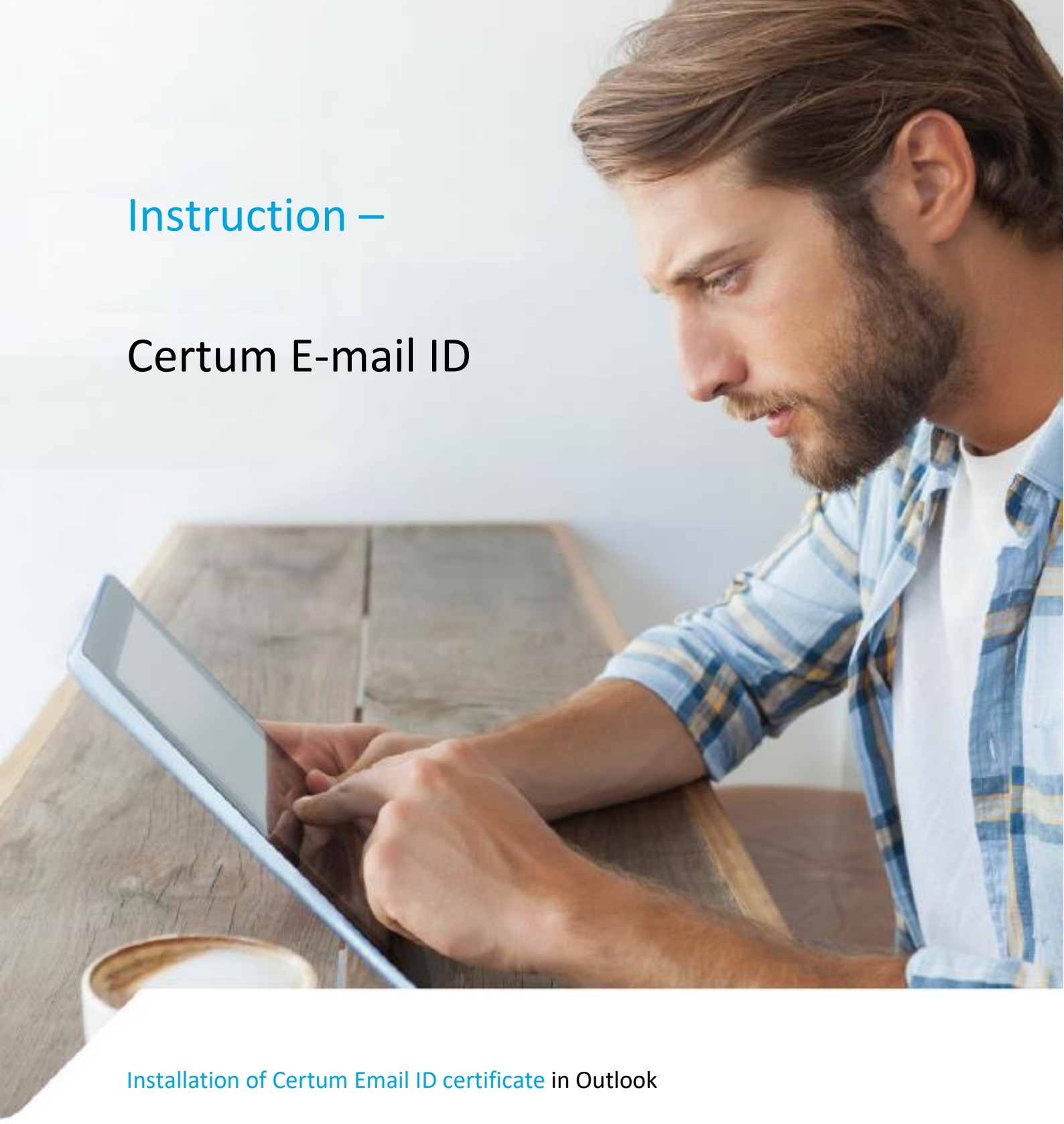

Instruction –

Certum E-mail ID

Installation of Certum Email ID certificate in Outlook

version 1.3

Certum
by asseco

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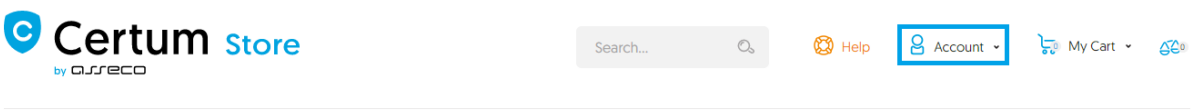
The instruction presents the process of uploading the Certum Email ID certificate to Outlook 365.
To implement the certificate in an email program it is necessary to have access to the pfx/p12 file.

