

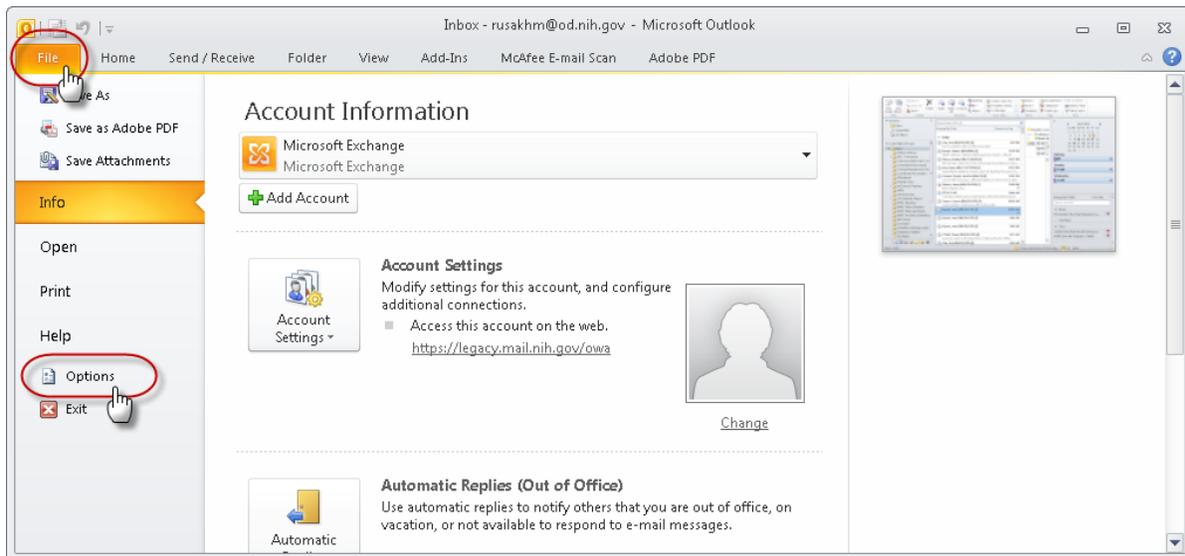
How to Publish Your Smart Card Certificates Using Outlook 2010

To send or receive (and read) digitally signed or encrypted email messages with colleagues at NIH, you must first publish your PIV certificate (a part of PKI, or Public Key Infrastructure) to the Global Address List (GAL). Certificates are stored on your PIV smart card's chip. Digitally signing your email tells your recipient that a message is verifiably from you. Encrypting your email ensures that only the intended recipient can read your message. Publishing your certificate to the GAL allows the recipient's Outlook to verify the digital signature, or allows the recipient to read email you have encrypted, and vice versa.

