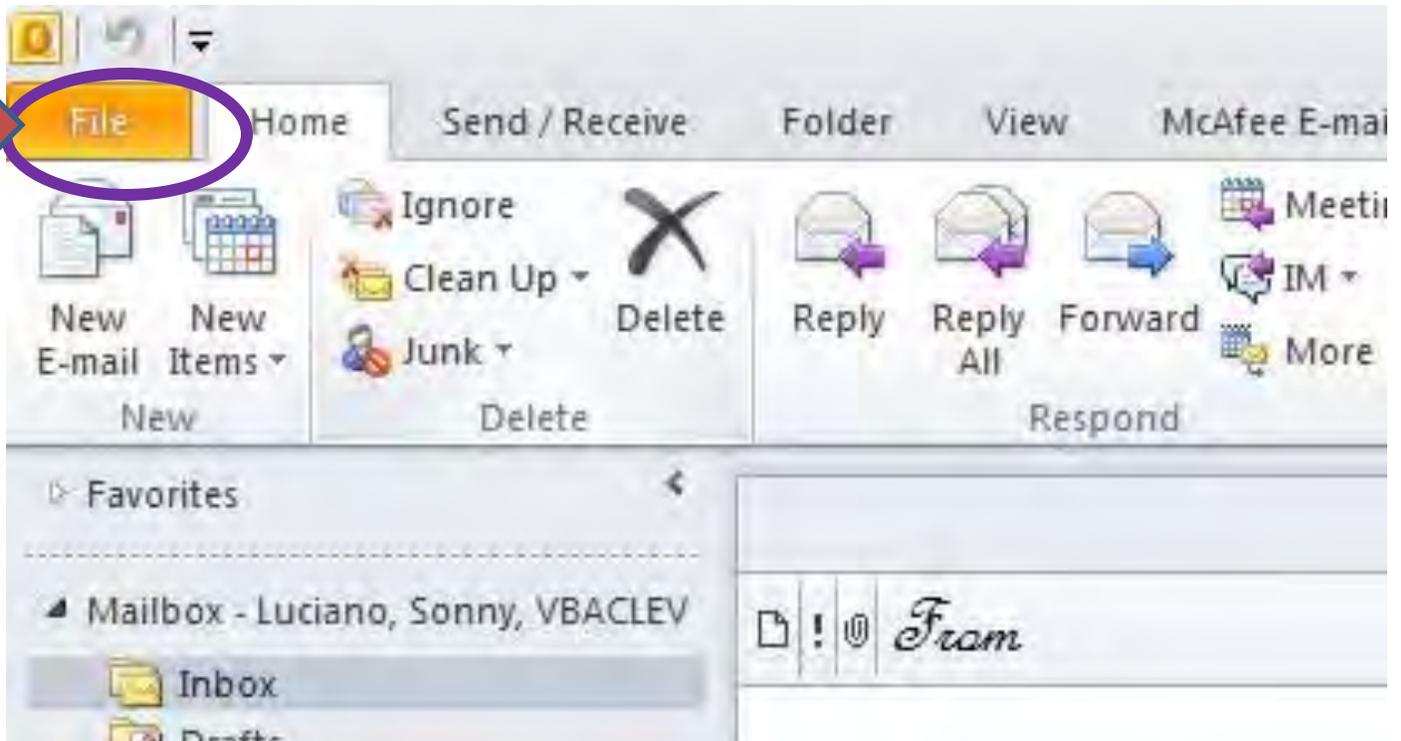


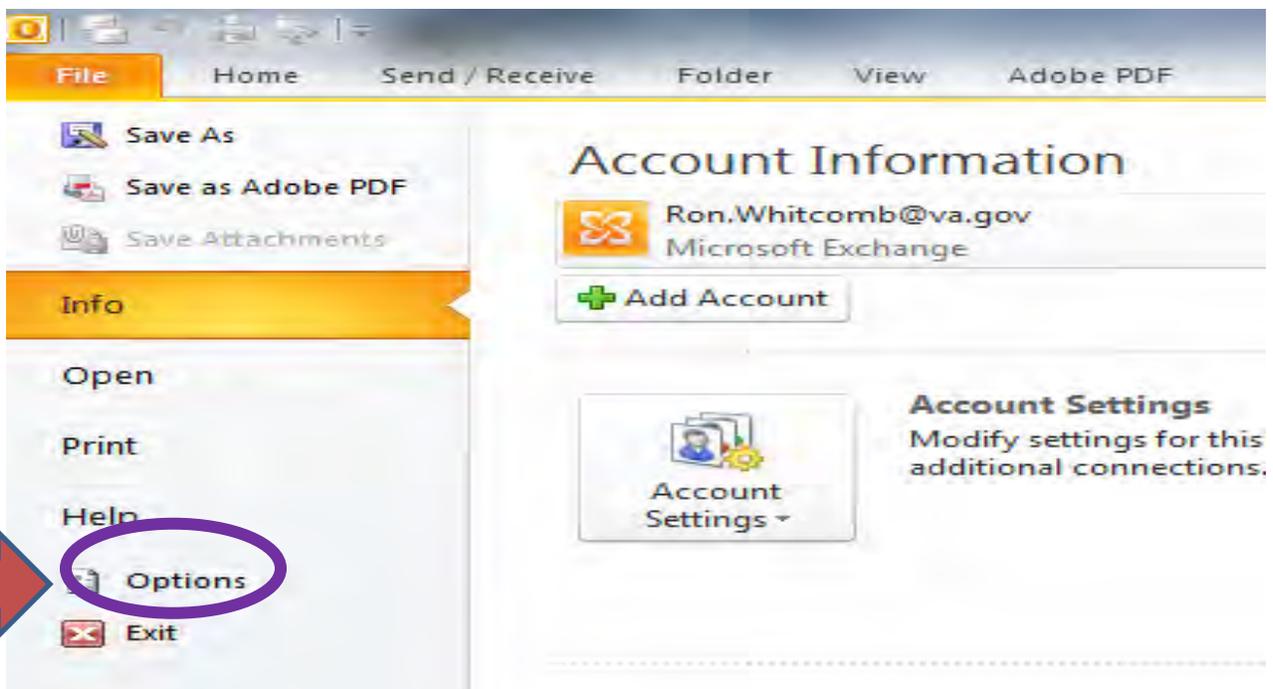
Configuring Outlook 2010

You must be logged onto your computer using your PIV Card *prior* to setting up Outlook