1. Certificate downloading

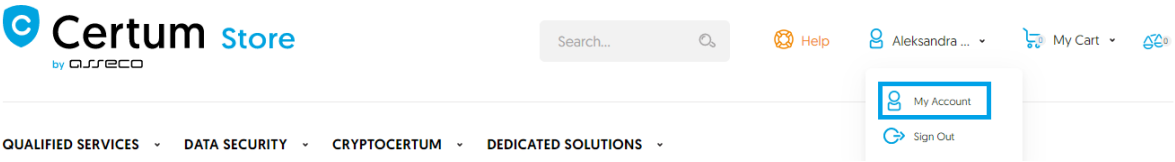
After receiving the notification of the Email ID certificate issuance, log in to the account from which you activated it. The method of downloading the file will vary depending on the activation method you have selected before:

- Key pair generation, option: Saving the keys in the Certum CryptoAgent application, see **point 1.1**
- CSR method, see point 1.2
- Key pair generation, option: Saving the keys on the Certum card, see point 1.3

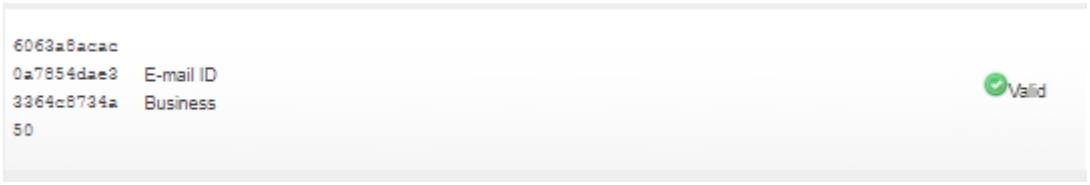
Log in to https://certum.store/



Click on Your Account.

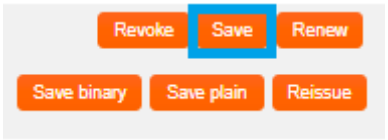


Once you are in the customer panel, select the Certificate Management section. Here you can see a list of issued certificates. Find your certificate and click on it.

