



OUTLOOK 2000

TRUSTING CERTIFICATES

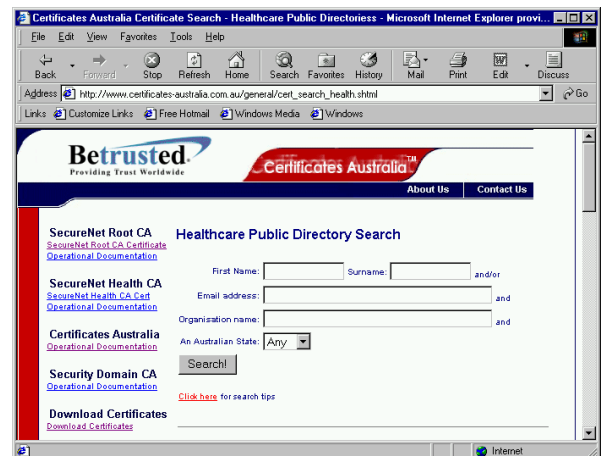
Loading Root Certificate Authority trust file into Microsoft Cryptographic Storage area

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' into the Address area of your web browser and press the **Enter** key. The Certificates Australia Directory Search web page will then be displayed.

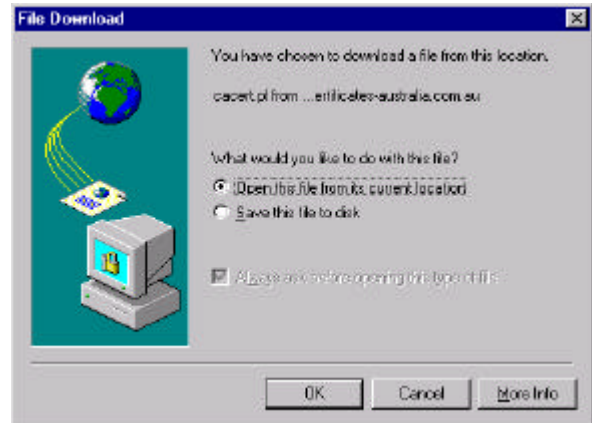


4. Scroll down the web page using the Up and Down arrow keys until you find the '**BCAPL Root CA Public Certificate**' area of the page.
5. Select the '**Download CA Certificate**' button. The 'File Download' dialog box will then open.

BCAPL Root CA Public Certificate



6. Select '**Open this file from its current location**' radio button.
7. Select the '**OK**' button.
The 'File Download' dialog box will then re-open.



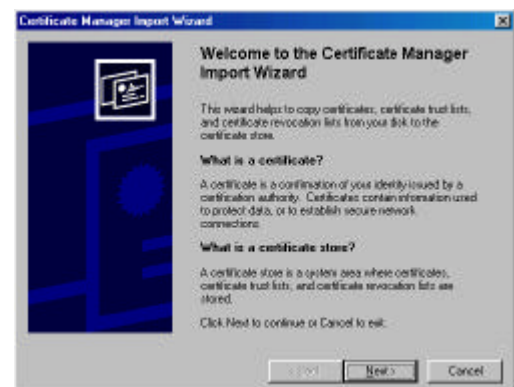
8. Some versions of Internet Explorer may have a '**File Download**' box similar to this example.
If so, simply press the '**Open**' Button.



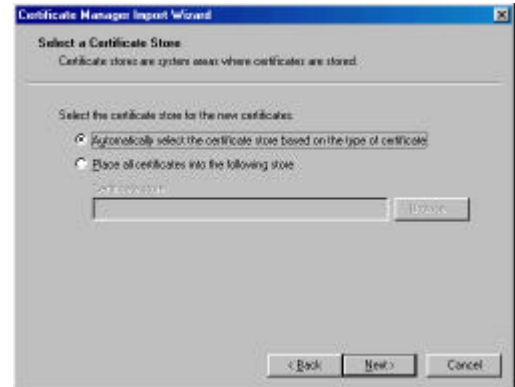
9. Select the '**Install Certificate**' button on the Certificate window.
The "Certificate Manager Import Wizard" window will then be displayed.