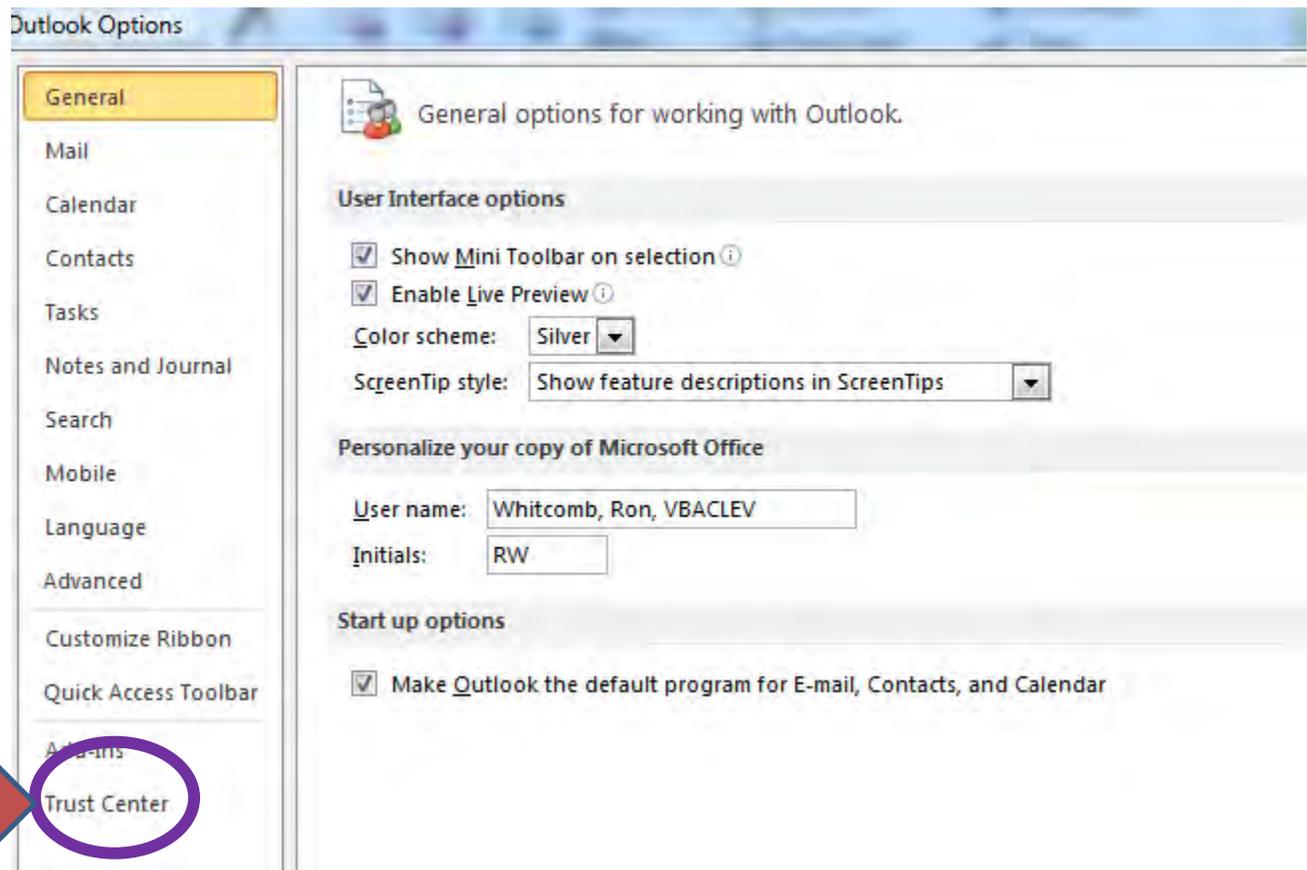
In Outlook, select the **File** tab



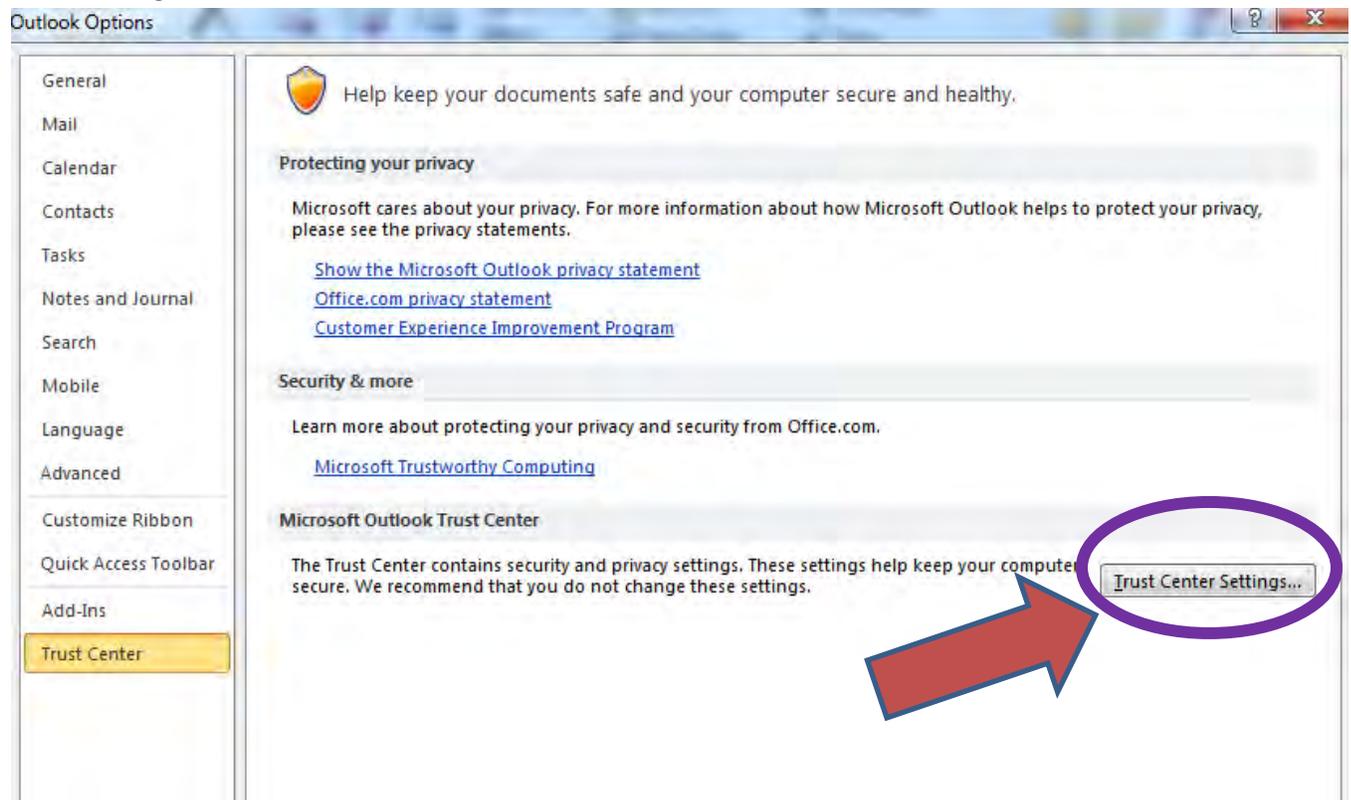