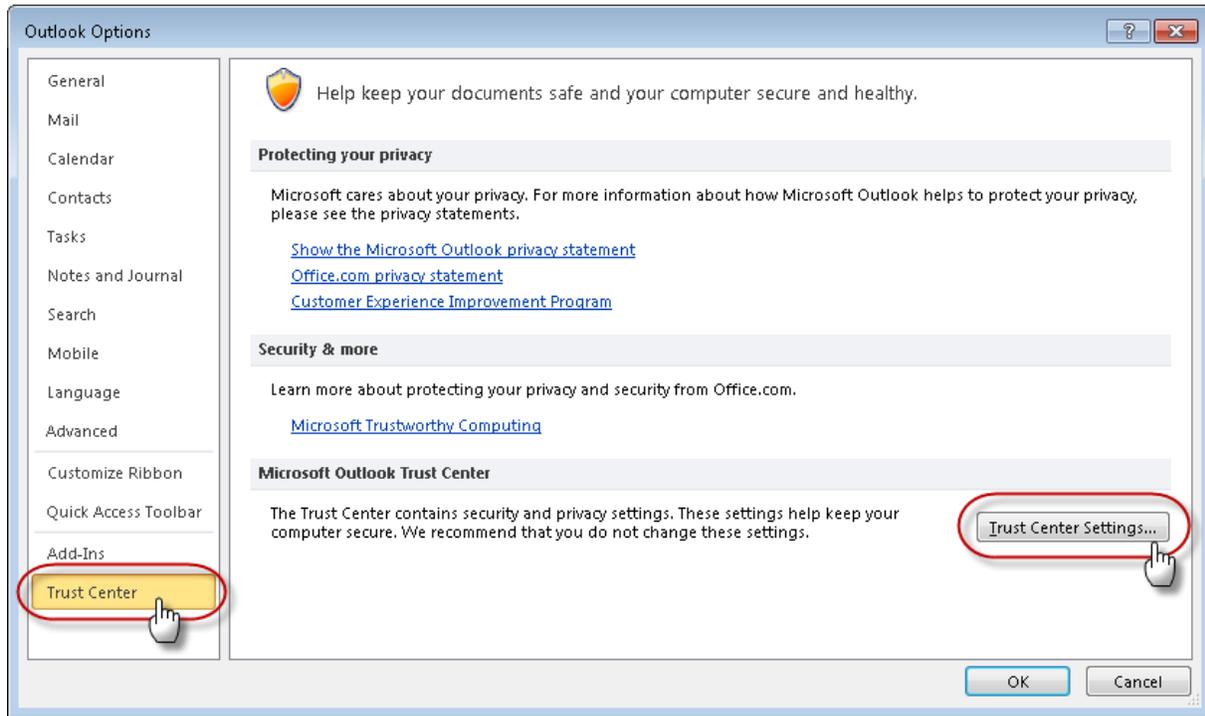
If you send sensitive or personally identifiable information (PII), you *must* encrypt your email.

You only need to publish your valid certificate once (or when you renew a certificate). You will use your NIH PIV smart card and PIN to do this.

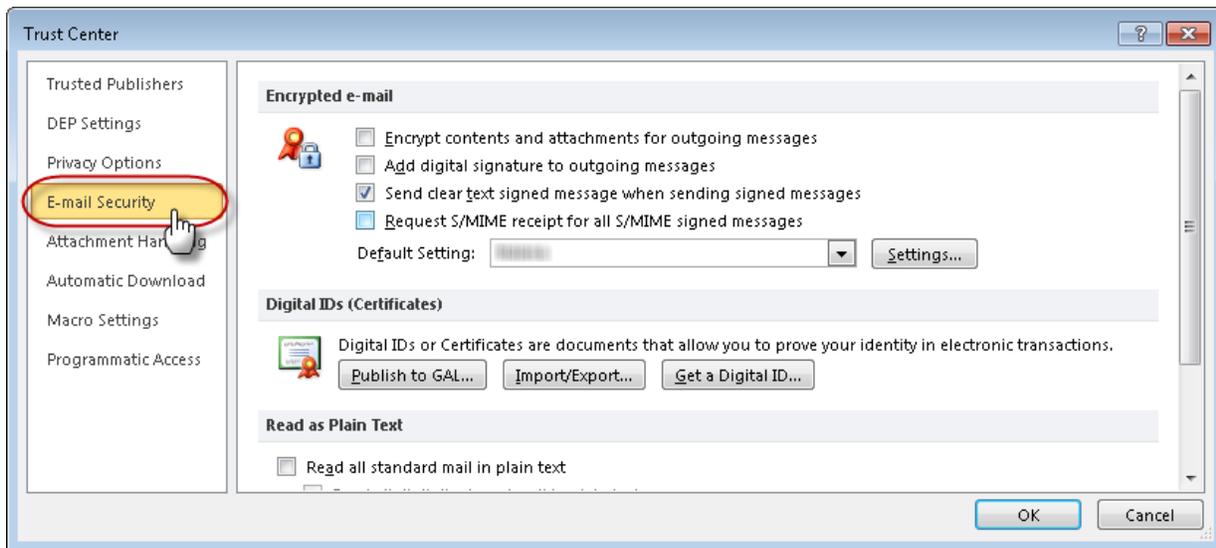
1. Log in to your NIH computer using your PIV smart card and PIN, and open Microsoft Outlook.
2. With the PIV smart card inserted in your computer's card reader, go to the **File** tab and select **Options** from the left pane.