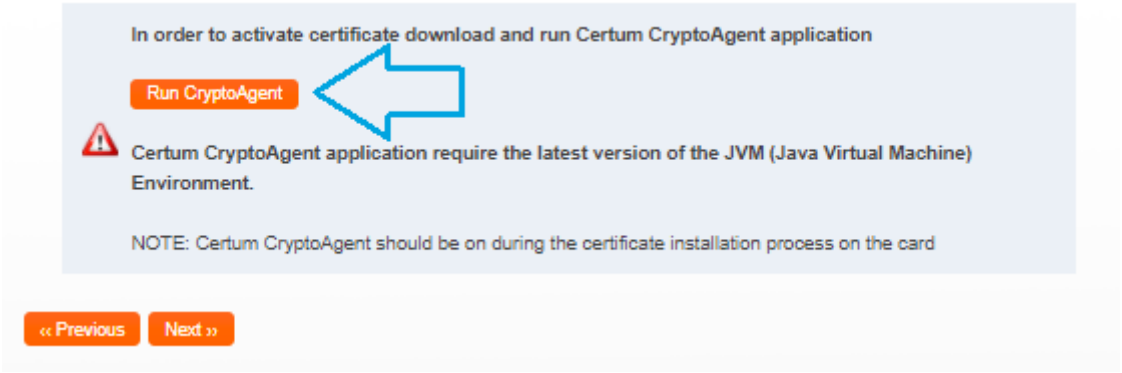


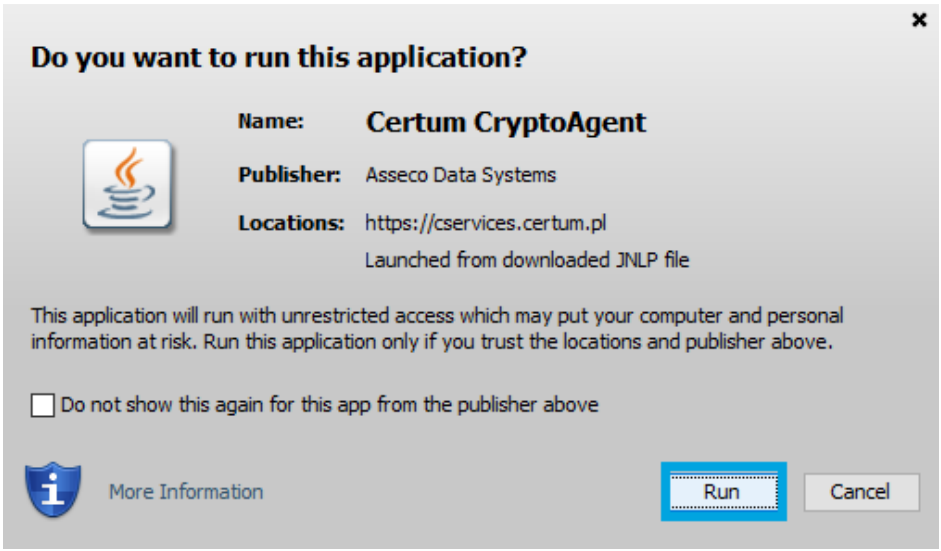
1.1. Key pair generation – keys saved in the Certum CryptoAgent application

If you have activated the certificate by generating a key pair in the CryptoAgent application, the certificate will be available for download in the pfx/p12 format after clicking on the Download PFX file button.

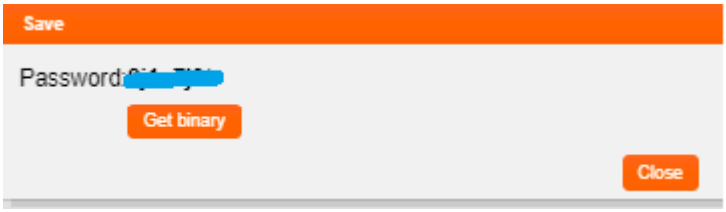


In the next step, run the CryptoAgent application.



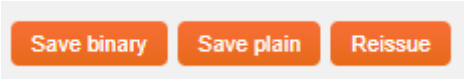


The application will run in the background and on the website it will be possible to download the certificate. A password will also be generated to the file, which must be saved to be able to access the file. The certificate will be downloaded after clicking on the Save Binary button.



1.2. CSR method

If the certificate has been activated using the CSR method, click on the Save plain button to save the public part of the certificate in the .pem format on your computer.



1.2.1. Creating a .pfx file

The .pfx file is needed to install the certificate. You can create the .pfx file after issuing the certificate.

a) After issuing the certificate download the certificate file (in the binary or text form) , from the Certificate Management Certum Store

1.2.2. Create from .cer file

a) Use the following command:

openssl pkcs12 -export -out certificate.pfx -inkey **privatekey**.key -in **1f1da808028adaae5d5ced0679e04657**.cer

Bold values mean:
certificate - the name under which the .pfx file will be created
privatekey - name of the private key, generated together with the public key (must be exactly the same)
1f1da808028adaae5d5ced0679e04657 - the name of the .cer file downloaded from Certum's store

After entering the command you will be asked to enter the password if you use a certificate with ECC keys. This is not required for RSA certificates.

After executing the request a .pfx file will be created under the specified name in the same folder.


certificate.pfx

1.2.3. Create file from .pem file

a) Use the following command:

openssl pkcs12 -export -inkey private-privatekey.key -in nameofpemfiles.pem -certfile intermediateca.pem -out pfxname.pfx

privatekey – name of .key file created during CSR generation.
nameofpemfiles – name of .pem downloaded from Certum Store (use exactly the same name)
Intermediateca – name of intermediate CA downloaded from Certum Store (use exactly the same name)
Pfxname – name of pfx file that you will created

NOTE: you need an intermediate file which you can also download from the Certum store. Use exactly the same file's name.