Under the File tab, click **Options**.



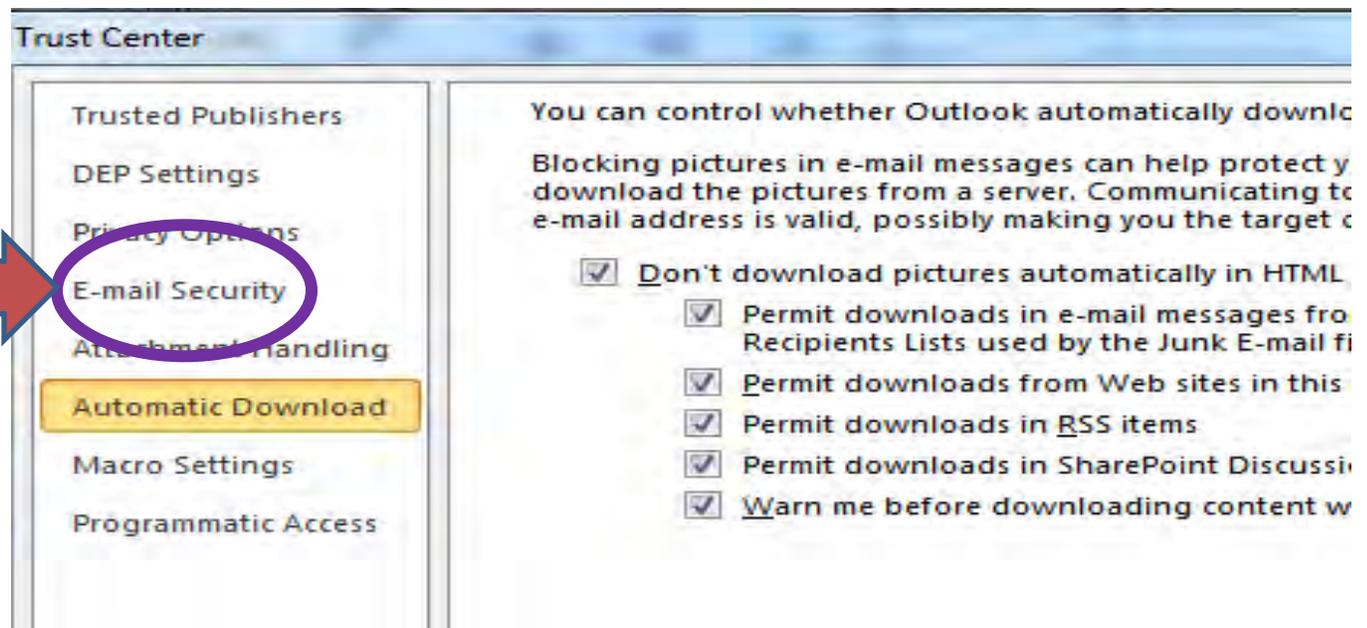
In the Outlook Options window, click **Trust Center**



