



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

## **OUTLOOK 2000**

## **INSTALLING CERTIFICATES**

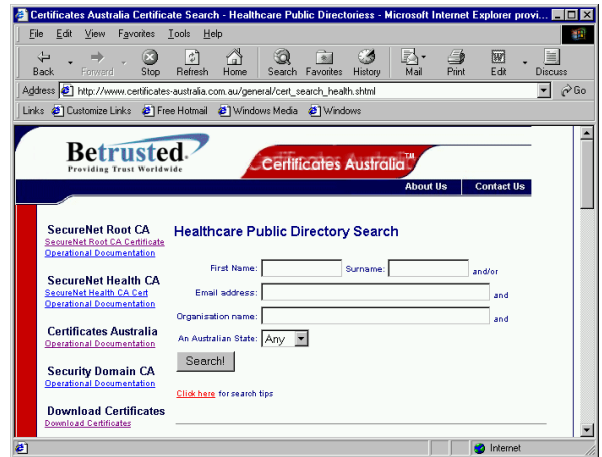
### **Loading Public Certificates**

1. Establish a connection to the Internet. This will be either a Dial-up networking or LAN connection.
2. Open the Windows Internet Explorer application.

You can do this by double clicking the Internet Explorer Icon with the left mouse button.



3. Type '[http://www.certificates-australia.com.au/general/cert\\_search\\_health.shtml](http://www.certificates-australia.com.au/general/cert_search_health.shtml)' into the Address area of your web browser and press the Enter key.  
The Certificates Australia Healthcare Directory Search web page will then be displayed.



4. Navigate around the web page using the Up and Down arrow keys until you find the 'Healthcare Public Directory Certificate Search' area of the page.

#### **Healthcare Public Directory Search**

First Name:  Surname:  and/or  
 Email address:  and  
 Organisation name:  and  
 An Australian State:

[Click here](#) for search tips

The following Information was extracted from the Certificates Australia Healthcare Public Directory Search Tips web page as at 5 September 2002. This web page can be accessed by selecting the ['Click here for search tips'](#) link or typing [http://www.certificates-australia.com.au/general/search\\_tips\\_health.shtml](http://www.certificates-australia.com.au/general/search_tips_health.shtml) into the Addresses area of your web browser and pressing Enter key.

#### Advice on making a successful search

- You may use the "\*" character to search for zero or more characters in a name which you do not know. For example searching for "John \* Doe" will return both "John A Doe" and "John Alan Doe". This is especially useful if you do not know a middle name or how to spell part of a name.
- You may also enter part of a name. For example searching for "John Do" will return "John Doe".
- If you are searching on the surname only, there is no need to fill in the First Name field. For example, a search on "Doe" would return both "John A Doe" and "John Alan Doe".
- Only the first 50 names found will be returned.
- If you tried a search and used the person's middle name(s) but did not obtain any results, try the search without using the middle name(s).
- When searching using an email address, the email address returned is the *current* email address in the certificate, which may have superseded the address you searched for.

Using the information above to perform a Healthcare Directory search. If you have problems retrieving certificates or the Search function is not working please send an email message containing a description of your problem to <mailto:registration@hesa.com.au>

5. Once the desired certificates are located select the pair with the latest expiry date. Select the Signing certificate first by checking the radio button that corresponds to that certificate.
6. Select the radio button that corresponds to 'application/pkix-cert (usually accepted by Internet Explorer and 3rd Party PKI Applications)'.  
7. Select the **'Get Certificate'** button. The 'File Download' dialog box will then open.

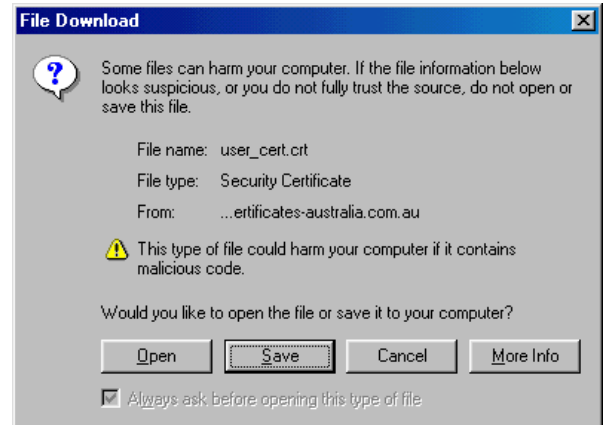
cn=John D Doe :2306900016,ou=itsd,o=john doe,  
l=canberra,st=act,c=AU  
john.doe2005@email.net

07 Oct 2003 to 06 Oct 2005 (Signing Certificate of type HCL)  
 07 Oct 2003 to 06 Oct 2005 (Encryption Certificate of type HCL)

