



For Windows 98 SE, Windows NT4, Windows ME, Windows 2000 and Windows XP

## **OUTLOOK 2000**

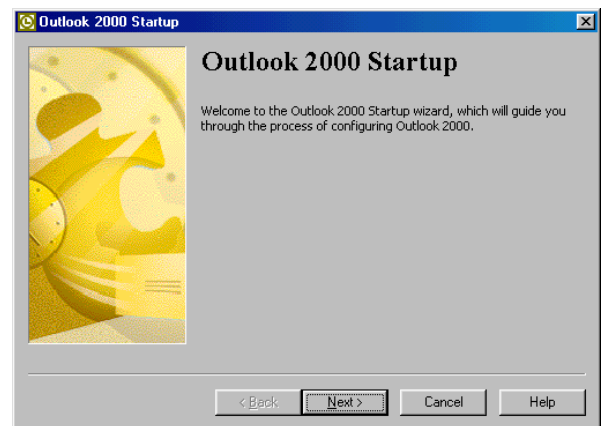
### **CREATING AN ACCOUNT**

#### **Setting up a new e-mail account to use HeSA certificates**

1. Open Outlook 2000.  
You can do this by double clicking the Microsoft Outlook icon with the left mouse button.



2. If this is the first time you have run Outlook you will be presented with the Startup Window. Select **'Next'**

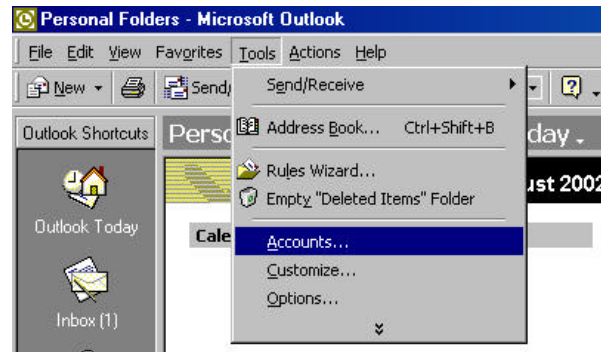


3. The E-mail Service Options Window will be displayed. Select the **'Internet Only'** radio button and select the **'Next'** button.

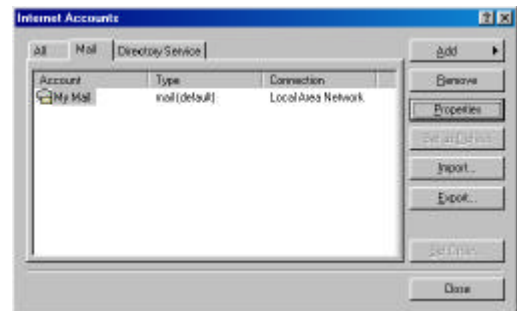
You can now skip to **'Step 7'**.



4. Select **Tools** from the main menu then select **Accounts**.



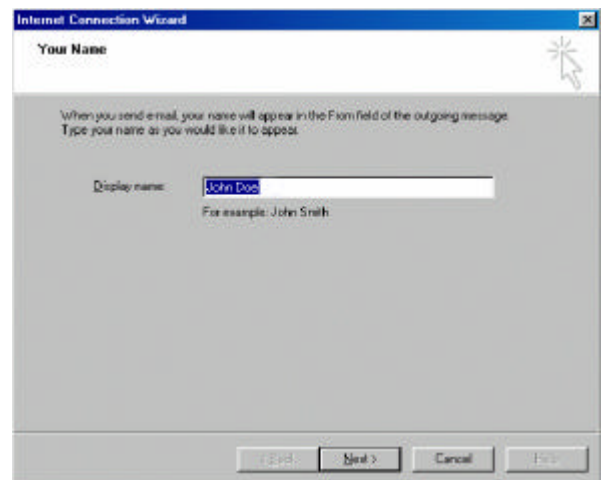
5. The Internet Accounts dialog box will be displayed.



6. Select the **Add** button, then select **'Mail...'**.  
The Internet Connection Wizard dialog box will be displayed.



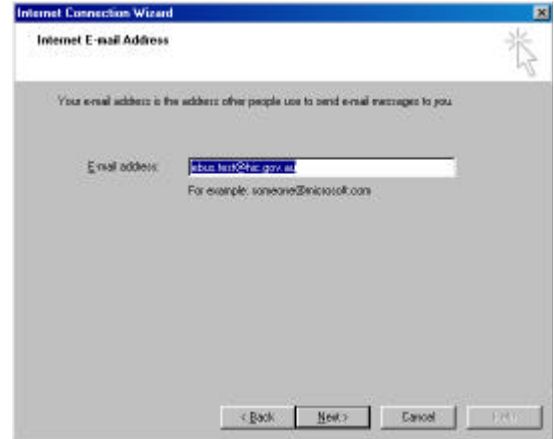
7. In the **'Display name:'** field type the Name you wish to appear on outgoing e-mail messages.
8. Select the **'Next >'** button to display the Internet E-mail Address window.