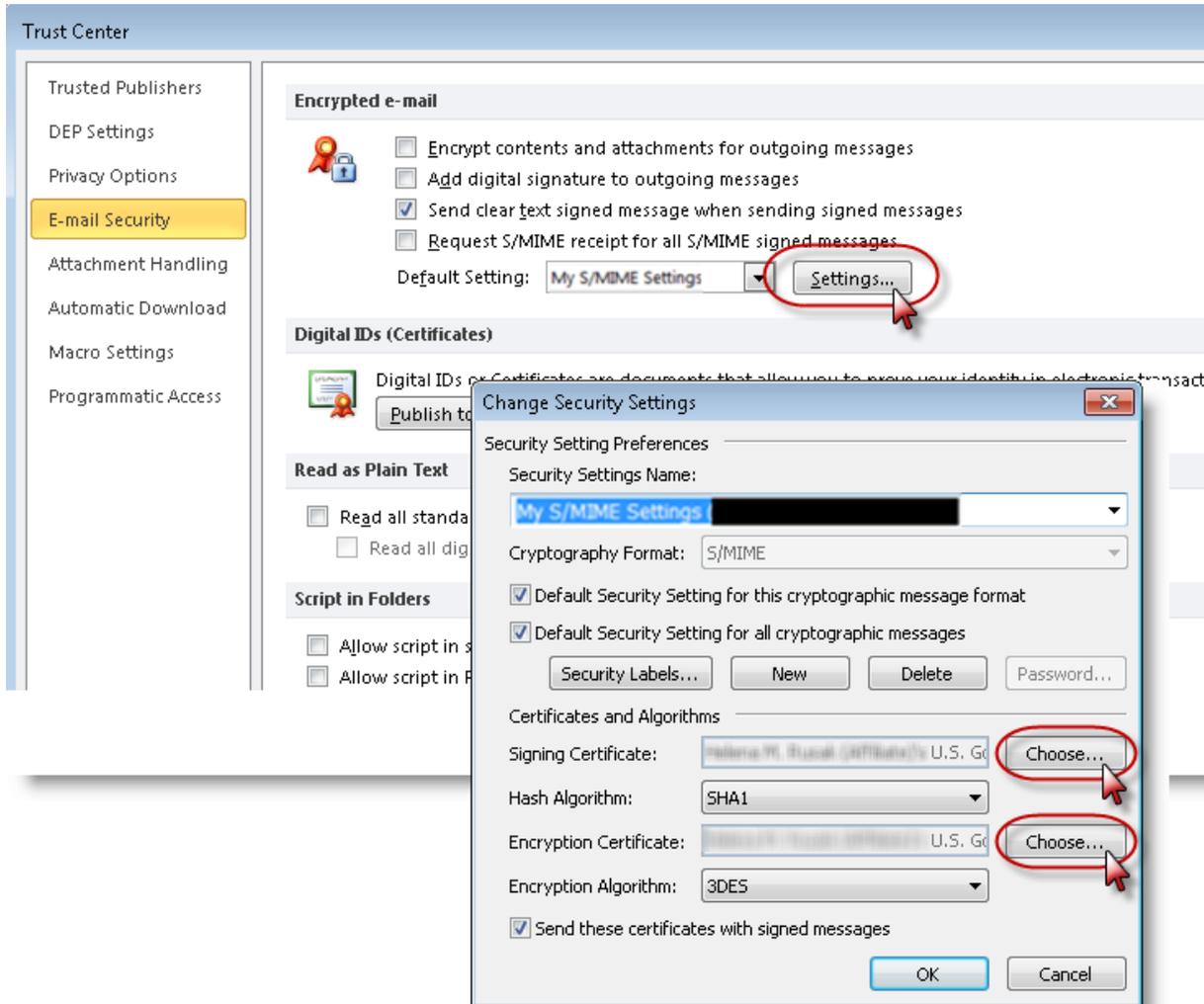
- From the Outlook Options dialog box, select **Trust Center** from the left pane, then click the **Trust Center Settings** button from the right pane.



