You can use the digital certificates on your **Common Access Card** (CAC) to digitally sign and encrypt e- mail and other documents just as you may have used your previous PKI soft token digital certificates.

If you have installed your soft token certificates on your machine please follow the REMOVE CERTIFICATES on item Step 10 & 11 before proceeding with Step 1.

1. Required software must be loaded on workstation.
a. Win 98, 2000 or NT 4.0 w/ SP 6a
b. MS Outlook 2000, SR 1a
c. 128 bit cipher strength patches applied
d. MS Internet Explorer (IE) 5.5 or better
e. No specific minimum hardware requirements
f. No Netscape version required
g. You MUST have a USMC approved card reader and software installed.

2. Verify whether or not you have the DoD Root certificates installed on my computer
a. **Open** **Internet Explorer.**
b. **Click** **Tools**
c. **Click** **Internet Options**
d. **Click** **Content**
e. **Click** **Certificates**
f. **Click** **Trusted Root Certification Authorities,** and scroll down to verify that the DoD CLASS 3 Root CA3, CA4 and CAC and DOD PKI Med Root Certificates appear. If they do not appear, see the next section.
g. **Click** **Intermediate Certification Authorities** and Scroll down to verify that there are DOD CLASS 3 Root certificates. If they do not appear, see the next section.
h. **Click** **Close**
i. **Click** **OK**.

3. If I do not have the DoD Root and IECA Certificates, how to get them?
a. **Open up** Internet Explorer
b. **Go** to web site: **http:// www.noc.usmc.mil**
c. **Click** Continue for .mil users
d. **Click** Yes to accept Certificate
e. **Click** the **PKI** tab at the top
f. **Click** **Certificate Info**
g. **Click** under the User Installing **DoD Roots into IE**
6.x Win2000
h **Scroll down**, **Click** on blue **DoD Root-R2&3**
i. **Save** in **Desktop**
j. **Click** Close**, Close Internet Explorer**
k. **Go** to your **Desktop**, **Right** **Click** **DODcacerts Icon**
l. **Select Install Certificates**
m. **Click** **Next, Next, Finish, OK**

4. Registering Certificates in IE.
a. **Ensure** CAC is in reader
b. **Enter Pin**
c. **Double** **Click** the Card Reader icon located at the lower right hand side of your monitor on the Startup Tool Bar
d. **Click Tools**
e. **Click Register Certificates**
f. **Click OK** and **Close**

5. Configure Outlook for certificate utilization.
a. **Open MS Outlook**
b. **Select Tools**
c. **Select Options**
d. **Select Security Tab**
e. **Click Settings**
f. **Enter** desired Security Settings Name
*Lastname*CAC
g. **Select Choose** for appropriate for **E-Mail Signing Certificates**
You will see two certificates. Expand the column heading entitled **Issued By** (Drag the divider to the right) Click the one that shows **DOD CLASS 3 CAC EMAIL**
h. **Select DOD CLASS 3 CAC EMAIL Certificate**
i. **Click OK**
j. **Click OK** to return to the Security Tab
k. **Click Choose** for E- Mail Encryption
l. **Select** appropriate **DOD CLASS 3 CAC EMAIL Certificate**
m. **Click OK**
n. **Check** the **boxes**:
(*) Add Digital Signature to outgoing messages
(*) Send clear text signed messages when sending digitally signed
o. **Click OK**

6. Set Contacts as default Outlook Address Book.
*Note: To send and receive DoD PKI messages, Contacts must be set as the first location referenced in Address Boo*k.
a. **Select Tools**
b. **Select Address Book**
c. **Select Tools**
d. **Select Options**
e. In the drop down box under "**When sending Mail**", **Scroll** to the bottom of the list and **Select** Contacts .
f. **Use** arrows to **Move** Contacts to top of list
g. **Click Apply**
h . **Click OK**
i. **Close Address Book**

7. Adding PKI Icons to Mail Messages
a **Start** a new mail message. **Maximize** your screen
b. **Choose** Tools, **Customize**
c. **Click** the **Commands Tab**
d. **Scroll** down to you see the **Standard** option on the left hand side.
e. On the right hand side, **Scroll** down to the bottom of the list until you see the two PKI icons.
f. Then **Drop** and **Drag** the icons on to the toolbar.
g. **Drop** inside the toolbar, not at the end.

8. Methods to create MS Outlook Contacts for sending encrypted mail
a. **Open** a PKI digitally signed e-mail from the User that you wish to send encrypted mail to
b. **Right Click** on the individual's name in the "From" field
c. **Select Add to Contacts**
d. **Click Save** and **Close**
Note: Certificate is automatically stored in Contacts.

9. **Send DOD PKI Encrypted Message in MS Outlook**
a. **Click** New Mail Message button in MS Outlook
b **Click** TO…
c. **Select** the desired individual from the Contacts Address Book if sending Encrypted (only can you send encrypted, if you have previously saved the user's certificate in your Contact's list
d. **Click OK**
e. **Click** on the appropriate icon to Sign & Encrypt (Signing Icon should be already Selected)
f. **Complete** message
g. **Click** Send
h. **Enter** Pin
i. **Click** OK

Note: There is a 3 time lock out for your pin. You will have to return to the Pass and ID to have your Pin reset.

Note: If you have soft certificates and you want maintain them /w CAC PKI certificates ensure you specify the CACcertificate by name. Example*(Lastname*CAC)

Installation is completed

10. **To Remove PKI Certificates from PC**
   a. **Go** to **Tools**, **Options**, **Security Tab**
   b. **Uncheck** the Box that reads **Add Digital Signature to   Outgoing Message**
   c. **Click** **Apply**
   d. **Click** on **Settings**
   e. **Click** **Delete**
   f. **Click** **Ok**
   g. **Click** **Ok** on the next screen

11. **Removing Certificates from Internet Explorer**
   a. **Open** **Internet Explorer**
   b. **Click** on **Tools**
   c. **Click** on **Internet Options**
   d. **Click** on **Content Tab**
   e. **Click** on **Certificates**
   f. **Highlight** all your certificates under **Personal**
   g. **Click** on Remove
   h. **Click** **Yes** and **Close**

DOD PKI
Digital Certificates
Common Access Card

Win2000
Microsoft Outlook 2000

Quick Reference Guide

MCLB Albany
PKI Section
229-639-7040

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https://intranet.matcom.usmc.mil/pki/