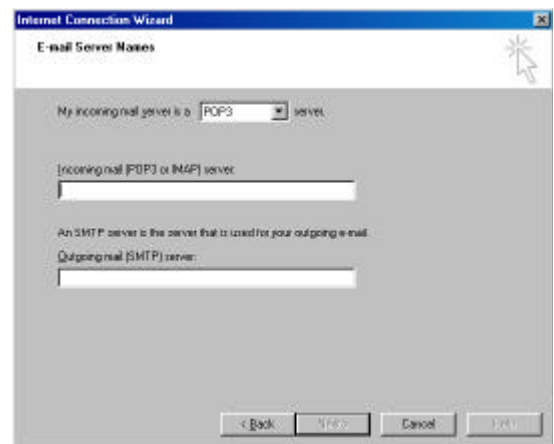
9. In the **'E-mail address:'** field type the e-mail address as provided by your ISP or Network Administrator.

**Note:** This address needs to match the email address registered on the HeSA issued certificates.

10. Select the **'Next'** button to display the E-mail Server Names window.



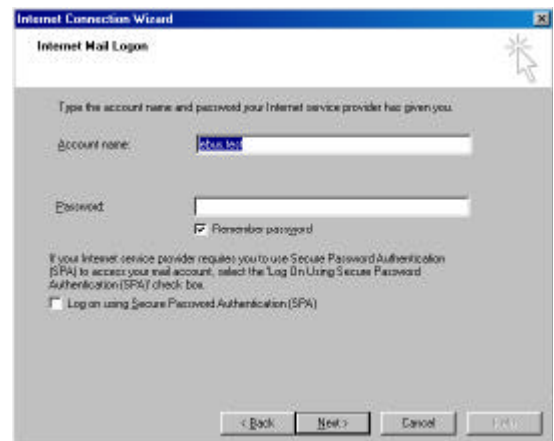
11. In the **'Incoming mail (POP3 or IMAP) server'** edit box type in the name of the incoming e-mail server provided by your ISP or Network Administrator.
12. In the **'Outgoing mail (SMTP) server'** edit box type in the name of the outgoing e-mail server provided by your ISP or Network Administrator.
13. Select the **'Next'** button to display the Internet Mail Logon window.



14. In the **'Account Name'** edit box type the e-mail server login name for your email account.
15. In the **'Password'** edit box type in the corresponding password for the above account name.

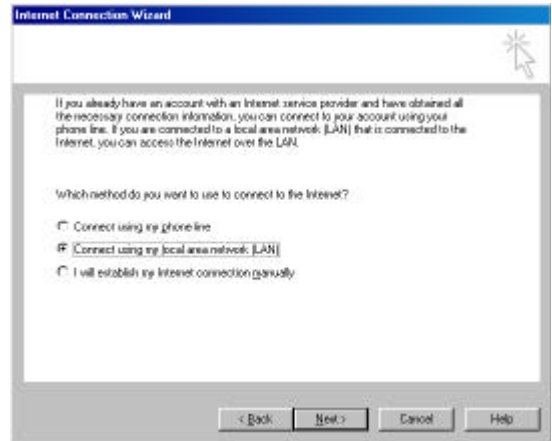
**Note:** Some e-mail servers require Secure Password Authentication. If you are not sure then do NOT select the check box.

16. Select the **'Next'** button.

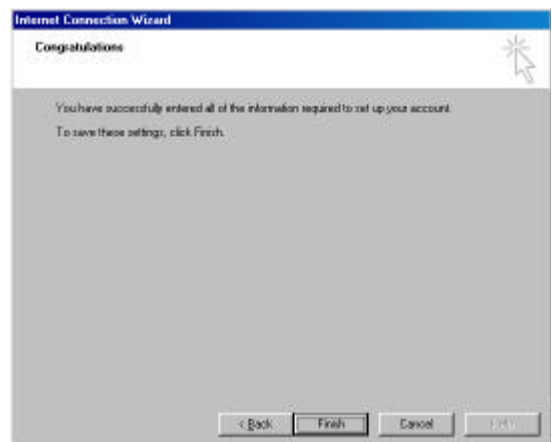


17. You may be prompted to establish an Internet connection.

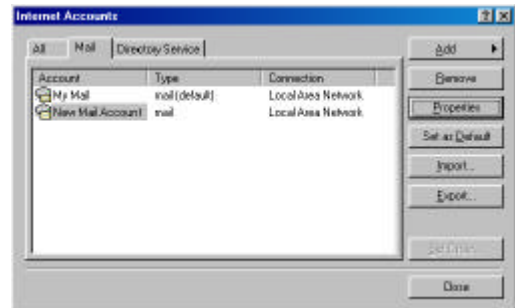
If you have not yet established an Internet connection contact your ISP. If you already have a connection set up choose either '**Connect using my local area network (LAN)**' if you are on a LAN or '**I will establish my internet connection manually**' if you have a dial-up connection configured.