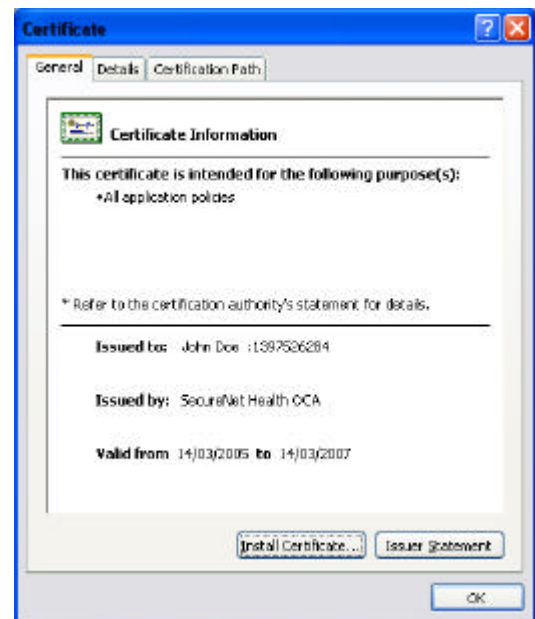
What MIME-type should we use when transmitting the end-user certificate?  
 application/pkix-cert (usually accepted by Internet Explorer and 3rd Party PKI Applications)  
 application/x-x509-email-cert (usually accepted by Netscape)

Get certificate

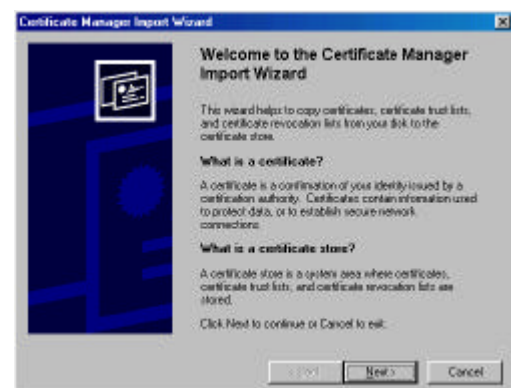
8. Select the **Open** button. The 'File Download' dialog box will then re-open.
9. Select the **Open** button and the Certificate window will then be displayed.



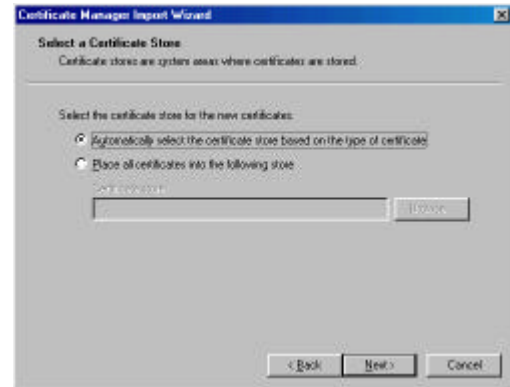
10. Select the **Install Certificate** button on the Certificate window. The 'Certificate Manager Import Wizard' window will then be displayed.



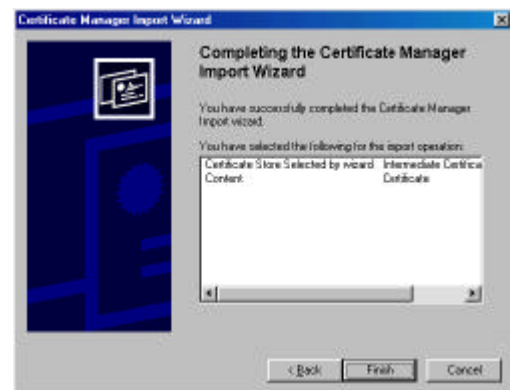
11. On the Certificate Manager Import Wizard Welcome window select the **Next** button.



12. On the 'Select a Certificate Store' window select the '**Next**' button.



13. On the 'Completing the Certificate Manager Import Wizard' window select '**Finish**' button.



14. A Message box displaying the Message 'Import was successful' will then be displayed. Select the '**OK**' button.



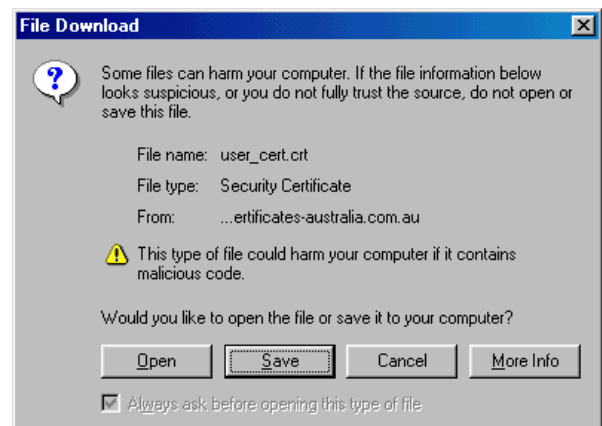
- Switch to the Certificate window and select the 'OK' button