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



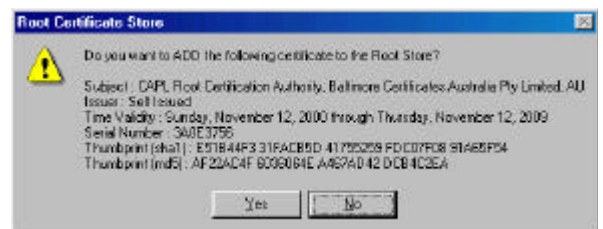
11. On the 'Select a Certificate Store' window select the **Next** button.



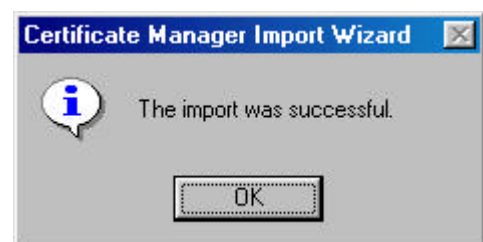
12. On the 'Completing the Certificate Manager Import Wizard' window select **Finish** button.



13. You will then be prompted with a 'Root Certificate Store' window. Select the **Yes** button to import and trust the Root certificate.



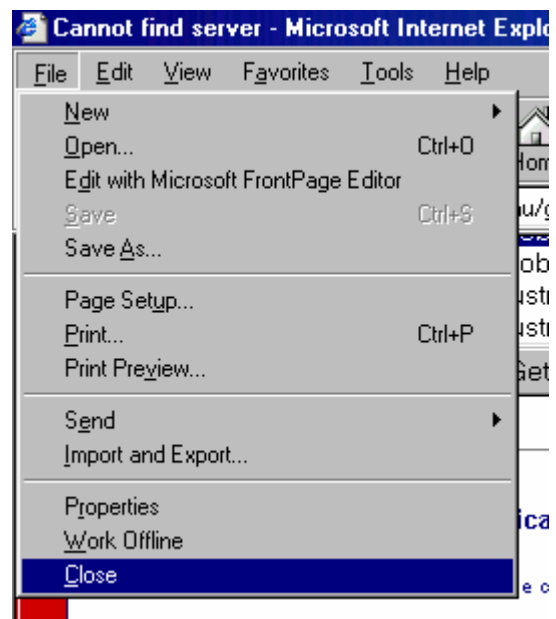
14. A Message box displaying the Message "Import was successful" will then be displayed. Select the **OK** button.



15. Switch to the Certificate window and select the 'OK' button.



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



You just imported CAPL Root certificate into the Microsoft Cryptographic Storage area.

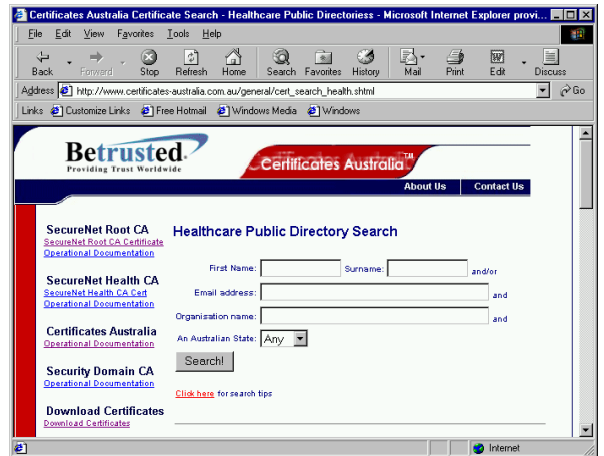
Loading Intermediate Certificate Authority trust file into Microsoft Cryptographic Storage area

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

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



19. Type '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 Directory Search web page will then be displayed.



20. Scroll down the web page using the Up and Down arrow keys until you find the '**BCAPL Health OCA Public Certificate**' area of the page.
21. Select the radio button that corresponds to 'application/pkix-cert (usually accepted by Internet Explorer and 3rd Party PKI Applications)'.
22. Select the '**Download CA Certificate**' button.
The 'File Download' dialog box will then open.