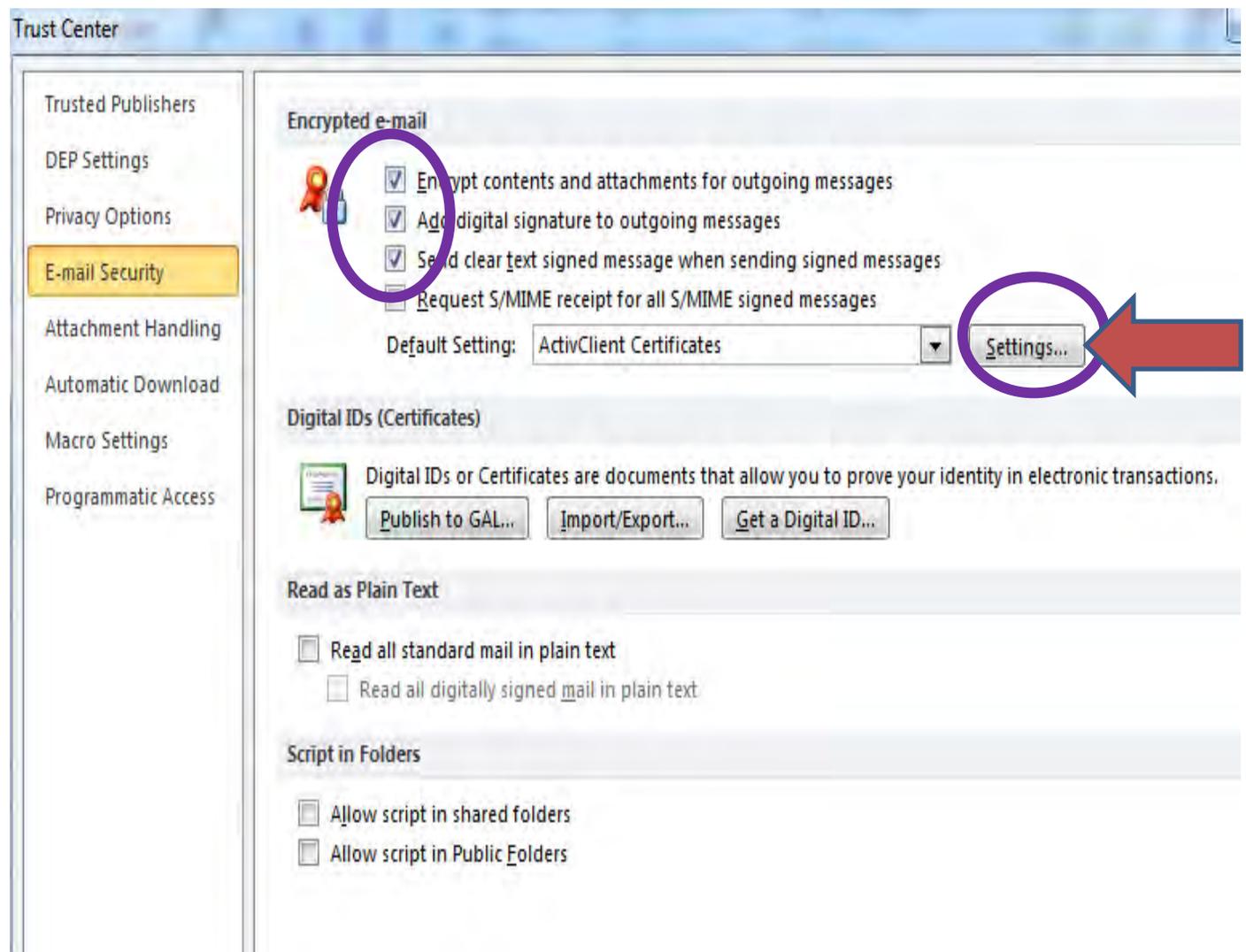
To the right, click **Trust Center Setting**