NOTE: If you want to encrypt the .pfx file add the attribute -aes256 to the request

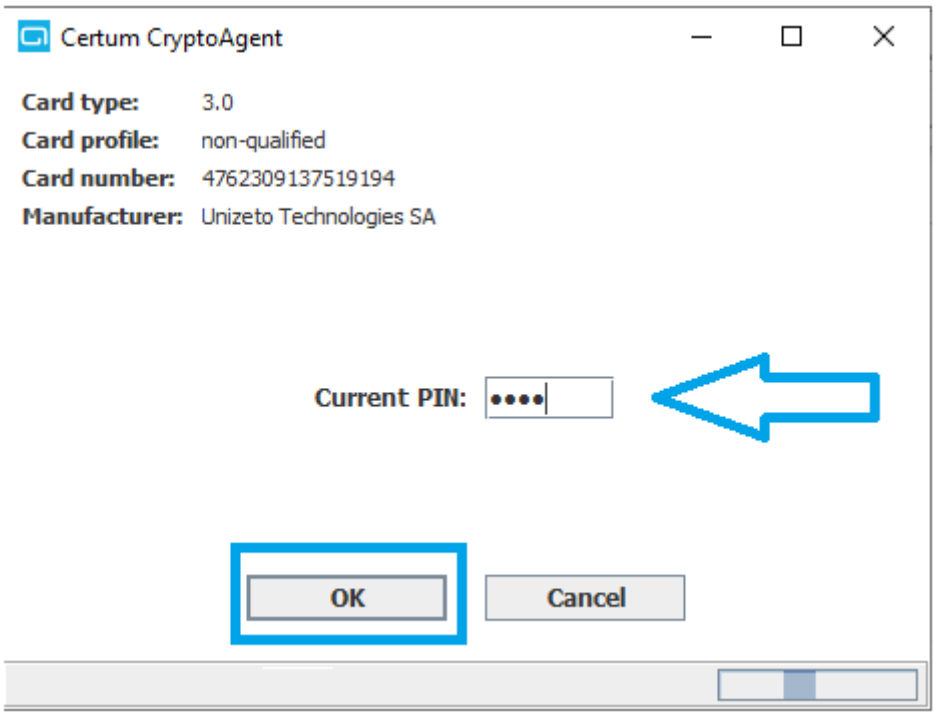
Additionally, if you want to decode your CSR, use the following command:

openssl req -newkey ec:ECC.pem -keyout keyprivate.key -out keypublic.csr -nodes

2.3. Key pair generation – keys saved on the Certum card

If you performed the activation by generating keys on the Certum card, make sure you have proCertum CardManager installed on your computer and connect the reader with the cryptographic card. In your Certum shop account select Save option.

There will be a possibility to run Certum CryptoAgent to install the certificate on the cryptographic card. To upload the certificate, enter your **PIN** code into the standard profile and confirm it with OK.



After the processing, the certificate will be uploaded to the card. You can check the certificate in proCertum Card Manager by clicking on the Standard profile tab.

3. Installation of the Email ID certificate in the system warehouse

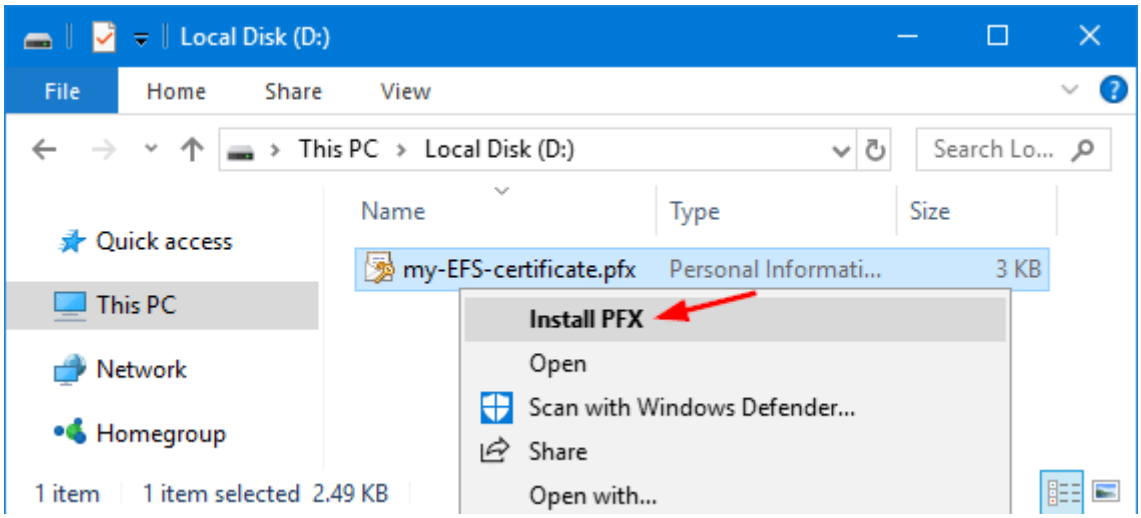
The next step is to install the certificate in the system. This is necessary before the implementation of the certificate in the email program.