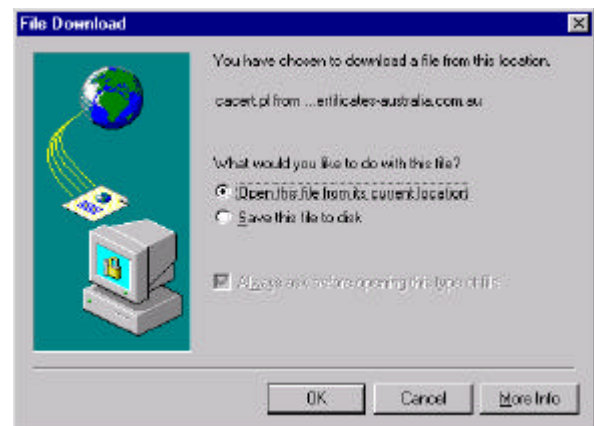
BCAPL Health OCA Public Certificate

What MIME-type should we use when transmitting the CA certificate?

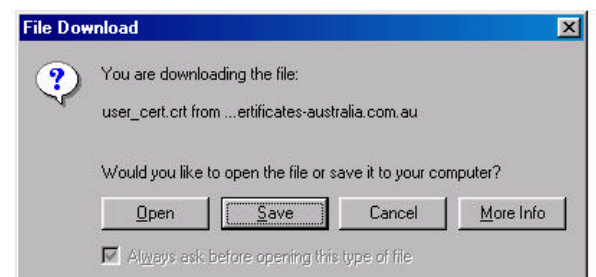
- application/pkix-cert** (usually accepted by Internet Explorer and 3rd Party PKI Applications)
- application/x-x509-ca-cert** (usually accepted by Netscape)

Download CA Certificate

23. Select '**Open this file from its current location**' radio button.
24. Select the '**OK**' button.
The 'File Download' dialog box will then re-open.



Some versions of Internet Explorer may have a '**File Download**' box similar to this example.
If so, simply press the '**Open**' Button.



25. Select '**Open this file from its current location**' radio button.
26. Select the '**OK**' button and the Certificate window will then be displayed.

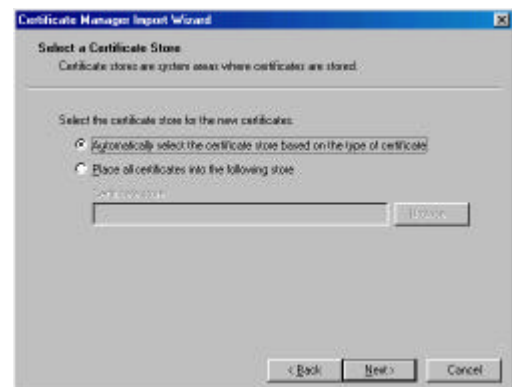
27. Select the '**Install Certificate**' button on the Certificate window. The "Certificate Manager Import Wizard" window will then be displayed.