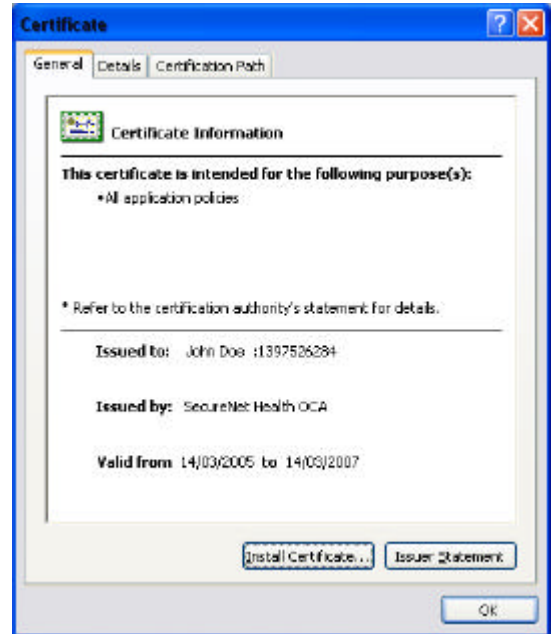
- Switch to Internet Explorer then select the Encrypting certificate to download by checking the radio button that corresponds to that certificate.
- Select the radio button that corresponds to 'application/pkix-cert (usually accepted by Internet Explorer and 3<sup>rd</sup> Party PKI Applications)'.
- Select the 'Get Certificate' button. The 'File Download' dialog box will then open.



- Select the 'Open' button. The 'File Download' dialog box will then re-open.
- Select the 'Open' button and the Certificate window will then be displayed.



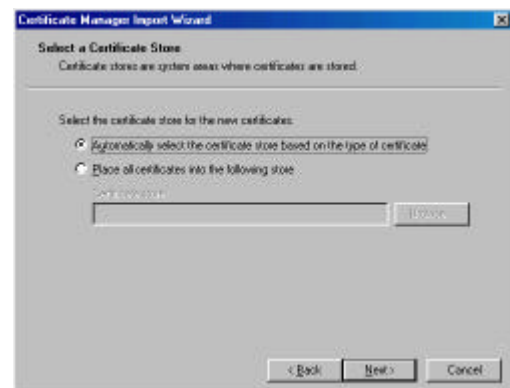
21. Select the **'Install Certificate'** button on the Certificate window. The 'Certificate Manager Import Wizard' window will then be displayed.



22. On the Certificate Manager Import Wizard Welcome window select the **'Next'** button.



23. On the 'Select a Certificate Store' window select the **'Next'** button.



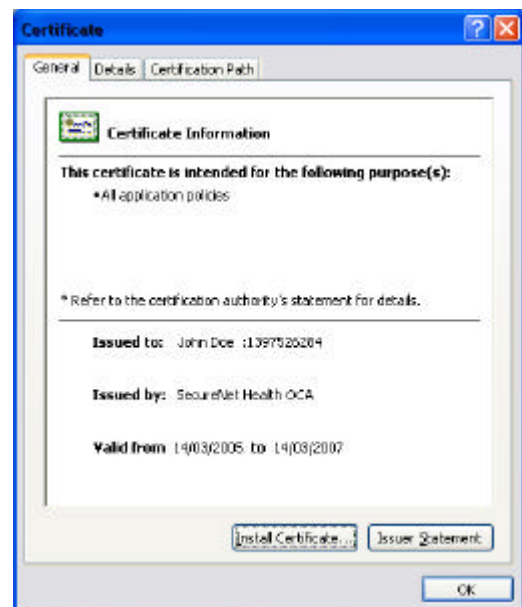
24. On the 'Completing the Certificate Manager Import Wizard' window select the '**Finish**' button.



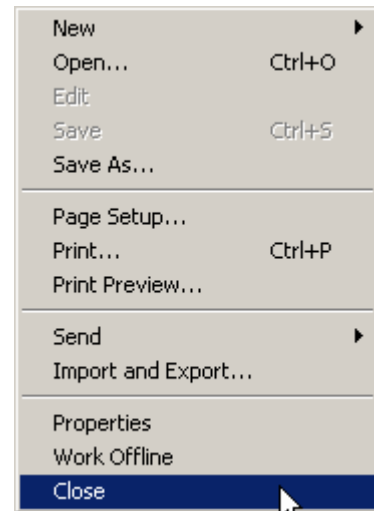
25. A Message box displaying the Message 'Import was successful' will then be displayed. Select the '**OK**' button.



26. Switch to the Certificate window and select the '**OK**' button.



27. Switch to Internet Explorer, select **File** from the main menu then select **Close**. Microsoft Internet Explorer application will then close.



You just imported two Public certificates into the Microsoft Cryptographic Storage area.