Note:

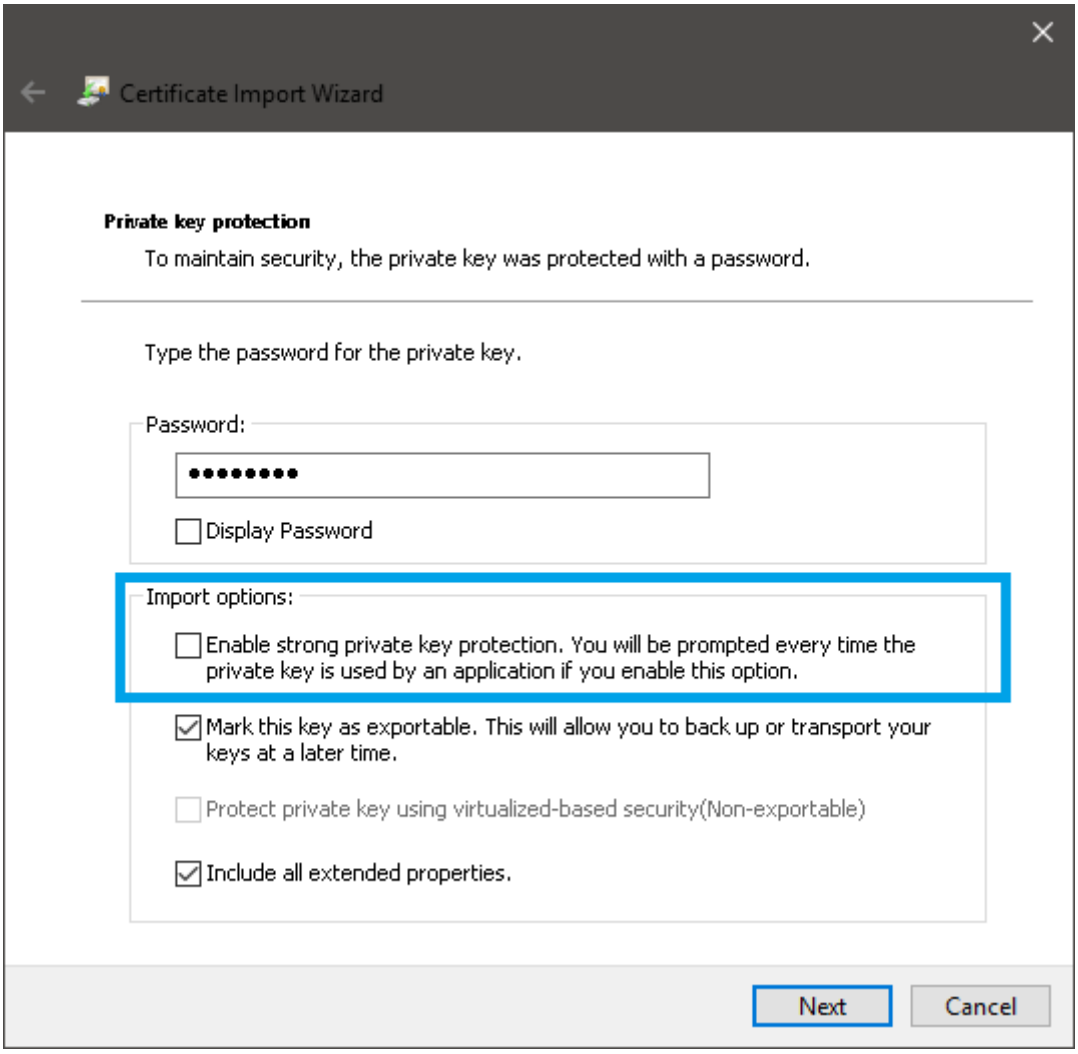
- If you have an exported pfx/p12 file go to point 2.1
- If you have the certificate uploaded to the Certum card, go to point 2.2

3.1. Installation path of the exported pfx/p12 file

Right-click on the pfx/12 file and select the Install PFX option.