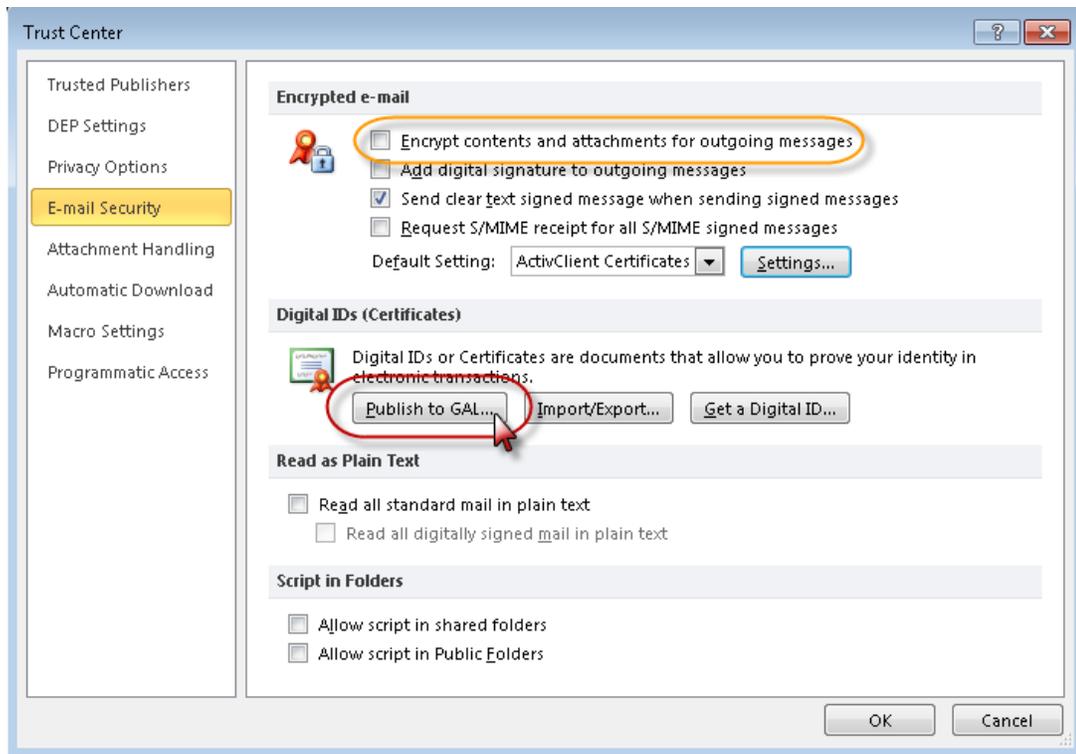
- From the Trust Center dialog box, select **E-mail Security** from the left pane.



- In the right pane under *Encrypted E-mail*, click the **Settings** button, and then click each one of the **Choose** buttons next to both the Signing Certificate and Encryption Certificate options. When prompted, select your current and valid certificate. When ready, click **OK**. This will ensure your certificates are properly loaded and ready for publishing.