18. Select the '**Next**' button to display the Congratulations window.

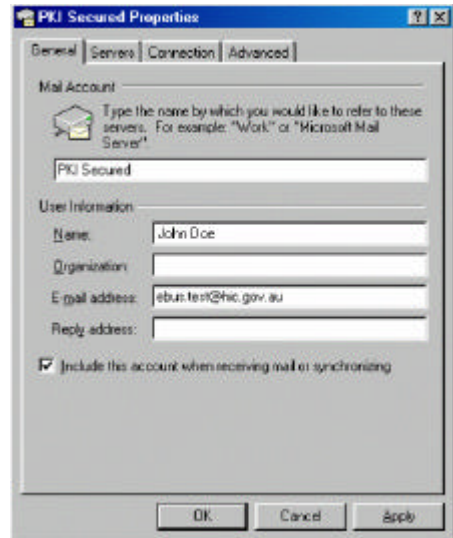


19. Select the '**Finish**' button to return to the Internet Accounts dialog box.

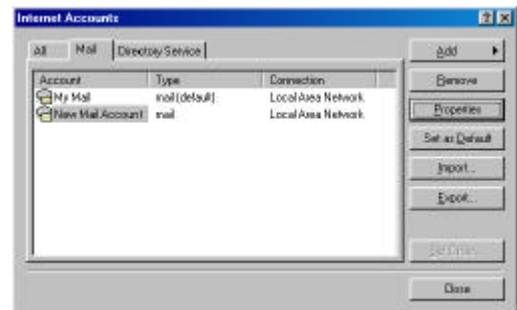


20. Highlight the Mail account you just created and select the '**Properties**' button.

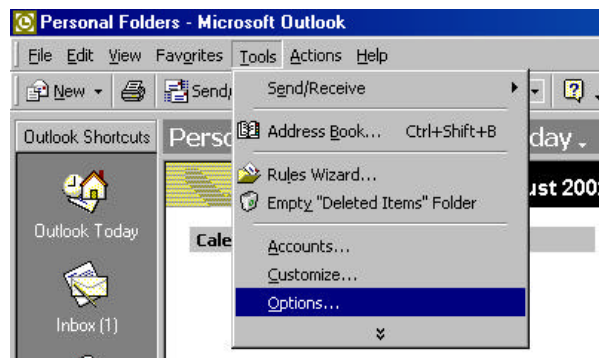
21. In the Mail Account edit box highlight the text and type '**PKI Secured**'.
22. Select the '**OK**' button to save changes and return to the Internet Accounts dialog box.



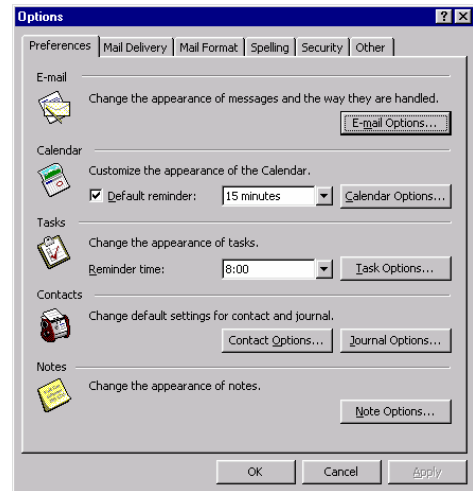
23. Select the '**Close**' button to return to Outlook 2000 main window.



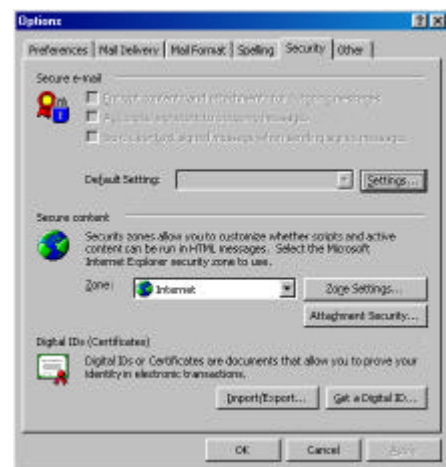
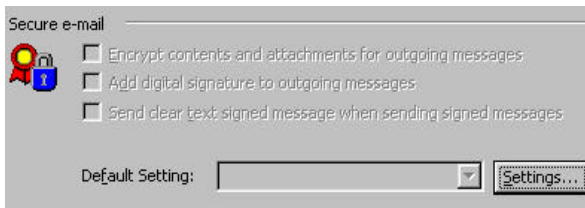
24. Select '**Tools**' from the main menu then select '**Options**'. The Options dialog box will then be displayed.