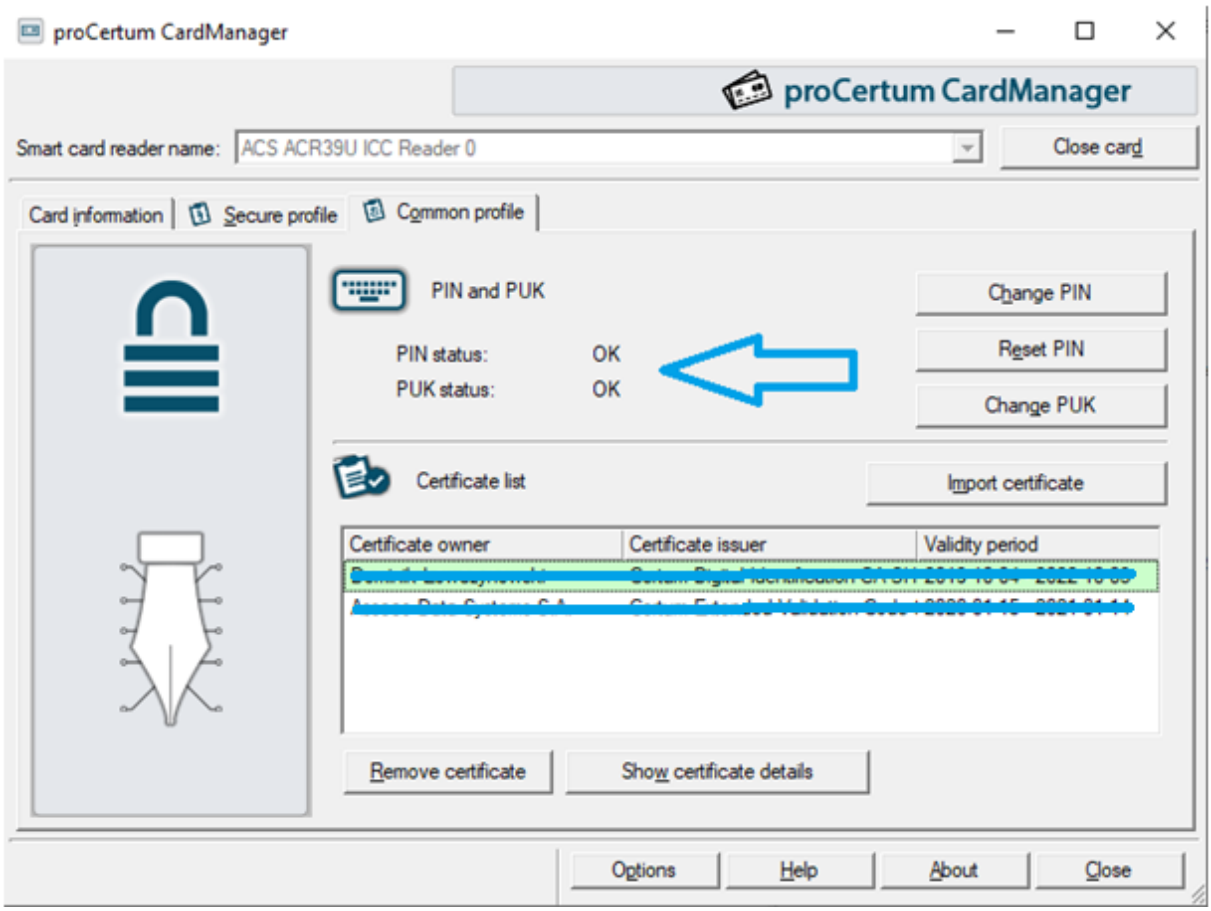
The installation process will start in the Certificate Import Wizard. During import it will be necessary to enter a security password which should have been saved when downloading the pfx/p12 file. Going through the installation process, the wizard will select a location for certificate installation by default.
Note! In the Import Options section, you can enable strong private key protection. Selecting this option will require you to enter a security password each time you use the key.



After clicking through the import press the Finish button. Now it will be possible to add the certificate to your Outlook account.