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



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



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



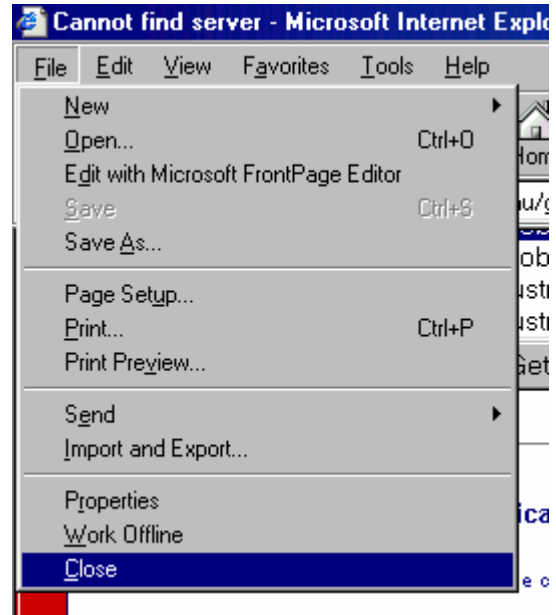
31. A Message box displaying the Message "Import was successful" will then be displayed. Select the **OK** button.



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



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



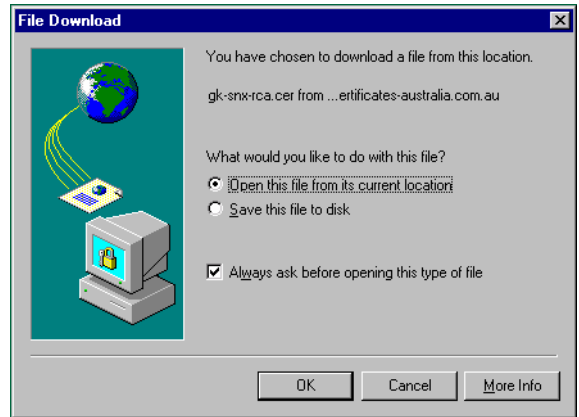
You just imported BCAPL Intermediate certificate into the Microsoft Cryptographic Storage area.

Loading the SecureNet Root Certificate into the Microsoft Cryptographic Storage area

34. Establish a connection to the Internet. This will be either a Dial-up networking or LAN connection.
35. Open Internet Explorer.
36. Type <http://www.certificates-australia.com.au/> into the Address area of your web browser and press the Enter key. The Certificates Australia home page will then be displayed.



37. Select the link to '**SecureNet Root CA Certificate**' (which should be located near the top of the navigation menu).
38. Select the '**Open this file from its current location**' radio button and click '**OK**'.



39. If you receive a 'File Download' prompt asking if you wish to 'Open' or 'Save' the file, click '**Open**'.

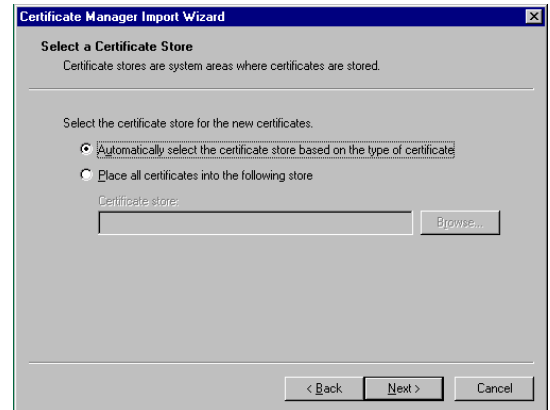
40. Click '**Install Certificate**'.



41. You will be presented with the 'Certificate Manager Import Wizard'. Click '**Next**'.



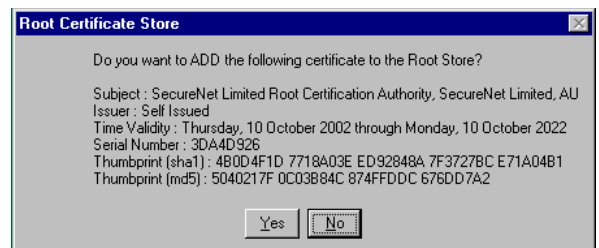
42. Ensure 'Automatically select the certificate store based on the type of certificate' is selected. Then click 'Next'.



43. The 'Trusted Root Certification Authorities' store should have been selected for the import. Click 'Finish'.



44. Confirm that you wish to import the certificate into the Root Store by clicking 'Yes'.



45. You should receive notification that the import was successful. Click 'OK'.
46. Click 'OK' to close the Certificate Manager Import Wizard.