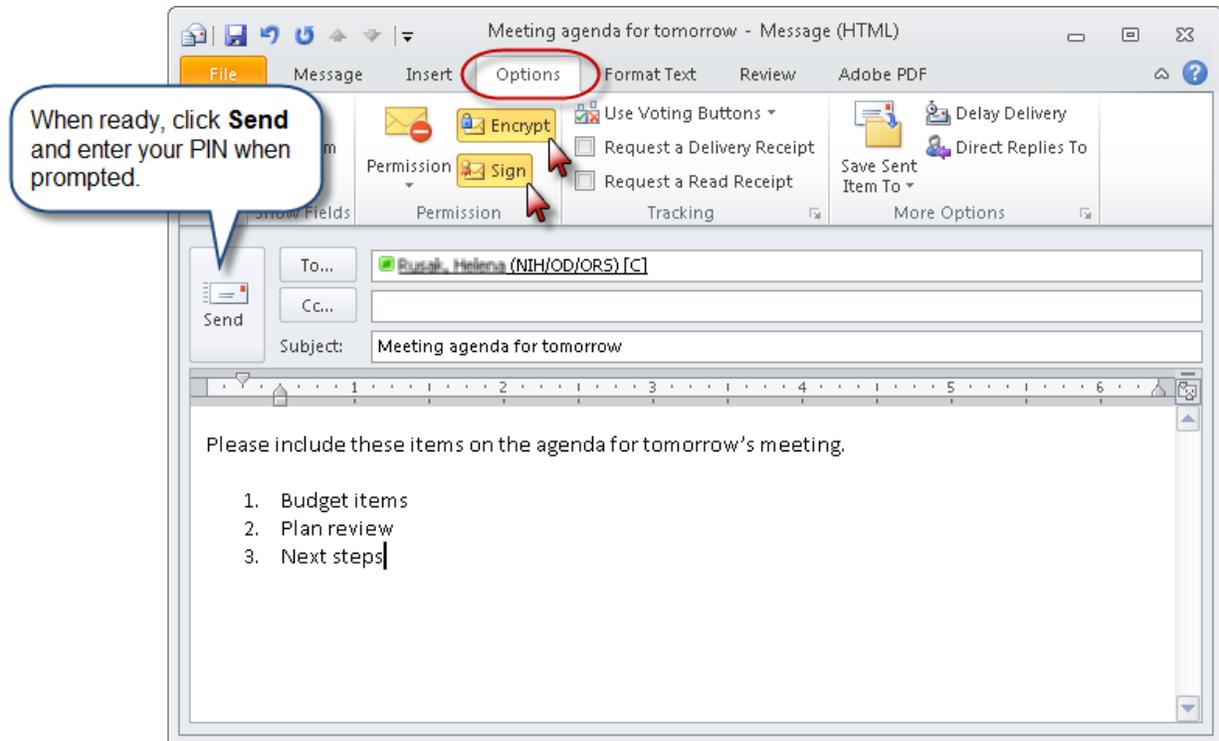
- Click the **Publish to GAL** button under the *Digital IDs (Certificates)* section to publish your certificates to the global address list. If you want to encrypt all outgoing email messages by default, first click the option to *Encrypt contents and attachments for outgoing messages*. When you click the **Publish to GAL** button, follow the prompts to affirm.



- Click **OK** to close the *Trust Center* dialog box, and then **OK** again to close the *Options* dialog box.

To sign or encrypt a message:

1. When ready to send a message, click to show the **Options** ribbon for the email message. From the *Permission* group, click **Encrypt** or **Sign** (or both).
2. Click **Send** to send the message. When prompted, enter your PIN to sign the message.



For BlackBerry users: To send or receive encrypted or digitally signed email on your BlackBerry, see the [Smart Card BlackBerry Configuration Guide](http://ocio.nih.gov/pki/PKI_files/Smart_Card_BlackBerry_Configuration_Guide.pdf) (http://ocio.nih.gov/pki/PKI_files/Smart_Card_BlackBerry_Configuration_Guide.pdf). This requires the BlackBerry Desktop Manager to be installed on your desktop or laptop.

If you need help, please contact the NIH IT Service Desk at 301-496-4357 or submit a ticket online at <http://itservicesdesk.nih.gov/support>.