In the Trust Center window, click **E-mail Security** (from the left column)



Under the Encrypted e-mail, ensure the three (3) boxes are checked, and then click **Settings**



The Change Security Settings window will come up

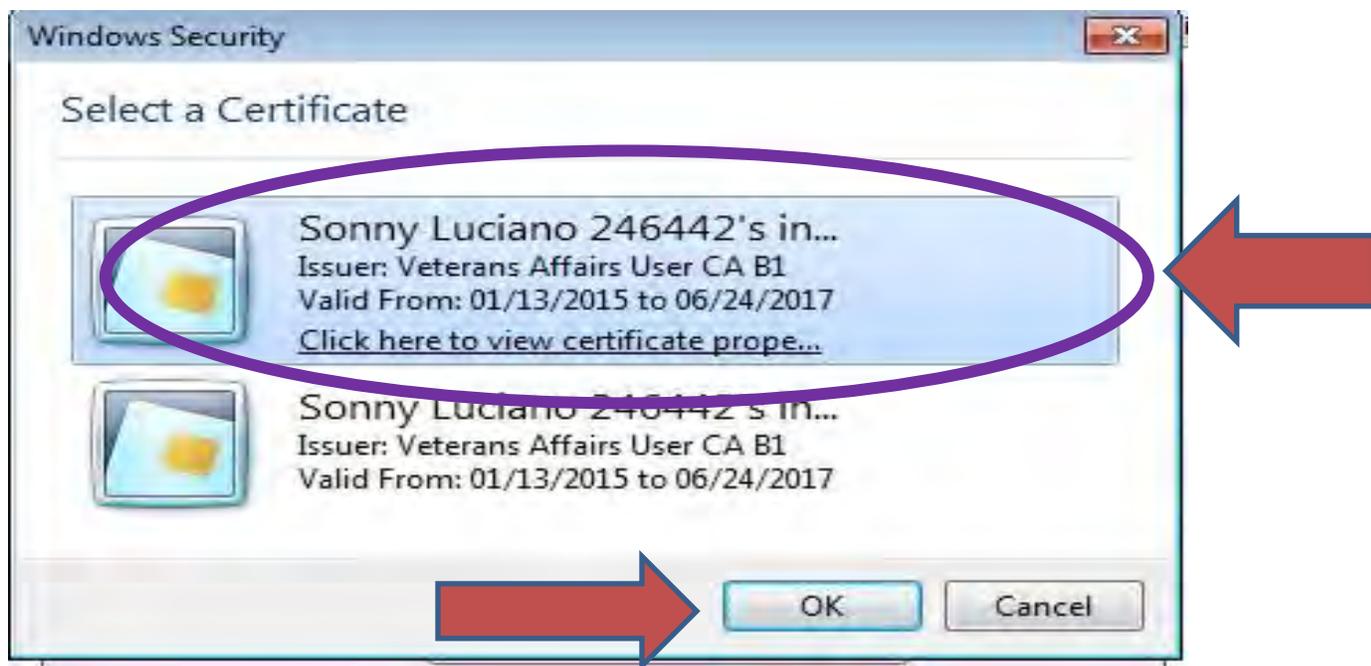
Under the Secure Settings Name, confirm that displays *ActioClientCertificates*



Under Certificates and Algorithms, next to Signing Certificate, click on the first **Choose** (Do not be concerned if your screen does not exactly match the figure below)



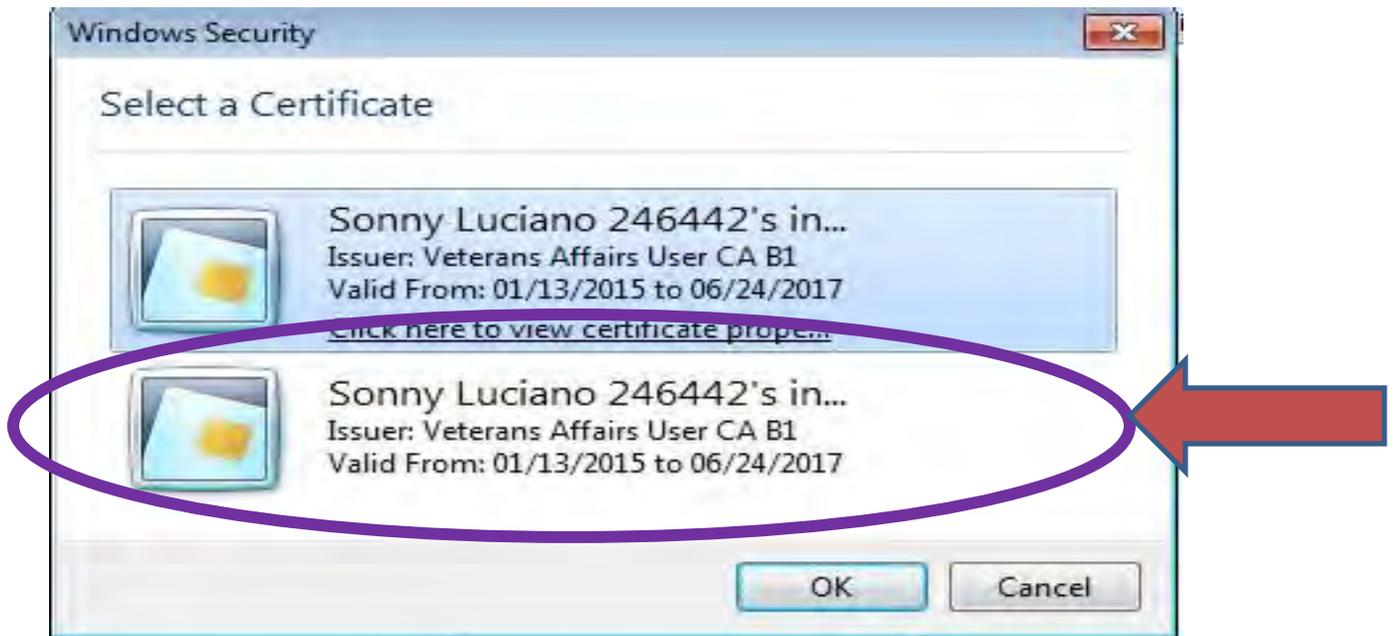
The Windows Security window will pop up. Under Select a Certificate, select the first (top) certificate (this is normally your signing certificate), then click **OK**