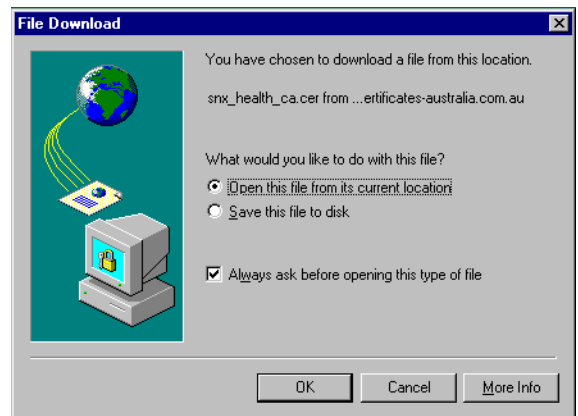
You just imported the SecureNet Root Certificate into the Microsoft Cryptographic Storage area. You must now install the SecureNet Health (intermediate) Certificate to complete the chain of trust.

Loading the SecureNet Health Certificate into the Microsoft Cryptographic Storage area

47. Establish a connection to the Internet. This will be either a Dial-up networking or LAN connection.
48. Open Internet Explorer.
49. Type <http://www.certificates-australia.com.au/> into the Address area of your web browser and press the Enter key. The Certificates Australia home page will then be displayed.



50. Click the link to **'SecureNet Health CA Cert'** (which should be located towards the top of the navigation menu).
51. Select the **'Open this file from its current location'** radio button and click **'OK'**.



52. If you receive a 'File Download' prompt asking if you wish to 'Open' or 'Save' the file, click **'Open'**.

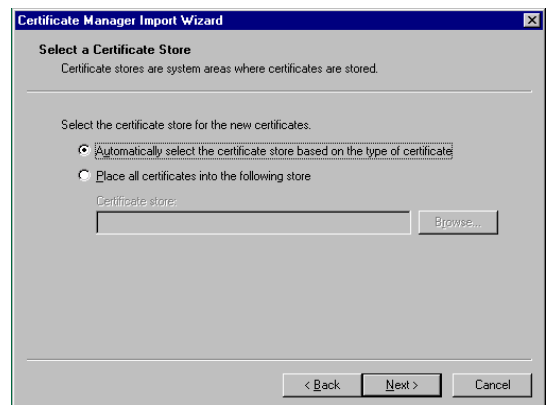
53. Click '**Install Certificate**'.



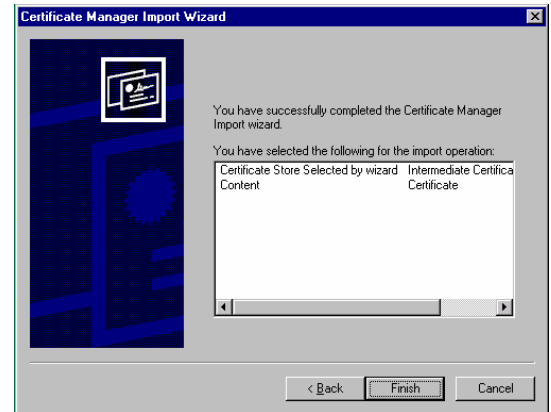
54. You will be presented with the 'Certificate Manager Import Wizard'. Click '**Next**'.



55. Ensure 'Automatically select the certificate store based on the type of certificate' is selected. Then click '**Next**'.



56. The 'Intermediate Certification Authorities' store should have been selected for the import. Click **'Finish'**.



57. You should receive notification that the import was successful. Click **'OK'**.
58. Click **'OK'** to close the Certificate Manager Import Wizard.



You just imported the SecureNet Health Certificate into the Microsoft Cryptographic Storage area.

You have now configured the chain of trust necessary to enable Microsoft applications to use SecureNet-issued HCI or HCL certificates.