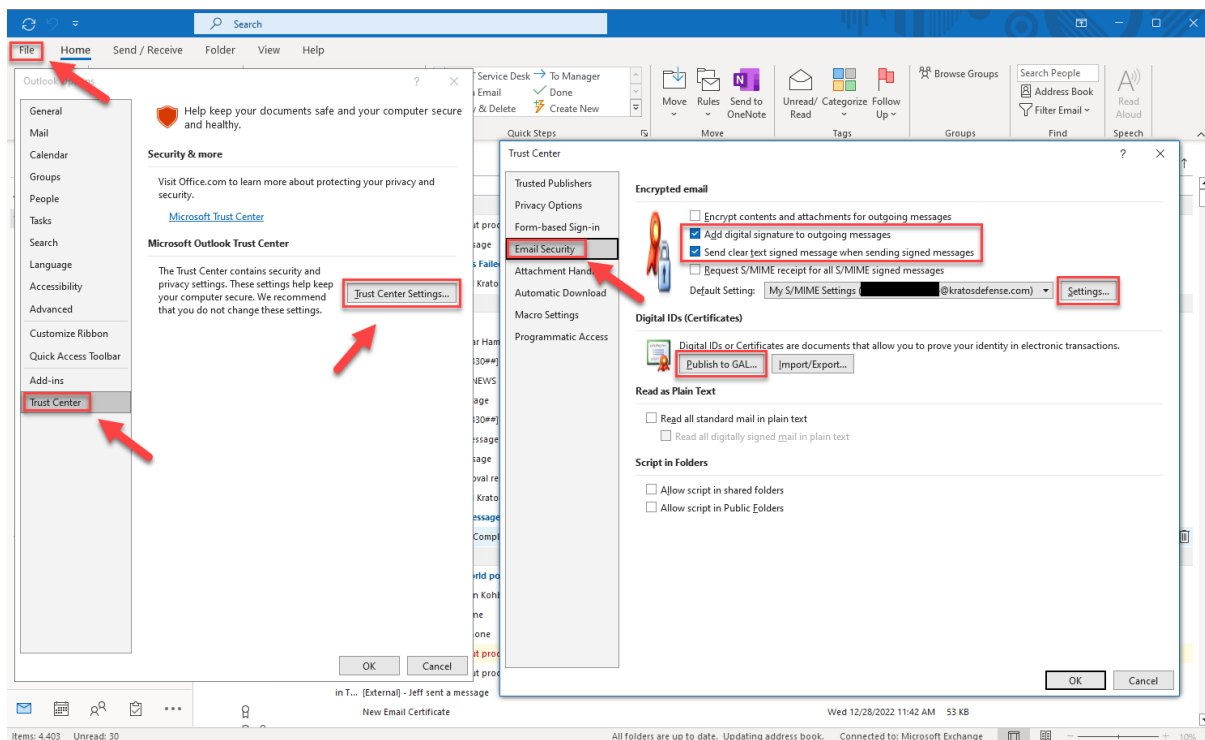
17. Click Finish



18. Launch the Outlook desktop app

19. Navigate to File > Options > Trust Center > Trust Center Settings > Email Security

20. Checkmark 'Add digital signature to outgoing messages' and 'Send clear text [...]'



21. Click **Settings...**

22. Click **Choose...** next to **Signing Certificate**, then select the new cert (you may need to click [More choices](#) to see it)

23. Click **Choose...** next to **Encryption Certificate**, then select the new cert

24. Click **OK** to return to Email Security

25. Click **Publish to GAL** (Global Address List)