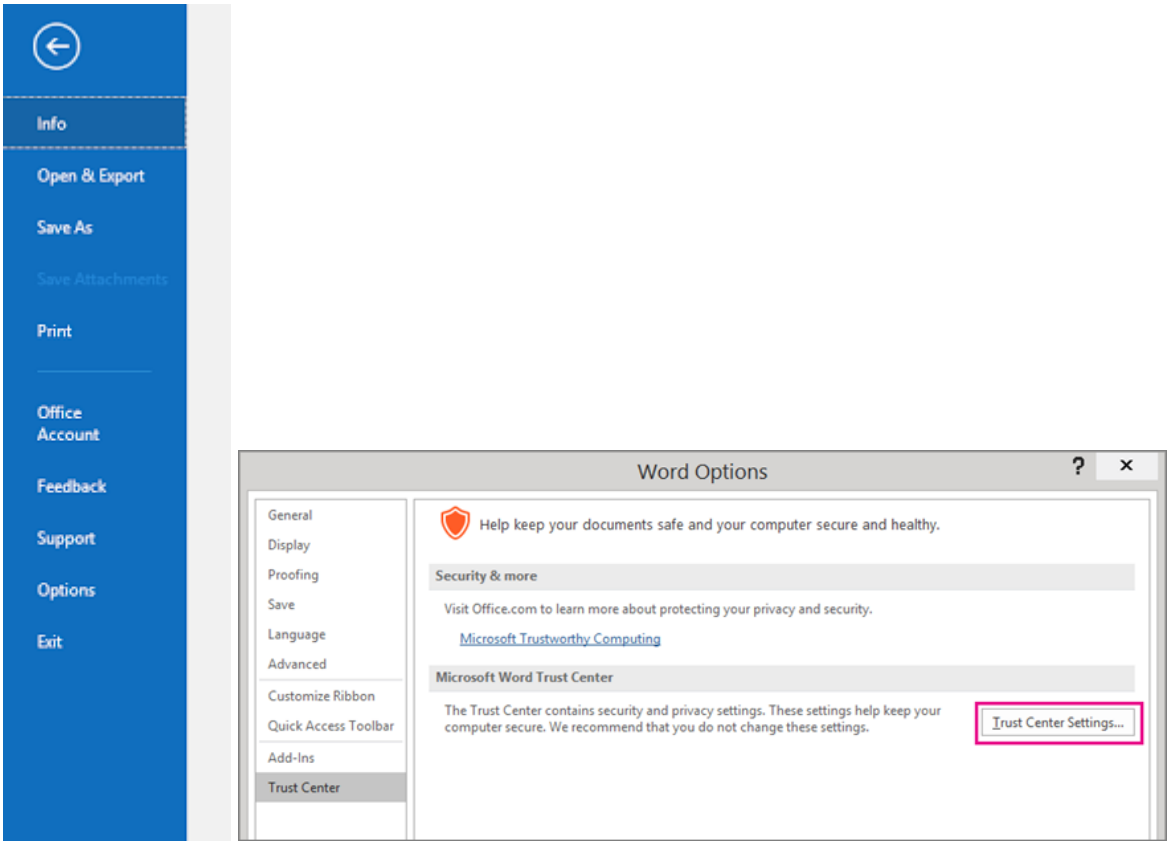
2.2. Certificate installation path from a cryptographic card

After uploading the certificate to the card, it is automatically registered in the system.