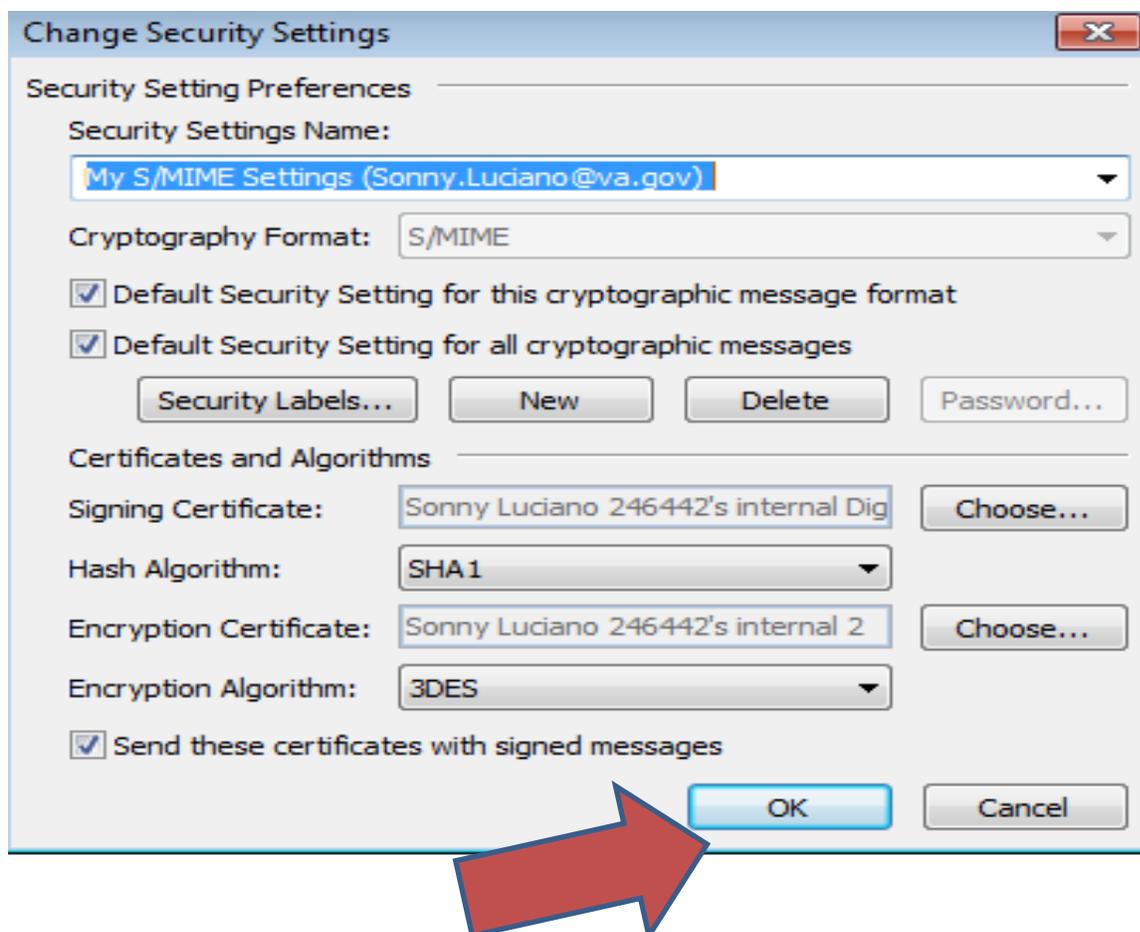
You will be taken back to the Change Security Settings window. Under Certificates and Algorithms, next to Encryption Certificate, click on the second **Choose** (Do not be concerned if your screen does not exactly match the figure below)