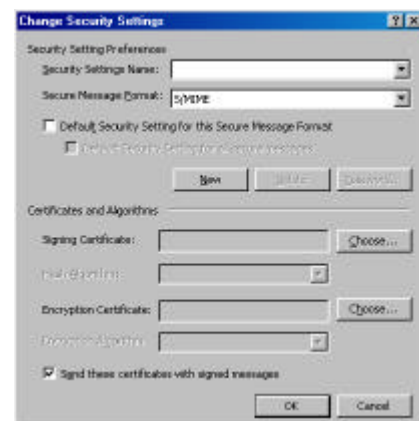
25. Select the **Security** tab to display certificate information.



26. In the Secure e-mail area of the Security tab select the 'Settings...' button.



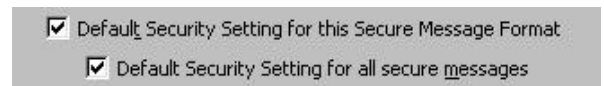
27. The Change Security Settings dialog box will be displayed.



28. In the 'Security Settings Name' text box, type in 'PKI Secured'.



29. Enable the 'Default Security Setting for the Secure Message Format' and enable 'Default Security Setting for all secure messages' by selecting the box

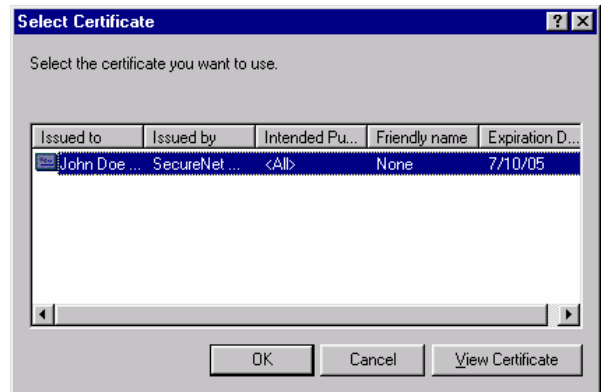


next to the options until a tick appears.

30. Select the **'Choose...'** button adjacent to the Signing Certificate field. This will display available signing certificates.



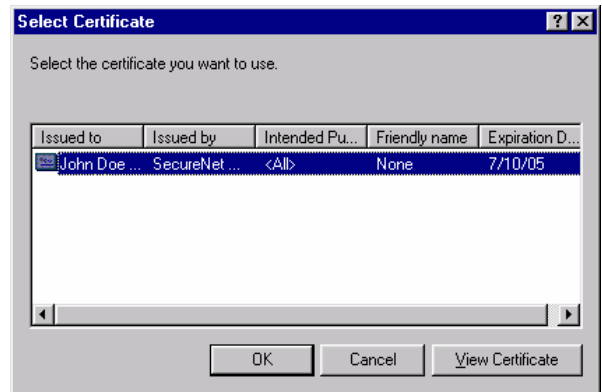
31. Select the **'Issued by'** column header to sort the list by issuer.
32. Scroll down the list until you locate the issuer of 'SecureNet Health OCA'.
33. Highlight the certificate with the latest expiration date and select the **'OK'** button to return to the previous window.



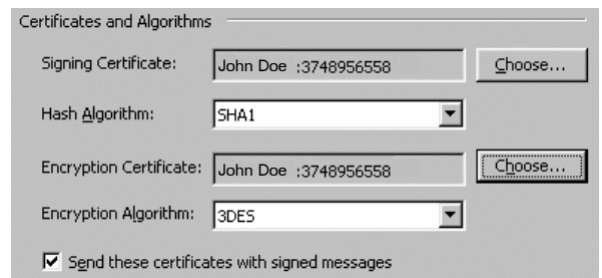
34. Select the **'Choose...'** button adjacent to the 'Encrypting Certificate' field. This will display available encryption certificates.



35. Select the Issued by column header to sort the list by issuer.
36. Scroll down the list until you locate the issuer of 'SecureNet Health OCA'.
37. Highlight the certificate with the largest expiration date and select the **'OK'** button to return to the previous window.



38. If it is not already present, use the Drop-down list adjacent to the 'Hash Algorithm' field and select **'SHA1'** from the list.
39. Enable the option **'Send these certificates with signed messages'** by selecting the corresponding check box until a tick appears.
40. Select **'OK'** button to save settings and return to the Security tab of the Options dialog box.



41. Select the **'Apply'** button then select the **'OK'** button to return to the Outlook 2000 main window.



You have now created a new e-mail account.

You are now ready to send and receive Signed and Encrypted email messages using HeSA certificates.