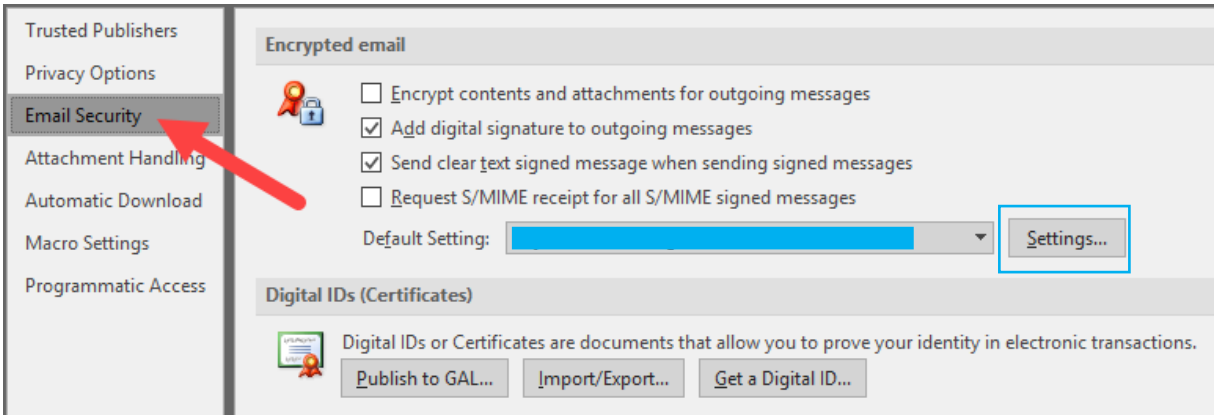


3. Adding an Email ID certificate to Outlook 365

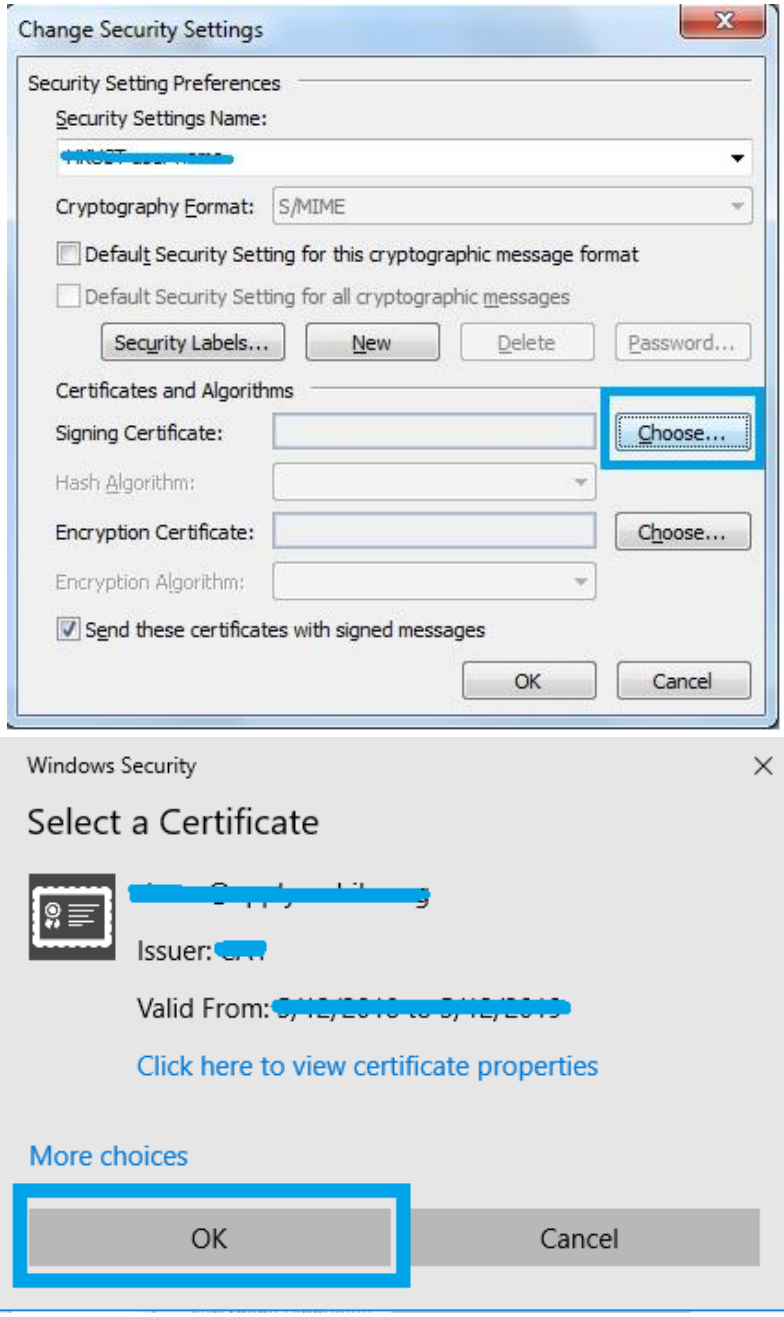
To install the certificate in Outlook, click Options and then select the Trust Center tab:



Then select the **Email Security** tab and click Settings.



In Settings, select the newly imported certificate and confirm your selection with OK.



Once you have completed the above steps, you can encrypt and sign your emails. The Encryption and Signing are selected from the Options menu.