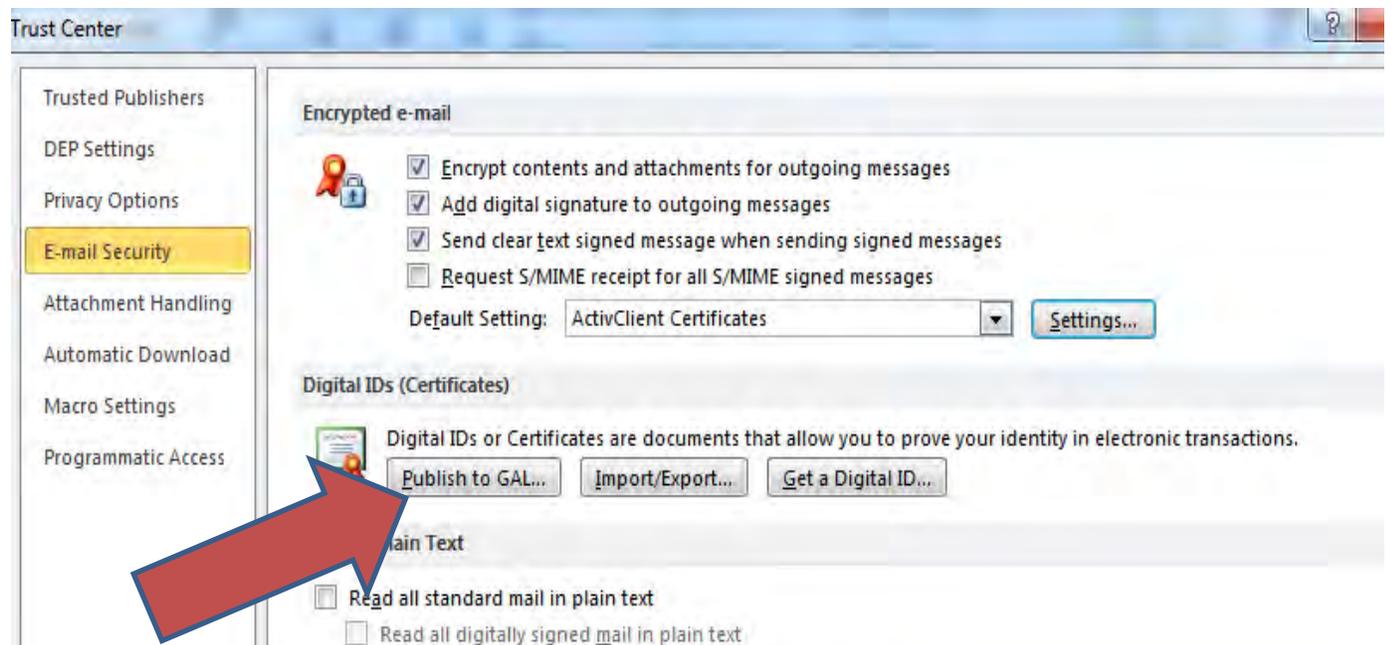
The Windows Security window will pop up. Under Select a Certificate, select the second (bottom) certificate (this is normally your encrypting certificate), then click OK



Once both the signing and encryption certificates are selected, click OK

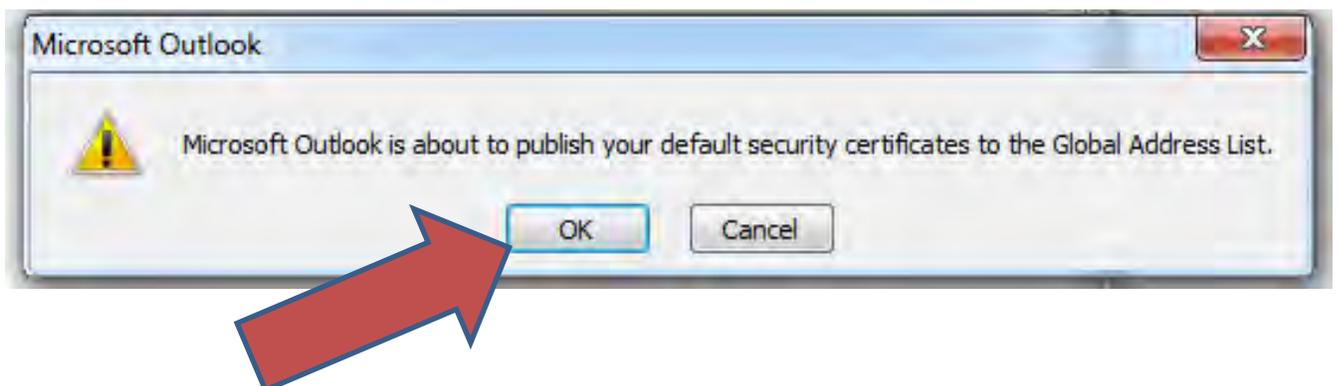


You will be returned to the Trust Center window, click **Publish to GAL**

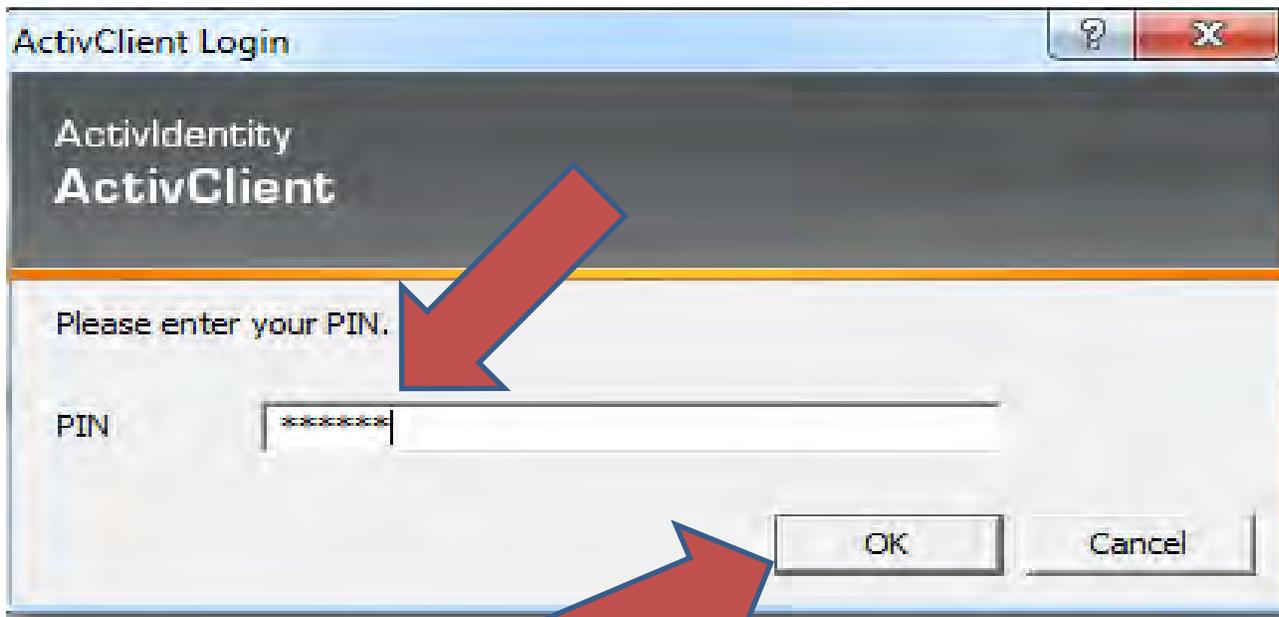


**If a display pops up and asks “Do you want to revoke/remove certificates” click yes

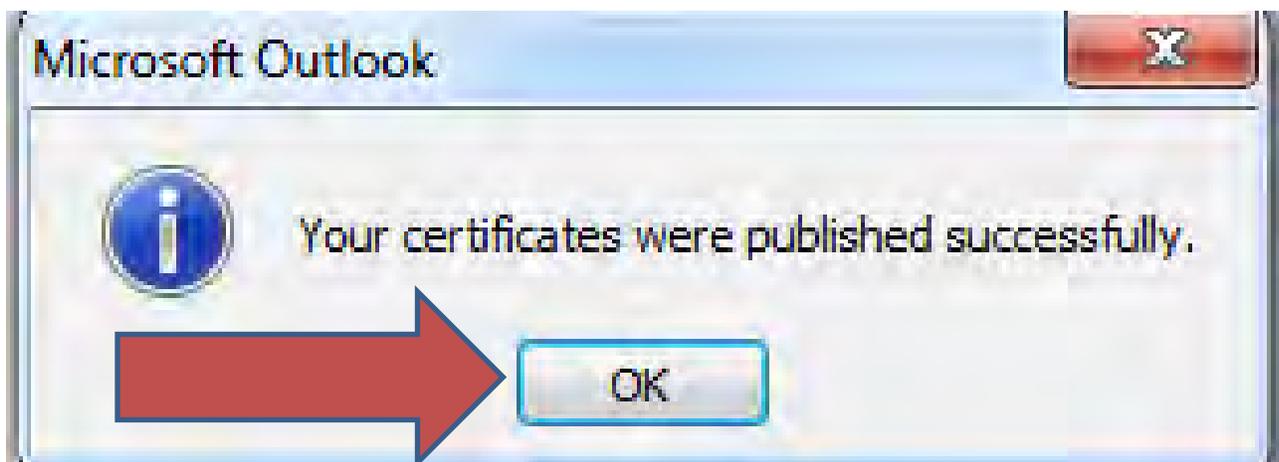
Outlook will indicate you are about to publish your PIV Card certificates to the Global Address List (GAL), click **OK**



When publishing to the GAL, Outlook will access your PIV Card and **MAY** ask for your PIN. Enter your **PIN** and click **OK**. **If it does not ask for your PIN, please continue.**



Once the certificates are published, Outlook will show a success message, click **OK**. Your certificates are now published to the GAL.



You can close any remaining windows and resume using Outlook.

It may take several hours for your co-workers to see your new certificates in the GAL. Once the data in the GAL has had a chance to replicate, your co-workers will be able to send you encrypted e-mail.

If your certificates *fail* to publish to the GAL, please contact IRM. Your certificates may need to be manually exported and published to the GAL.

Points of Contact:

PCI Manager Sonny Luciano ext. 3718 or 3721

IRM 522-3526 option 6

ISO Robert Hall ext. 3710

ISO Brandon Curry ext. 3702